



The Essential Credential<sup>™</sup>

## RECERTIFICATION APPLICATION

Name:

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Please complete and send by email to:

[info@camicb.org](mailto:info@camicb.org)

---or---

CAMICB

6402 Arlington Blvd., Ste. 510

Falls Church, VA 22042

*Receipt of your application will be acknowledged within three weeks.*

**To maintain an active CMCA, you must:**

1. Fulfill the recertification requirements every two years,
2. Pay the nonrefundable and nontransferable \$125 CMCA service fee every year
3. Adhere to the [CMCA Standards of Professional Conduct](#)

## Recertification Purpose

Recertification is an ongoing process designed to promote and demonstrate continued competency in the community association management profession. This competency can be demonstrated through participation in continuing education in the field of community association management. **CMCAs must complete at least 16 hours of continuing education coursework every two years.**

Recertification allows professional managers to distinguish themselves as accomplished professionals committed to developing their skills and knowledge.

Recertification also allows you to reaffirm your commitment to the [Standards of Professional Conduct](#) to your community associations, your employers, your peers, and the millions of people living in community associations.

Policies may vary for international candidates.

## Rationale for Recertification

The CAMICB Board determined the interval for recertification to be two years. The rationale for the recertification interval is listed below:

1. Community association management is a dynamic profession with best practices and laws affecting the profession changing regularly. The laws that affect community association management and operations may change each year during state legislative sessions. In our research, we have found that it is reasonable to expect certified professionals to obtain information through continuing education opportunities about the changes in the laws and best practices every two years.
2. The interval must be long enough to allow the certified professionals to earn the appropriate credits but short enough to keep the certified professionals motivated to engage in education and training.
3. The determination was also based on recommendations to move towards best practices, which would require routine annual continued education participation in attempts to help certified professionals avoid long periods of education inactivity.

## Recertification Requirements

1. Continue to be active in the community association industry.
2. Satisfy continuing education requirements outlined below.
3. Pay the non-refundable CMCA annual service fee (see separate invoice).
4. Complete and submit the Recertification Application.
5. Adhere to the [CMCA Standards of Professional Conduct](#).

## **Continuing Education**

### **1. General Principle**

To satisfy the continuing education requirement, 16 hours of coursework must be completed every two years within the certification period (for example, for recertification on 4/1/2023, courses must have been completed from 4/1/2021-4/1/2023). Some self-study work may be applied toward the 16-hour requirement (as provided in 5 below). Qualified teaching or writing may also be applied.

### **2. Designations**

If the CMCA currently holds and has held an: AMS, PCAM, NAHC RCM, FL CAM, or NV CAM designation for at least one year, this will satisfy the continuing education requirement for recertification.

### **3. Qualifying Course Content**

Credit hours may be earned only for education that meets one of these two criteria:

- a) It pertains to community association operations or management.
- b) It contributes to the professional development of the CMCA.

*Professional Development* refers to skills and knowledge attained for personal development and career advancement. For CMCA recertification purposes, professional development encompasses a variety of facilitated learning opportunities, ranging from college degrees and coursework, conferences, professional coaching, community workshops, seminars, symposiums, and webinars. Examples of professional development courses are community association management operations, administration, and legal requirements. In addition, courses may include accounting, human resources, and public administration.

*Please note that Courses related to buying and selling real estate are **not** acceptable.*

### **4. Credit hours**

One hour of credit is earned for each hour of instruction.

### **5. Self-study**

Self-study credit must be approved in advance by CAMICB. It is also limited to no more than four hours every two years. Written requests should include a description of the course (including outline, syllabus, or summary) and the estimated length of time of the self-study request. The CAI and IREM home study courses are not considered self-study.

### **6. Teaching**

Teaching a course that qualifies for CMCA recertification will earn continuing education credit. Two hours of credit are earned for each class hour the first time a CMCA certificant teaches the qualifying course. Thereafter, one hour of credit is earned for each class hour for re-teaching the same course.

### **7. Authorship**

An article for a regional, national, or international community association publication may qualify for continuing education credit. A copy of the published work and the total number of words written must be submitted to CAMICB.

The determination of the number of hours is as follows: 500–1,000-word article: 2 hours, 1,001–1,500-word article: 3 hours, 1,500+: 4 hours, and book or journal: up to 10 hours based on individual analysis. *Copies of publications must be submitted within ample time for review before the recertification due date.*

## **8. Volunteer Service**

Credit hours may be earned for volunteer service to organizations whose mission pertains to advancing community associations or the management profession. Credit hours may also be granted for advocacy work to support community associations and management professionals, such as providing official testimony or analysis on legislation or regulation (lobbying is not included) or other volunteer activities concerning the operations of a community association, such as the voluntary service on a board of a community association. Credential holders cannot receive compensation for any activities for which they request credits.

CAMICB must approve the organization and service hours before a credential holder submits their recertification application.

The maximum total hours allowed for volunteer service during the two-year recertification cycle is 8 hours.

The following service activities can be counted towards continuing education hours:

- National/International Organization Board: 8 hours
- State Organization/Chapter Board: 4 hours
- Organization Committee: 4 hours
- Certification Exam Development: 8 hours
- Advocacy Work: 4 hours
- HOA/Condo Board: 4 hours

Credential holders must provide objective evidence of their participation to receive continuing education credit for volunteer service. This evidence should be specific and verifiable, demonstrating that they met the activity's requirements.

## **9. Verification**

CMCAs are responsible for monitoring continuing education status and maintaining the necessary records to substantiate satisfactory compliance. CMCAs are required to provide proof that continuing education requirements are met. One of the following must be presented to substantiate attendance:

- a) Course grade or congratulations letter, where applicable
- b) Certificate of attendance or completion
- c) Published material about the course and payment verification
- d) CMCA Continuing Education Documentation Worksheet

## **List of Approved Continuing Education Courses**

CAMICB has a list of [approved educational courses](#) available online. Coursework approved by a state regulatory agency for manager licensing requirements will be approved for CMCA recertification continuing education credit. These states currently include Florida, Georgia, Nevada, and Virginia. Note: You may be able to obtain a schedule of courses by contacting any of the approved course providers.

CMCA prerequisite coursework is also approved for continuing education. CMCA's may not use the coursework to meet examination eligibility and continuing education requirements. For example, if a CMCA used CAI's M100: The Essentials of Community Association Management as their prerequisite education to sit for the CMCA examination, they may not submit it for CMCA recertification continuing education credit.

### **Approval of Additional Continuing Education Credit**

A CMCA may seek approval from CAMICB for a course or method that has not been pre-approved. CAMICB staff will review the learning objectives and credit allocation to determine eligibility. CAMICB staff may consult a member of the Continuing Education Review Committee when necessary. Credit will be limited by the following:

- One-half of the continuing education credits may be obtained through in-house training courses.
- Local law seminars and local college or university courses pertaining to accounting, business practices, computers, or foreign languages may count toward the continuing education requirement.
- Courses related to buying and selling real estate are not acceptable.
- Self-study credit is limited to no more than four hours every two years and must be approved by CAMICB.
- Teaching a course related to community association management can qualify for credit.
- Publishing an article in a regional or national community association publication may qualify for credit.
- Volunteer hours can qualify for credit and are limited to a certain amount per cycle
- One hour of credit equals one hour attended.
- Managers may only receive credit one time per course.
- Credit for a course may only be submitted once per recertification cycle.
- Proof of participation is required for online and in-person learning.

**Applicant Information**

1. **Applicant Name:** *(must be the same name as on your government-issued ID)*  Mr.  Mrs.  Ms.  Mx.  
 First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_
2. **Home Address:** Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

ALL CORRESPONDENCE WILL BE MAILED TO YOUR HOME ADDRESS.

**Recertification Requirements**

ACKNOWLEDGE BY CHECK OR INITIALS BY ALL THAT APPLY

3.  I currently hold and have held an active AMS, PCAM, NAHC RCM, FL CAM, or NV CAM designation for at least one year (This will automatically satisfy the continuing education requirement).  
 AMS # \_\_\_\_\_ PCAM # \_\_\_\_\_ NAHC RCM # \_\_\_\_\_ FL CAM # \_\_\_\_\_ NV CAM # \_\_\_\_\_
- OR ---
- I have completed 16 or more continuing education hours and attached the CMCA Continuing Education Documentation Worksheet or valid documents.
4. Have you been convicted of a felony or misdemeanor since your last recertification?  
 Yes  No *If “yes,” submit an explanation and relevant information, including court documents.*
5. Have you had a license, certification, registration, or permit to practice any regulated profession revoked, suspended, relinquished, or withdrawn since your last recertification?  
 Yes  No *If “yes,” submit a statement and relevant information, including court documents.*

6. Agreement and Compliance

I hereby apply for recertification as a Certified Manager of Community Associations (CMCA®) and agree to the following terms:

- a.) I am professionally active in the community association industry.
- b.) I adhere to the CMCA Standards of Professional Conduct. I understand that any violations of these standards, including providing misleading, fraudulent, or incorrect information on this application, may subject me to review under CAMICB enforcement procedures.
- c.) I acknowledge that the information provided in this recertification application may be used for statistical or other purposes by CAMICB and that my records will be kept confidential, except as mandated by law.
- d.) Furthermore, I agree to notify CAMICB within 30 days of any changes affecting my answers to the above statements, including but not limited to a felony conviction, entry of a plea of nolo contendere in a felony case, or revocation of any state or professional credential or license. Such notifications should be sent to CAMICB at 6402 Arlington Blvd., Suite 510, Falls Church, VA 22042, or via email to [info@camicb.org](mailto:info@camicb.org).

By signing below, I certify that all statements made and agreements herein are true and accurate, and I commit to the responsibilities and obligations as outlined in this recertification application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Continuing Education Documentation Worksheet**

List your continuing education coursework throughout the two years leading up to your recertification. You must submit at least 16 hours of education. Each course will be evaluated to ensure it meets the required CMCA standards for professional development. Please note that courses related to buying or selling real estate are unacceptable.

<b>Date</b>	<b>Provider</b>
<b>Hours</b>	<b>Session Title</b>
Date	Provider
Hours	Session Title
<b>Date</b>	<b>Provider</b>
<b>Hours</b>	<b>Session Title</b>
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**Continuing Education Documentation Worksheet, Continued**

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<b>Date</b>	<b>Provider</b>
<b>Hours</b>	<b>Session Title</b>
Date	Provider
Hours	Session Title



## CMCA Standards of Professional Conduct

(Revised September 2019)

A Certified Manager of Community Associations (CMCA®) shall:

1. Be knowledgeable, act, and encourage clients to act in accordance with any and all federal, state, and local laws applicable to community association management and operations.
2. Be knowledgeable, comply and encourage clients to comply with the applicable governing documents, policies and procedures of the Client Association(s) to the extent permitted by that Client.
3. Not knowingly misrepresent material facts, make inaccurate statements or act in any fraudulent manner while representing Client Association(s) or acting as a CMCA.
4. Not provide legal advice to Client Association(s) or any of its members or otherwise engage in the unlicensed practice of law.
5. Promptly disclose to Client Association(s) any actual or potential conflicts of interest that may involve the manager.
6. Refuse to accept any form of gratuity or other remuneration from individuals or companies that could be viewed as an improper inducement to influence the manager.
7. Participate in continuing professional education and satisfy all requirements to maintain the CMCA.
8. Act in a manner consistent with his/her fiduciary duty.
9. Conduct themselves in a professional manner at all times when acting in the scope of their employment in accordance with local, state, and federal laws.
10. Recognize that the original records, files, and books held by the manager are the property of the Client Associations to be returned to the Client at the end of the manager's engagement and maintain the duty of confidentiality to all current and former clients.

A violation of these [Standards of Professional Conduct](#) may be grounds for administrative action and possible revocation of the CMCA certification by CAMICB. These Standards are enforced through the process outlined in the [Standards of Professional Conduct Enforcement Procedures](#). Visit the website or contact the CAMICB office for a copy of the document.

For additional information to interpret the [Standards of Professional Conduct](#), please visit the website or contact the CAMICB office for the [Clarification of the Standards of Professional Conduct](#) document.

### State Specific Requirements

Eight states have taken steps to regulate the community association management profession. You will find additional information about the specific regulations for these states on our website, [www.camibc.org](http://www.camibc.org).

Alaska  
Georgia

California  
Illinois

Connecticut  
Nevada

Florida  
Virginia

**Information For California Managers Only: California Specific Section**

CMCA holders practicing in California must comply with specific state educational requirements. While the CMCA certification meets the examination requirements set forth by California law, there is a mandatory one-time educational curriculum requirement. This includes completing at least 30 hours of coursework covering various topics relevant to community association management, as outlined in the California Manager Certification Titling Act.

This 30-hour educational requirement is separate from the ongoing CMCA recertification process, which requires completing 16 hours of continuing education every two years or holding an active AMS, PCAM, or NAHC RCM designation or Florida or Nevada CAM license for at least one year.

For detailed information on the California Manager Certification Titling Act and the specific educational topics required, visit [Part 4, Division 4, of the California Business and Professions Code](#).

Submit this California-specific section along with the standard recertification application when recertifying in California. Keep all course records for potential audits.

By signing below, you acknowledge the completion of the required 30-hour California-specific educational curriculum (a one-time requirement) and affirm your commitment to the ongoing CMCA recertification requirements every two years. Your signature confirms the accuracy of this information and your understanding of these distinct requirements for legal compliance and the integrity of your CMCA certification, both in California and internationally.

Printed Name: \_\_\_\_\_ CMCA Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The CMCA certification is internationally recognized. While the certification meets the examination requirements of California law, CMCA holders practicing in California must still fulfill the state-specific 30-hour educational mandate in addition to the ongoing biennial CMCA recertification requirements.