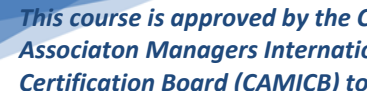


3 Ways CMCA's Benefit from the Chapter/CAMICB Partnership

- 1. CMCA's have access to more education opportunities when Chapter programs receive approval.**
- 2. CMCA's can easily find Chapter programs to satisfy recertification requirements at www.CAMICB.org.**
- 3. Accreditation of the CMCA boosts the validity and integrity of the profession in such a way that officials and state legislatures across the country cannot ignore.**



This course is approved by the Community Association Managers International Certification Board (CAMICB) to fulfill continuing education requirements for the CMCA® certification.

Application Checklist

Submitting your CE program to CAMICB for approval is fast & easy with the help of this short check-list:

- Complete & Sign the Chapter CE Course Provider Application.
- Attach Program Materials, which include, but are not limited to:
 - Program brochure
 - Flyer or agenda
 - Speaker(s) presentation(s)
 - Speaker bio(s) and contact information
- Email the above materials to [Denise Davenport](mailto:Denise.Davenport@camicb.org).



Community Association Managers
International Certification Board

CAI CHAPTER CONTINUING EDUCATION COURSE PROVIDER APPLICATION

CHAPTER INFORMATION

Chapter Name: _____ Chapter Contact: _____

Email: _____ Phone: _____

Course Title: _____

Description of Program: _____

Program Date & Location(s): _____

Hours of Instruction: _____ Credits Requested: _____ Course Fee: _____

SPEAKER INFORMATION

Our program has multiple speakers whose bios and contact information are included in the materials.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please select the option which best describes your program:

This program has been approved by CAMICB or the state regulatory agency for manager licensing in Colorado, Florida, Georgia, Illinois, Nevada, or Virginia. Copy of approval is attached.

This program was previously approved by CAMICB, but the speaker has made the following changes to accommodate our Chapter event: _____

This program has not been previously approved by CAMICB.

PROVIDER ATTESTATION

In submitting this application, the undersigned attests that all information and materials provided are accurate and truthful. I further understand that CMCA's are eligible to receive continuing education credits for attending this program. I have reviewed all the requirements and agree to their terms. The CAI Chapter agrees to provide the appropriate verification of attendance at the program site, and submit a list of attendees to CAMICB within 45 days of the completion of the program.

SIGNATURE

CAI Chapter Representative: _____ Date: _____

HELPFUL HINTS

To make sure your application gets immediate, expedited attention, below are some helpful hints for getting CE programs approved without a glitch ...

- ✓ Our Chapter program contains at least 60 minutes of educational content.
 - 60 minutes of educational content equals 1 CE credit.
 - CE credit is awarded for educational programming only. Happy hour, meal service, networking, and other social activities built into the program cannot be counted toward CE credits.
- ✓ Community association operations & management and/or the professional development of the CMCA are the focus of our Chapter programs.
- ✓ Our presenters understand the importance of delivering a program that educates our managers; not sells a product or service.
 - Presentations are devoid of organizational logos on every slide.
 - Speakers understand their audience is CMCA's and know the distinction between CAMs and property managers.

RECORDKEEPING

The following steps aim to protect Chapters and members in the unlikely event of audit:

- ✓ Student attendance records will be retained for a period of five (5) years.
- ✓ Students will receive a certificate or other verification of attendance to submit with the biannual CMCA Recertification Applications.
- ✓ Our Chapter will submit a list of attendees that includes, but is not limited to, full name, company, and email address) within 45 days following the program.