PREREQUISITE COURSE PROVIDER APPLICATION

Please submit application and support materials to:

6402 Arlington Blvd, Ste 510
Falls Church, VA 22042
866. 779.CMCA (2622) Toll Free
www.camicb.org
info@camicb.org
Prerequisite Course Provider Requirements
Application Outline

BACKGROUND

I. Introduction
The Certified Manager of Community Associations (CMCA®) is the only national certification program designed exclusively for managers of homeowner and condominium associations and cooperatives. Since 1996, CAMICB, formerly NBC-CAM, has certified over 13,000 community managers. The CMCA recognizes individuals who have demonstrated the fundamental knowledge required to manage community associations. CMCA applicants are required to complete a course that offers a comprehensive overview of community association management. CAMICB has opened up the prerequisite course offerings to all qualified organizations and courses. The application outline provides course providers with an overview of CAMICB, the CMCA program and the prerequisite course requirements.

II. Overview of CAMICB & CMCA Program
The Community Association Managers International Certification Board (CAMICB) administers the Certified Manager of Community Associations (CMCA) certification program. The certification program was designed to ensure that community managers have the fundamental knowledge and expertise required to effectively manage homeowner and condominium associations and cooperatives.

The CMCA program:
- Establishes acceptable standards of knowledge and skills for the community management industry
- Provides association homeowners with a level of confidence regarding a certified manager's knowledge
- Raises the professional status of community association management.

III. Development of the CMCA Examination
The CMCA Examination is a nationally developed standardized examination which has been validated by a recognized professional testing firm, approved by the CAMICB Board and is administered by an independent, recognized testing agency (HumRRO).

The CMCA Examination is a three-hour multiple choice exam consisting of 120 questions. It is offered in paper and pencil format three times a year in major cities around the country or may be taken via the computer-based format every day of the year through our international testing agency, Pearson VUE.

Applicants who qualify to sit for the exam receive an Exam Study Guide to help them develop strategies for exam preparation, identify major content areas and review sample questions.

CAMICB adheres to a process of test development that helps to demonstrate that an examination is “content valid.” Content validity is a critical characteristic that helps to assure the effectiveness of a test, as well as its legal defensibility. It is a process that helps assure that a test measures what it is supposed to measure and excludes material that is irrelevant or trivial. The contents of the examination are based on a study of related job requirements. The occupational analysis study conducted in 1995 identified 82 relevant tasks organized into seven categories: Association Administration, Community Governance, Financial Management, Risk Management and Insurance, Facilities Management, Human Resource Management, and Communications Management. It also identified 69 knowledges that are required for successful performance of the tasks. These
knowledges were organized into eight content areas. CAMICB updates to the 1995 occupational analysis every five years.

In addition to the 100 scored test items, each CMCA Examination includes 20 items that are included on an experimental basis. These “pilot test” items are new or substantially revised items that we want to test before incorporating them on new versions of the test as operational (i.e., scored) items.

IV. CMCA Examination Content
The CMCA Examination is a 150 minute, 120 question multiple-choice exam. The exam is divided approximately in the following manner:
- Meetings (11%)
- Governance and Legal Issues (20%)
- Budgets, Reserves, Investments, and Assessments (19%)
- Financial Controls (16%)
- Risk Management and Insurance (10%)
- Property Maintenance (9%)
- Contracting (9%)
- Human Resources Management (6%)

COURSE AND APPLICATION REQUIREMENTS

V. Prerequisite Course Requirements
a. Course Content: A copy of the participant course materials must accompany the application.
b. Course Outline: A course outline must accompany the application.
c. Course Description: A complete description on how the course effectively covers the topic areas must accompany the application.
d. Course Development & Updating: Indicate a brief statement to explain how the course was developed and the methods used for up-dating and revising the course.
e. Course Delivery Method: Indicate how the course will be delivered (i.e. in person class room style, Webinar, on-line, CD ROM, etc...)
f. Length of Course: Indicate the exact hours of the course instruction. (Please specify breaks and lunches if applicable).
g. Course Schedule: Specify the schedule for course offerings – include dates, and locations.
h. Fees: Please specify the participant fees for the course. If course materials are required at an additional fee, please specify.
i. Course Examination: Each pre-requisite course must have an examination. Individuals must complete and pass the examination prior to sitting for the CMCA Examination. Please provide details how the exam is facilitated and scored. (Open book, how many questions, how much time, what format, etc...)
j. Course Evaluation: Indicate how the course is evaluated in relation to the course material, learning experiences, instructional methods, facilities, and resources used.

VI. Faculty Requirements
a. Instructors must have instructional experience AND:
   1. Bachelors degree and two years experience in subject matter, OR
   2. Associates degree and four years experience in subject matter, OR
   3. Six years experience in subject matter.

*If you have other requirements for your faculty members, we may be willing to accept your requirements. Please provide details.

b. Please include instructor’s resumes with application.
VII. Certificate of Course Completion
   a. Upon successful completion of the course, providers should award Certificates of Course Completion. The following information must be included:
      - Course Participant’s Name
      - Course Title
      - Date Completed
   b. Please include a sample of a course completion certificate and describe when and how the certificate will be provided to each successful participant.

VIII. General Requirements
   a. Fax and e-mail will be the methods of contact with the provider applicant. Please keep the contact person information current. Full contact information for providers will be published on the CAMICB website and on printed materials.
   
   b. The CAMICB website will list the course providers contact information and will provide a link to the course provider’s website. If the website url changes, the provider must provide CAMICB the new address.
   
   c. Providers will be required to print the following (or current version as approved by CAMICB) on their course materials;

      These courses are approved by CAMICB to fulfill the prerequisite course requirement for the CMCA (Certified Manager of Community Association) certification. [www.camicb.org](http://www.camicb.org)
   
   d. Providers will be required to link the CAMICB website ([www.camicb.org](http://www.camicb.org)) on their website with a version of the following statement as approved by CAMICB;

      This course is approved by CAMICB to fulfill the prerequisite course requirement for the CMCA (Certified Manager of Community Association) examination application. [www.camicb.org](http://www.camicb.org)

IX. CAMICB Agreement of Confidentiality
CAMICB agrees that the information provided in the application is confidential information and is to be considered confidential and proprietary to your organization. CAMICB shall hold the same in confidence, shall not use the confidential information other than for the purposes of its business with your organization, and shall disclose it only to its officers, directors, or employees with a specific need to know. CAMICB will not disclose, publish or otherwise reveal any of the confidential information received from your organization to any other party except with the specific prior written authorization of your organization.

X. Application Check List
   - $250 Prerequisite Course Provider Application Fee (non-refundable). Make check payable to CAMICB.
   - Course Materials
   - Course Outline
   - Course Description
   - Course Marketing Material
   - Course Delivery Method
   - Course Evaluation
   - Course Schedule
   - Mock-Up of Course Completion Certificate
   - Faculty List and Resumes