

CMCA®

Certified Manager of Community Associations

CMCA- The Essential Credential™

RECERTIFICATION APPLICATION

Name: _____

Please complete and send to:

CAMICB
6402 Arlington Blvd Ste 510
Falls Church, VA 22042
Toll Free: 866.779.CMCA
Main: 703.970.9300
Fax: 1.800.845.4394
E-mail: info@camicb.org

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 \$105 CMCA service fee **every** year, and
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 development of their skills and knowledge.

Recertification also provides the opportunity for 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 has to 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 4/1/2017, courses must have been completed from 4/1/2015-4/1/2017). 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 along with the total number of words written must be submitted 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 prior to the recertification due date.*

8. 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
- e. CMCA Continuing Education Documentation Worksheet

List of Approved Continuing Education

Educational courses are offered by [approved course providers](#). Coursework approved by a state regulatory agency for manager licensing requirements will be approved for CMCA recertification continuing education credit. These states currently include: Colorado, Florida, Georgia, Illinois, Nevada, Virginia.

- One half of the continuing education credits may be obtained through in-house training courses. These courses must be pre-approved by the Continuing Education Review Committee.
- Local law seminars and local college or university courses pertaining to accounting, business practices, computers, or foreign language will count toward the continuing education requirement
- Courses related to buying and selling real estate are **not** acceptable.
- Self-study credit must be pre-approved by CAMICB and is limited to no more than four hours every two years.
- 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.
- 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 one time per recertification cycle.
- Online learning must be interactive. Interactive coursework is defined as requiring proof of participation.

CMCA [prerequisite coursework](#) is also approved for continuing education. CMCA's may not use the coursework to meet both 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.

A CMCA **may** seek approval from CAMICB for a course not provided by a pre-approved course provider. 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.

Note: You may be able to obtain a schedule of courses by contacting any of the approved course providers.

APPLICANT INFORMATION

1. **Applicant Name:** *(must be the same name as on your government –issued ID)*
 Mr. Mrs. Ms. First _____ Middle _____ Last _____
 CMCA Certificate No. _____
2. **Home Address** _____
 City _____ State _____ Zip _____
 Home phone _____ Mobile phone _____
 E-mail _____
3. **Business Information**
 Company Name _____
 Business Address _____
 City _____ State _____ Zip _____
 Business phone _____ Fax _____
 E-mail _____

ALL CORRESPONDENCE WILL BE MAILED TO YOUR HOME ADDRESS.

RECERTIFICATION REQUIREMENTS

4. 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.
5. Have you been convicted of a felony or misdemeanor since your last recertification?
 Yes No *If "yes," submit statement of explanation and relevant information including court document(s).*
6. Have you ever had a license, certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?
 Yes No *If "yes," submit statement of explanation and relevant information including court document(s).*
7. I hereby apply for recertification as a Certified Manager of Community Associations (CMCA®). I understand recertification depends on successful completion of specific requirements and the following are correct: *Please initial next to each.*
 - I continue to be active in the community association industry. I am currently a
 community association manager consultant other *(please specify)* _____
 - I have satisfied my continuing education requirement (16 hours plus any state specific requirements) and have attached documentation of continuing education for verification.
 - I have and will continue to abide by the *CMCA Standards of Professional Conduct* and understand violations of the standards, including misleading, fraudulent, or incorrect information on this application, may lead to review under CAMICB enforcement procedures.
 - I acknowledge any information in this recertification application may be used for statistical or other purposes by CAMICB. The information in my records will be treated confidentially, except as provided by law.
8. Further, if any circumstance changes my answer to any of the questions above, including but not limited to a felony conviction, entry of a plea of nolo contendere in a felony case, or revocation of a state or professional credential or license I will notify CAMICB by providing a written statement and detailed explanation within 30 days of the event in question. I will address the statement and detailed explanation to: CAMICB, 6402 Arlington Blvd., Suite 510, Falls Church, VA 22042 or info@camicb.org.

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 required CMCA standards for professional development. Please note that courses related to the buying or selling of real estate are **not** acceptable.

Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
Date Completed	# hrs completed
Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
Date Completed	# hrs completed
Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
Date Completed	# hrs completed
Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
Date Completed	# hrs completed

Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
Date Completed	# hrs completed
Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
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Date Completed	# hrs completed
Educational Institute/Organization Name:	<input type="checkbox"/> CAI <input type="checkbox"/> CAI Chapter _____ <input type="checkbox"/> Other _____
Title & description of Program	<input type="checkbox"/> M-201 <input type="checkbox"/> M-202 <input type="checkbox"/> M-203 <input type="checkbox"/> M-204 <input type="checkbox"/> M-205 <input type="checkbox"/> M-206 <input type="checkbox"/> M-300 Other:
Date Completed	# hrs completed

CMCA STANDARDS OF PROFESSIONAL CONDUCT

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 the terms and conditions of their contractual agreement and in accordance with local, state, and federal laws.
10. Recognize 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.

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

These Standards are enforced through a process outlined in the [Standards of Professional Conduct Enforcement Procedures](#). Visit the website or contact the CAMICB office for a copy of the document.

STATE SPECIFIC REQUIREMENTS

Nine 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.camicb.org

Alaska

District of Columbia

Illinois

California

Florida

Nevada

Connecticut

Georgia

Virginia

Colorado

INFORMATION FOR CALIFORNIA MANAGERS ONLY: CALIFORNIA SPECIFIC SECTION

California has developed detailed and unique laws relating to community associations. Community association managers who practice in California must be familiar with a broad range of state-specific laws and regulations pertaining to community associations so they can serve their client associations effectively.

To ensure CMCA's have the requisite experience and education required in California, CAMICB has created additional qualification requirements for California CMCA's. All California CMCA's must demonstrate they have completed **30 hours** of course – work relating to community association operations which will include the California specific M-100 course offered by CAI and have taken a course in California law that complies with the Manager Certification Act. For a copy of the California Manager Certification Titling Act, visit www.nbccam.org/cmca/state.cfm.

California CMCA certifiants must submit California Specific Section in addition to the recertification application. CMCA's should retain all course information, for a potential audit.

CALIFORNIA STATE-SPECIFIC RECERTIFICATION REQUIREMENTS

This form must be included with your recertification application.

Name _____ CMCA Certificate # _____

Please check the appropriate box(s).

- I have completed 30 hours of California-specific community association coursework in my career.
- I have taken a course in California law that complies with the California Manager Certification Titling Act revised in 2003. (CMCA's must take a course in California law that complies with the Manager Certification Act every five years.)

By signing below, I agree that the above information is complete and correct to the best of my knowledge and belief.

Name _____ Date _____

The CMCA certification is recognized nationally. While California has specific requirements for community managers, that does not prohibit an individual in California to maintain their CMCA and be recognized in other areas of the country. However, managers practicing in California holding themselves out as a Certified Manager and holding the CMCA, must comply with the California laws and the above requirements.