

CMCA REINSTATEMENT APPLICATION

APPLICANT INFORMATION

1. **APPLICANT NAME** *(must be the same name as on your government-issued photo ID)*
 Mr. Mrs. Ms. First _____ Middle _____ Last _____
CMCA Certification Number _____ ID Number _____
2. **HOME ADDRESS** _____
City _____ State _____ Zip _____
Home phone _____ Mobile phone _____
E-mail _____
3. **BUSINESS INFORMATION**
Organization Name _____
Business Address _____
City _____ State _____ Zip _____
Business phone _____ Fax _____
E-mail _____

ALL CORRESPONDENCE WILL BE MAILED TO YOUR HOME ADDRESS.

4. Have you been convicted of a felony or misdemeanor in the last 10 years?
 Yes No *If "yes," submit statement of explanation and relevant information including court document(s).*
5. 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license, certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?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).*
6. Date certification expired: _____

This application is only to be used by those who are seeking reinstatement and have met the following criteria:

1. Applicant's certification status must not have been expired for more than a period of five (5) years. If the certificant has been inactive for more than five years, he/she may earn the CMCA certification by completing the examination process and will not be considered a reinstatement, but a new candidate.
2. Applicant must submit a non-refundable \$200 reinstatement application fee.
3. Applicant must have continued to comply with the Standards of Professional Conduct.
4. Applicant will have a period of one year to complete 16 hours of continuing education.
5. Applicant will be required to confirm that applicant has not represented him/herself as a CMCA since the termination of certification.

Once reinstatement is approved, the applicant will be given a one-year renewal cycle to achieve and submit proof of 16 hours of continuing education. After completion of the continuing education, the applicant will be placed into a regular two-year renewal cycle.

Please complete and submit application to:

CAMICB

6402 Arlington Blvd., Suite 510

Falls Church, VA 22042.

Fax: 1.800.845.4394

Email: cmca@camicb.org

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A CMCA seeking subsequent reinstatement(s) of a lapsed CMCA credential must complete the application for reinstatement and:

- Re-take and pass the CMCA exam. Full application fees apply.
- **Or.** Submit to the CAMICB office proof of completion of 16 hours of continuing education for each year in which the credential was inactive; submit payment of a \$105 service fee for each year in which the credential was inactive; and submit payment of a \$200 reinstatement fee.

Any CMCA requesting an initial or subsequent reinstatement of the CMCA credential must attest that, during the period in which the credential was inactive, the CMCA:

- Has upheld the CMCA Standards of Professional Conduct
- Has not represented himself/herself as an active CMCA

Reinstatement of the CMCA credential is subject to review by the CAMICB Board of Commissioners.

ACKNOWLEDGEMENT

I hereby apply for reinstatement as a Certified Manager of Community Associations (CMCA) certificant. I understand that reinstatement depends on successful completion of specific requirements and that the following are correct:

I continue to be active in the community association industry. I am currently a:

community manager, board member, consultant, other (specify)_____.

- I agree that I have and will continue to abide by the Standards of Professional Conduct and understand that violations of the standards, including misleading, fraudulent, or incorrect information on this application, may lead to review under CAMICB enforcement procedures.
- I acknowledge that any information in this reinstatement 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.
- I acknowledge by my signature below, that I have not represented myself as a CMCA since the termination of my certification and will not represent myself as such until receipt of an approval of reinstatement.

Signature _____ Date _____

PAYMENT METHOD

Non-Refundable Reinstatement Application Fee \$200 (For subsequent reinstatements, see above)

Name: _____

- Check enclosed made payable to CAMICB (Check # _____)
- Visa MasterCard Discover AMEX

Card Number _____

Expiration Date _____

Name of Cardholder _____

Signature _____

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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 a 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.