

# CE Approval Process for CAI Chapters

**CMCA®**  
CERTIFIED MANAGER OF  
COMMUNITY ASSOCIATIONS®



## Today's Speakers



Wendy W. Taylor, CMCA,  
LSM, PCAM

Member, CAMICB CE  
Review Committee

CAMICB Board of  
Commissioners

Denise Davenport

Manager, CAMICB  
Credentialing  
Services &  
Marketing



## Why the Change?

CMCA CE Policy:

*The CAMICB Continuing Education Review Committee will review and approve all coursework for CMCA recertification continuing education credit.*

## Why the Change?

The CMCA is:

- a certification requiring candidates to pass an exam
- Accredited, validated & must comply with the standards of a certifying body (NCCA)

The CMCA is not:

- a designation obtained by completing a list of courses
- allowed to single source CE

## Why the Change?

### Brief Highlights:

- Old policy not in compliance with NCCA standards
- Required to have a documented process for recertification of CE credits
- Coursework review follows industry best practice in the certification industry
- The CE Review Committee reviews all CE Course Provider Applications ... No Exceptions!

## CE Review Committee

- Committee of 5 subject matter experts
- Meets the 2<sup>nd</sup> Wednesday of each month.
- Course submission deadlines & meeting dates on [www.CAMICB.org](http://www.CAMICB.org)

## When does this policy go into effect?

- Programs on Chapter calendars **after June 1** must be CAMICB approved in order for CMCA's to get recertification credit.
- Chapters will receive a Notice of Approval for each course.
- Programs receive a Notice of Approval valid for 2 years.

## How long does it take for approval?

- CE Review Committee meets the 2<sup>nd</sup> Wednesday of each month.
- Notice of Approval is emailed 2-3 business days after the meeting.  
Need it faster? No problem! We can expedite approval.
- Course approvals are valid for **2 years**.
- Automatic approval of programs previously approved by CAMICB or the CAM licensing agency in: CO, FL, GA, IL, NV & VA
- All approved courses are posted to [www.CAMICB.org](http://www.CAMICB.org).



## What do I need to include?

- The signed and dated Chapter CE Course Provider Application.
- As much as possible about the content: flyers, brochures, email promotions, web pages, outlines
- # of credit hours requested.
- Presentations? Helpful, but not necessary.
- Speaker bios, short 'n sweet is appreciated.

## What do I need to include?

- 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](#).

## Helpful Hints

- Programs contain at least 60 minutes of educational content.
- CE credit is awarded for educational programming only.
- Programs focus on community association operations & management and/or professional development of the CMCA.
- Speakers understand the importance of delivering an educational program; not sells a product or service.
- Speakers understand their audience is Certified Managers of Community Associations (CMCAs).

# CAI Chapter Resources

---

<https://www.camicb.org/continuing-education/cai-chapter-ce-course-approval>

- Chapter CE Course Provider Application
- Sample Certificate of Attendance
- Sample Attendance Roster
- Frequently Asked Questions
- 2018 CE Review Committee Schedule

# Q & A

[www.camicb.org](http://www.camicb.org)

Follow Us on [FaceBook](#)

Follow Us on [LinkedIN](#)