## 📌 Before You Begin

* Ensure your course relates to community association operations or management. Please note this is different than property management
* Confirm course contributes to the professional development of a CMCA
  + Accounting and Business Practices
  + Budgets, Reserves, Investments, and Assessments
  + Community Governance
  + Community Leadership
  + Contracting
  + Ethics
  + Legal Issues
  + Meetings
  + Property Maintenance
  + Risk Management and Insurance
* Content focused on real estate sales or transactions will not be accepted

## 📝 Application Preparation

* Create an account on the CAMICB Continuing Education Webpage
* Prepare to submit your application through the platform (no fee required)

## 📚 Course Submission Requirements

* Upload **all** educational materials (e.g., handouts, presentations, resources)
* Ensure organization logos are removed from educational slides (Logo permitted only on opening/closing slides or as a copyright notice)
* Include a short biography (not a resume) for each instructor. This is to ensure the qualifications of presenters to present on each topic
* Confirm the platform used (especially for virtual/electronic courses) can track attendance
* Replace all instances of 'property manager' with 'community association manager'

## 💡 Course Delivery and Approval

* Plan for up to 30 days for standard review, plus an additional 30 days if this is your first submission (or if you are a newer applicant)
* Please do not request a status update unless it's been more than 30 days since submission
* Add [noreply@secure-platform.com](mailto:noreply@secure-platform.com) to your safe senders list to ensure you receive approval emails

## ✅ After Course Approval

* Course is approved for a two-year cycle
* For re-submissions: confirm course content remains unchanged for streamlined approval. Please follow the same submission process for all renewals
* Within 45 days of each course, submit the following to [info@camicb.org](mailto:info@camicb.org):
  + Completed Excel Attendance Roster
  + Certificates of Attendance for each participant who completed the course

## 📢 Important Notes

* In-house training by management companies must be reviewed and pre-approved, not retroactively approved. Please keep in mind the approval timeline for your submissions
* No more than 8 CE credits (or half) may come from in-house training
* Credential holders are responsible for maintaining records of their completed CE

If you have additional questions, please email [continuingeducation@camicb.org](mailto:continuingeducation@camicb.org).