## 📌 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 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:
	+ 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.