

MY CMCA SELF-ASSESSMENT

An optional tool designed to help you organize, prioritize, and personalize your exam preparation

**Includes a suggested study timeline*

Welcome to your CMCA® Self-Assessment and Study Timeline. This tool is designed to help you organize, prioritize, and personalize your preparation for the Certified Manager of Community Associations (CMCA) examination. While we recommend allocating at least eight weeks for exam preparation, the appropriate timeline will vary based on each candidate’s background, schedule, and familiarity with the subject matter. Candidates are encouraged to tailor this tool to meet their individual needs and goals. Consider it a springboard, not a script.

This resource is designed to offer structure and support throughout the study process. It is not a required component of exam preparation, and its use does not guarantee a passing score on the CMCA examination.

The CMCA exam uses multiple-choice questions to assess what’s known as “fine-grain knowledge”. These are specific, detailed understanding of terms, procedures, relationships, and best practices. To succeed, candidates must know the small distinctions and precise meanings behind each topic, not just general ideas.

UNDERSTANDING THE CONTENT OUTLINE

To help structure your preparation and reflect the way the CMCA exam is built, each section is divided into:

Domains: The entire body of knowledge for the CMCA is divided into six broad categories, or domains, each representing a key area of professional competence.

Each domain is assigned a specific percentage, or weight, to reflect how critical each domain is to the role of a community association manager and how frequently the associated tasks and skills are utilized in the profession.

The assigned percentages directly influence the number of exam questions dedicated to each domain. A higher percentage means that more questions will be related to that particular domain, ensuring that candidates are thoroughly tested on the most important and frequently applied areas of knowledge.

Within the content outline, domain sections begin with a summary of the overall competencies covered, followed by knowledge statements and task statements.

Knowledge Statements: These describe exactly what a candidate should know or understand to be competent in this domain. Every exam question is linked to one of these statements, ensuring the test reflects validated professional knowledge.

Task Statements: These describe what a qualified candidate should be able to do in practice. If you understand the knowledge statements, you should be able to apply them to successfully carry out the related job tasks. It’s another way of viewing the same core competencies—through action.

By breaking down each domain into specific knowledge areas and job tasks, this tool empowers candidates to assess their confidence levels, track their study progress, and identify content areas needing further review.

UNDERSTANDING LEARNING AND MEMORY

This section is included to help you make the most of this tool, not just by reviewing content, but by using proven strategies to learn it more effectively. As discussed in the previous section, the CMCA exam is built on clearly defined **Knowledge and Task Statements (KSAs)**, which represent what a competent community association manager should know and be able to do. This self-assessment was developed to align directly with those KSAs, allowing you to evaluate your readiness based on the same structure used to develop the exam.

Assessing your knowledge is only the first step. How you study matters just as much as what you study. That's where learning science comes in.

Research in adult learning and exam readiness consistently supports the effectiveness of self-directed study tools. According to the principles of **metacognition**, the process of thinking about your own thinking; actively reflecting on what you know (and don't know) helps identify knowledge gaps and focus your efforts. For example, rating your confidence level for each topic is a metacognitive strategy that allows you to tailor your study time more effectively.

Similarly, **retrieval practice**, the act of recalling information from memory rather than simply reviewing it, has been shown to significantly improve long-term retention and exam performance. This might include answering practice questions, using flashcards, or explaining a concept out loud without looking at your notes. Importantly, *rereading material alone can give a false sense of confidence*, as it may feel familiar without actually helping you recall the information independently when it matters, like on the exam.

Color-coding by priority and revisiting your progress at regular intervals also reinforces spaced repetition, another evidence-based technique. **Spaced repetition** involves reviewing information at gradually increasing intervals, which strengthens memory and reduces the likelihood of forgetting. This approach is *the opposite of cramming*, which may lead to short-term recall but doesn't support long-term retention. Instead, spacing out your study sessions over time gives your brain multiple chances to re-encode the information more deeply.

We encourage these learning principles because they work, especially when preparing for a knowledge-based exam like the CMCA Exam. This tool helps you apply them in a structured, practical way so you can study smarter, not just harder.

HOW TO USE THIS RESOURCE

Use this self-assessment to identify your weak areas and return to them during your study process. Revisiting and reflecting on your gaps over time helps reinforce memory through spaced repetition and active recall—two of the most effective study strategies.

Use this tool throughout your study process to:

- Assess your familiarity with each topic
- Identify weak areas to review
- Log dates of review
- Reflect on your understanding
- Develop a clear study strategy leading up to your CMCA exam

KNOWLEDGE SELF-ASSESSMENT

To help you target your study efficiently, each domain is broken into both knowledge and job task statements. For each item, mark your comfort or confidence level:

① = **Low** – I have little to no knowledge of this topic and/or I cannot explain it.

② = **Moderate** – I know some of this topic but may not be confident in explaining or applying it.

③ = **High** – I feel confident in my understanding and could apply or explain this in a real-world setting.

Once you've gone through all items, did you notice any trends? Use the Study Priority column to set your priorities.

Use the Last Reviewed / Resources Used column as you study to track your progress.

GET STARTED IN 15 MINUTES

STEP 1: COMPLETE YOUR INITIAL ASSESSMENT (10 MINUTES)

- Go through each domain and rate your confidence for every knowledge statement and job task
- Use the 1-3 scale honestly: 1 = Low, 2 = Moderate, 3 = High
- Don't overthink it—your first instinct is usually accurate
- **Tip:** If you have to pause and think about a topic, it's probably a 1 or 2

STEP 2: IDENTIFY YOUR STUDY PRIORITIES (3 MINUTES)

- Color-code using the priority system for each domain:
 -  **High Priority:** Mostly 1s + any 2s in high-weighted domains (Governance 23%, Financial 20%, Meetings 18%)
 -  **Medium Priority:** Mix of 1s, 2s + 3s in areas you feel less confident about
 -  **Low Priority:** Mostly 3s where you feel genuinely confident

STEP 3: SET YOUR FIRST INTERIM GOAL (2 MINUTES)

- Pick two high-priority domains to focus on first (see suggested calendar below)
- Write specific, achievable goals for that domain's reflection section
- Set a date
- Example: "Improve knowledge of 'procedures for managing unrecoverable debts' by [date]"

YOUR ACTION PLAN

(Weeks -2 to -1): Pre-study, complete orientation, registration, self-assessment, set priorities by domain weight, map study plan **Weeks 1–2:** Focus on high-priority (low-confidence) domains — **Weeks 3–4:** Review all domains, complete practice exams, address gaps, and apply test-taking strategies **Week 5:** Intensive review, deep dives into problem areas **Week 6:** Final knowledge checks

QUICK REFERENCE

Best Study Strategy: Don't just reread. Actively recall information without looking at notes

Spaced Repetition: Review topics again 3 days later, then 1 week later, then 2 weeks later

When Stuck: Move to a different domain and come back later

Reality Check: If you rated everything as 3s, you're probably overconfident. Try to be more critical

RED FLAGS TO WATCH FOR

- Rating most items as 3 (overconfidence)
- Avoiding certain domains entirely
- Not setting specific interim goals
- Studying the same material repeatedly without testing recall and contextualization

YOUR NEXT STEPS

1. Complete your initial assessment
2. Create your study calendar based on your exam date
3. Schedule weekly check-ins with yourself to update your progress

REMEMBER: This tool works best when you're honest about what you don't know. It's better to overestimate your gaps now than discover them on exam day.

GOVERNANCE AND COMPLIANCE (23%)

An association manager must demonstrate competence in the administration of organizational accountability, decision transparency, and legal accountability, including policy development, rule enforcement, communication, and delineation of roles and responsibilities, to (a) ensure the association is in compliance with all governing documents and legal requirements, (b) ensure rules and policies are applied in a fair and consistent manner, (c) cultivate and promote a positive and peaceful community environment, and (d) ensure the board, association members, and other parties have a clear understanding of the governing documents, relevant laws, and when to seek legal clarification or interpretation.

KNOWLEDGE SELF-ASSESSMENT

Knowledge Statement	①	②	③	Date Reviewed / Notes
Procedures for managing unrecoverable debts				
Disclosure statement purposes and components				
Assessment/debt collection principles				
Collection policy components				
Types and purposes of governing documents				
Due process principles/procedures				
Rule & guideline development principles				
Policy/legislation development principles				
Types/purposes of restrictions				
Board resolutions: types & purposes				
Governance issues needing legal review				
Developer-to-owner governance transition				
Types/purposes of board committees				
Roles/responsibilities of board members				
Roles/responsibilities of managers				
Roles/responsibilities of members/owners				

Types of community associations				
Conflict resolution techniques				

RELATED JOB TASKS – SELF-ASSESSMENT

Job Task Statement	①	②	③	Date Reviewed / Notes
Enforce association rules and regulations				
Review governing documents				
Assess operational compliance				
Update procedures for compliance				
Document violations				
Implement collection policy				
Provide guidance on rules and policies				
Guide board on rule enforcement				
Coordinate with legal counsel				
Compile governance info (e.g., board actions)				
Guide board on stakeholder roles				
Guide board on asset maintenance responsibilities				
Resolve and document disputes				
Coordinate conflict investigations				
Maintain directories of community info				
Organize association records and documents				
Review/process corporate registration				
Process architectural improvement requests				

Study Priority

What topic in this domain is still unclear to me?

What question(s) would I not feel confident answering on the exam?

FINANCIAL MANAGEMENT (20%)

An association manager must demonstrate competence in the administration and stewardship of association finances, including assessment collection, budgeting, investments, and reserve/sinking funds, to (a) ensure budgets and other financial documents are prepared accurately, (b) promote the financial well-being and stability of the association, (c) help the board and association understand the financial condition of the association, (d) build positive relationships that foster trust and confidence with the board and association members, (e) maintain awareness of financial trends that might impact the association, and (f) ensure funds are adequately protected and secured in accordance with board policy and insurance requirements.

KNOWLEDGE SELF-ASSESSMENT

Knowledge Statement	①	②	③	Date Reviewed / Notes
Metrics for evaluating the financial positions of community associations				
Principles of accounting				
Accounting standards				
Types and purposes of accounting methods				
Causes and impact of unrecoverable debts				
Reporting requirements for association fund types				
Types, contents, and purposes of financial reports and records				
Tax filing responsibilities and filing options for community associations				
Principles of budget formulation				
Types of threats to budget estimation				
Types and purposes of association budgets				
Methods for conducting replacement reserve studies/long-term fund analysis/sinking fund studies				

Types of financial assets and liabilities				
Types of investment opportunities available to associations				
Investment principles and terminology				
Types of income sources for community associations				
Methods for raising and collecting money for the association				
Purposes and characteristics of audits, reviews, and compilations				

RELATED JOB TASKS – SELF-ASSESSMENT

Job Task Statement	①	②	③	Date Reviewed / Notes
Coordinate and/or monitor the implementation of board-approved financial plans, policies, and procedures				
Coordinate with authorized parties to conduct and/or update reserve studies				
Provide guidance to the board on best practices related to reserve fund planning				
Guide the board on implementing physical recommendations from the reserve study				
Guide the board on implementing financial recommendations from the reserve study				
Monitor the implementation of board-approved investment policies and/or procedures				
Collect and analyze financial data and information				
Coordinate with financial professionals to prepare/review financial statements and reports				
Analyze financial data (e.g., revenue, expenditures)				
Prepare estimates of projected revenue and expenses				
Investigate and document accounting errors, discrepancies, and variances				
Prepare variance reports for the board				
Monitor and control the use of financial resources				
Prepare association budgets				

Submit invoices/bills to the board for authorization				
Review and approve invoice/bill payments				
Process reimbursement for association expenses				
Provide guidance on interpreting financial statements and reports				
Coordinate the audit/review and tax filing process with professional accountants				

Study Priority: ■ ■ ■

What topic in this domain is still unclear to me?

What question(s) would I not feel confident answering on the exam?

MEETINGS AND EVENTS (18%)

An association manager must demonstrate competence in the preparation, facilitation, and documentation of meetings and events, including board meetings, membership meetings, and elections, to (a) ensure the board maintains awareness of current issues that impact the community, (b) ensure meetings are organized, efficient, and effective, (c) build trust and confidence with the board, (d) promote timely decision-making on issues that impact the community, and (e) provide the board with information and guidance to render informed decisions on behalf of the association.

KNOWLEDGE SELF-ASSESSMENT

Knowledge Statement	①	②	③	Date Reviewed / Notes
Principles of group dynamics				
Procedures for recalling/removing board members and officers				
Procedures for nominating board member candidates				
Procedures for conducting board member elections				
Types of election materials and tools				
Principles and procedures for recording minutes at board meetings				
Types, contents, and purposes of supporting documentation for association meetings				
Contents and purposes of management reports				
Procedures for calling association meetings				
Principles and procedures for conducting association meetings				
Principles and procedures for conducting executive/closed session meetings of the board				
Meeting facilitation techniques				
Types and purposes of association meetings				

Types of community events offered by community associations				
Presentation techniques				

RELATED JOB TASKS – SELF-ASSESSMENT

Job Task Statement	①	②	③	Date Reviewed / Notes
Prepare for association elections				
Verify association members' eligibility to participate in elections				
Assign/Appoint registrars, inspectors of election, or ballot counters				
Collect and process election ballots				
Prepare for association meetings and/or community events				
Update calendars for meetings/events (e.g., board meetings, fundraisers)				
Reserve/confirm venues and spaces for events				
Prepare and distribute meeting notices, agendas, and schedules				
Prepare and distribute board meeting packets (e.g., agenda, minutes, reports)				
Coordinate attendance of qualified parties at meetings				
Prepare venues/spaces for meetings/events (e.g., AV setup, materials)				
Prepare registration materials for meetings, elections, and events				
Calculate/confirm quorums for board and/or membership meetings				

Conduct orientation programs for new board members				
Facilitate or conduct board and/or membership meetings				
Assist the board in managing board/membership meetings				
Document meeting minutes				
Prepare/update action item lists based on board decisions				
Deliver presentations at board or membership meetings				
Provide guidance on meetings, elections, and/or events				

Study Priority: ■ ■ ■

What topic in this domain is still unclear to me?

What question(s) would I not feel confident answering on the exam?

RISK MANAGEMENT (15%)

An association manager must demonstrate competence in the coordination and/or implementation of internal controls, including risk assessment and analysis, auditing, reporting, emergency response, and insurance, to (a) promote the financial well-being and stability of the association, (b) mitigate the association's risk exposure and liability, (c) protect assets, people, and property, and (d) identify when to rely on external experts and specialists (e.g., insurance agents, risk specialists).

KNOWLEDGE SELF-ASSESSMENT

Knowledge Statement	①	②	③	Date Reviewed / Notes
Principles of insurance				
Types and purposes of insurance coverages, endorsements, exclusions, and clauses				
Insurance requirements for community associations				
Procedures for filing insurance applications and claims				
Risk management principles and practices				
Types and purposes of financial and accounting controls				
Types and purposes of internal controls for protecting physical assets				
Principles and procedures for maintaining the security and confidentiality of sensitive information				
Purposes and components of disaster management plans				
Types of environmental issues that impact community associations				
Types of exposure to loss that impact community associations				

RELATED JOB TASKS – SELF-ASSESSMENT

Job Task Statement	①	②	③	Date Reviewed / Notes
Coordinate risk management activities, projects, or services				
Coordinate with authorized parties to submit and/or settle insurance claims				
Conduct security/safety assessments with authorized parties				
Implement or monitor safeguards/internal controls for mitigating risks or threats				
Procure and/or stock emergency supplies and equipment				
Develop and implement risk management policies and procedures				
Prepare or update emergency/disaster management plans				
Prepare or update information security policies and procedures				
Prepare or update facility security policies and procedures				
Conduct risk assessments to identify risks, threats, weaknesses, and hazards				
Coordinate insurance appraisals with providers				
Review insurance policies to ensure compliance with governing documents				
Distribute insurance information to the board and association members				
Inform members of their insurance responsibilities				
Coordinate emergency incident response with qualified parties				

Study Priority: ■ ■ ■

What topic in this domain is still unclear to me?

What question(s) would I not feel confident answering on the exam?

PROPERTY MAINTENANCE (14%)

An association manager must demonstrate competence in the administration of programs and activities that preserve the operational and physical condition of association property, including site inspections, preventative maintenance, oversight, and timely reporting, to (a) ensure parties entrusted with the care and operation of association assets are held accountable, (b) ensure the board maintains awareness of current issues that impact association assets, (c) promote, protect, and increase property values, (d) mitigate risks from physical hazards, and (e) prevent losses due to deferred maintenance.

KNOWLEDGE SELF-ASSESSMENT

Knowledge Statement	①	②	③	Date Reviewed / Notes
Types of materials and equipment used for constructing and repairing residential facilities				
Types, contents, and purposes of property maintenance reports				
Purposes and components of property maintenance plans				
Types of hazardous and non-hazardous goods used by community associations				
Principles of facility energy management				
Principles of environmental sustainability				
Types and purposes of maintenance programs				
Types and purposes of maintenance management systems and tools				
Types of property maintenance activities				

RELATED JOB TASKS – SELF-ASSESSMENT

Job Task Statement	①	②	③	Date Reviewed / Notes
Conduct and/or coordinate site visits or property inspections				
Identify and list the association's physical assets during site visits				
Identify violations of association governing documents during site visits				
Identify property maintenance needs during inspections				
Coordinate inspections with qualified parties (e.g., board, committees, service providers)				
Evaluate maintenance progress and/or project completion during site visits				
Direct and/or coordinate property maintenance activities or services				
Prepare or update maintenance plans, schedules, or calendars				
Prepare or update operational processes and procedures				
Develop maintenance specifications with qualified parties				
Coordinate service providers to perform maintenance tasks				
Schedule maintenance and repair services				
Investigate maintenance inquiries and requests from members/residents				
Prepare work orders for maintenance/repair				
Prepare and/or update maintenance documentation				
Prepare or review inspection reports				

Track maintenance needs and requests using a management system				
Monitor contractor performance and compliance with agreements				

Study Priority: ■ ■ ■

What topic in this domain is still unclear to me?

What question(s) would I not feel confident answering on the exam?

CONTRACTING (10%)

An association manager must demonstrate competence in the administration of service or repair contracts, to (a) ensure the most qualified service providers are selected to perform work on behalf of the association, (b) ensure service providers perform effective, efficient, and high quality work, (c) build positive, professional relationships that foster trust and confidence with the board, association members, employees, and service providers, and (d) ensure and maintain accountability and oversight of service providers.

KNOWLEDGE SELF-ASSESSMENT

Knowledge Statement	①	②	③	Date Reviewed / Notes
Contents and components of requests for proposals, bids, or quotes				
Procedures for evaluating and selecting proposals, bids, or quotes				
Contract types				
Contract provisions				
Contract management procedures				
Purposes and contents of management agreements				
Insurance requirements for vendors/contractors				

RELATED JOB TASKS – SELF-ASSESSMENT

Job Task Statement	①	②	③	Date Reviewed / Notes
Identify service providers to fulfill service or repair contracts				
Prepare requests for proposals (RFPs) to obtain bids from service providers				
Prepare bid analyses for review by authorized parties				
Coordinate with authorized parties to review, evaluate, and select bids/quotes				
Obtain and/or verify service provider qualifications, licenses, or credentials				
Conduct interviews with service providers				
Coordinate the ratification and/or amendment of contracts				
Negotiate contracts with service providers				
Obtain board approval and notify service providers of contract awards				
Amend service or repair contracts as needed (e.g., scope, timeline, cost)				

Study Priority: ■ ■ ■

What topic in this domain is still unclear to me?

What question(s) would I not feel confident answering on the exam?

PROGRESS TRACKING DASHBOARD

OVERALL PROGRESS SUMMARY

ASSESSMENT DATE:

DOMAIN PROGRESS OVERVIEW

Domain	Initial Avg	Current Avg	Target	Status
Governance & Compliance (23%)	___/3	___/3	2.5+	■ ■ ■
Financial Management (20%)	___/3	___/3	2.5+	■ ■ ■
Meetings & Events (18%)	___/3	___/3	2.5+	■ ■ ■
Risk Management (15%)	___/3	___/3	2.25+	■ ■ ■
Property Maintenance (14%)	___/3	___/3	2.25+	■ ■ ■
Contracting (10%)	___/3	___/3	2.0+	■ ■ ■

SUGGESTED STUDY CALENDAR

PRE-STUDY PHASE

Week	Phase	Activities	Focus Areas
Week -2	Program Orientation	<ol style="list-style-type: none"> 1. Review handbook thoroughly 2. Complete registration and scheduling 3. Understand study resources and access methods 	<p>CAMICB Website and Applications</p> <p>Review available resources: Visit the CAMICB website or scroll to the resource overview part of this document</p>
Week -1	Knowledge Assessment	<ol style="list-style-type: none"> 1. Complete self-assessment (rate confidence 1-3) 2. Determine your study priorities 3. Map individual study schedule 	<p>Plan how to allocate study time proportionally on domain weight</p>

ACTIVE STUDY PHASE (WEEKS 1-6)

Week	Phase	Activities	Domain Focus
Week 1	Targeted Content Mastery - High Priority Domains	<ol style="list-style-type: none"> 1. Quizlet sessions for KSAs rated a 1 or 2 confidence level 2. Targeted text reading for complex topics 3. Strategic e-learning (current content only) 	<p>Primary: Governance and Compliance</p> <p>Secondary: Financial Management</p>
Week 2	Targeted Content Mastery - Medium Priority Domains	<ol style="list-style-type: none"> 1. Continue Quizlet focus on weak KSAs 2. Text reading for persistent gaps 	<p>Primary: Meetings and Events</p> <p>Secondary: Risk Management</p>
Week 3	Comprehensive Review	<ol style="list-style-type: none"> 1. Quizlet sessions covering all domains 2. Practice exam (from Study Guide) 3. Intensive text study for revealed gaps 	<p>Balanced coverage of all domains: <i>Extra time on areas still showing weakness</i></p>
Week 4	Reinforcement and Practice	<ol style="list-style-type: none"> 1. Address gaps from practice exam 2. Domain-specific Quizlets – Try contextualizing each term with situations and best-practices 3. Targeted review sessions 4. Take the practice exam 	<p>Weight your study time by domain importance:</p> <p>When taking a practice exam, focus on test taking strategies.</p>
Week 5	Intensive Review	<ol style="list-style-type: none"> 1. Daily focused Quizlet sessions 2. Retake one of the practice exams (optional) 3. Problem area deep dives 	<p>Focus on persistent weak areas: <i>Maintain all domains but prioritize gaps</i></p> <p>Focus on test taking strategies.</p>
Week 6	Final Preparation	<ol style="list-style-type: none"> 1. Quick review of strong KSAs 2. Test-taking strategy review 3. Confidence building activities 4. Final knowledge checks 	<p>Light review all domains: <i>Quick refresher prioritizing high-weight areas</i></p>

RESOURCE ACQUISITION GUIDE

CAMICB CMCA STUDY GUIDE

- Source: CAMICB's (Community Association Managers International Certification Board) [CMCA Study Guide](#)
- Best for: Exam-specific preparation and practice questions
- Use when: Exam-specific preparation (early) and practice questions (later on)

PRACTICE EXAM QUESTIONS

- Source: CAMICB's practice exam on the CAMICB [webpage](#) (sign in required)
- Best for: Testing recall and identifying weak areas
- Use when: After studying content, before final review

KEY TERMS FLASHCARDS/QUIZLET

- Source: [Quizlet](#) or create your own on various online platforms
- Best for: Memorization of definitions and terminology
- Use when: You have small pockets of study time

PREREQUISITE COURSE MATERIALS

- Source: Varies (CAI [M-100](#) or Tinnelly Law [Building Community](#))
- Best for: Comprehensive foundation knowledge
- Use when: You need thorough understanding of fundamentals

CAI GUIDES FOR ASSOCIATION PRACTITIONERS (GAPS)

- Source: [GAPS](#), a CAI Publication
- Best for: Detailed, specific topic deep-dives
- Use when: You need comprehensive understanding of specific areas

FCAR BEST PRACTICES REPORTS

- Source: [Foundation for Community Association Research](#)
- Best for: Current industry standards and emerging practices
- Use when: You want knowledge beyond basics