

Load Your Course in the CMCA Resource Center: Quick Reference Guide for Approved CE Course Providers

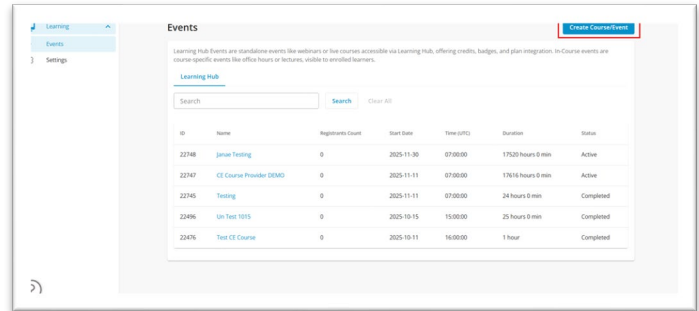
Important: Please review all course information carefully before submitting. After submission, neither you nor CAMICB can edit the course posting.

Step 1: Create a New Course

Log in using the same account that completed the *Become a CAMICB Approved Course Provider*. Use: <https://camicb.benchprep.com/login>

From your dashboard, if prompted, select **CE Course Provider** as your role.

Click **Create Course/Event** in the upper right corner.



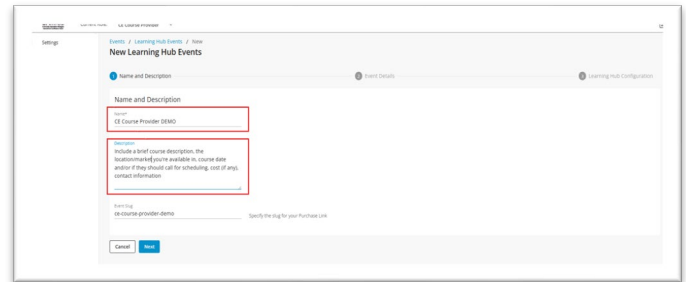
Step 2: Enter the Course Name and Description

Please include the following. Formatting is not supported in this field:

Course name: Start with your company name and then the full course title. Example, *CAMICB: Become a CAMICB-Approved CE Course Provider*

Description: Include all of the following information within the paragraph description:

- **Brief course summary:** Describe what the course covers using clear, commonly searched terms in *max* 1-2 sentences.
- **Location:** Spell out the full city and state(s). Do not use abbreviations. If on-demand course, describe as on-demand.
- **Delivery method:** In-person, virtual, or on-demand
- **Upcoming date(s):** List a specific date if scheduled or clearly state that managers should contact you to arrange scheduling. For on-demand courses, state available 24/7.
- **Company name:** Use the full company name. Avoid abbreviations.
- **Number of credit hours**
- **Cost:** If no cost, list as "free".
- **Contact information**



Event Slug: Automatically generated; no action required unless already taken. Then, add a number.

Click **Next** to continue.

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Course Description Template

We **highly** suggest using this template for ease, consistency, and ensuring all requirements are met. (Copy and paste directly into the Description field. The Resource Center does not support formatting, so the description must be written as one paragraph, no paragraph breaks.)

One date: If you're located in the [list market area], please join [company name] for “[course title].” This course is [in-person/virtually] and will cover [brief course description/summary]. We will meet on [date]. Cost is [insert cost or free]. This course is [hours] of credit toward CMCA renewal. Please contact [insert contact information] for more information.

As scheduled or on-demand: If you're located in the [list market area], [company name] presents “[course title].” This course is [in-person/virtually/on-demand] and will cover [brief course description/summary]. Please reach out to us to schedule. Cost is [insert cost or free]. This course is [hours] of credit toward CMCA renewal. Please contact [insert contact information] for information.

Step 3: Add Event Details

Video URL: Enter your organization’s registration or course link. It does **not** need to be a video link. It can just be your organization’s website, but it **must** begin with <https://>.

This step depends on whether your course has one specific date or multiple sessions/no set date. Enter the information that matches your course.

If your course has **one specific, scheduled date**, enter that same date as both the Start Date and End Date along with the correlating times.

If your course has **multiple sessions or as scheduled**, is offered on an ongoing basis, available on-demand, or does not have a set date, follow the instructions below.

Start Date: the 1st or 15th of the current month.

End Date: two years after the start date.

Time: leave at 12:00 AM (midnight).

Add Contact Email: Provide an email where managers and CAMICB staff can reach your organization. This information is public and will be visible on your course listing.

Click **Next** when complete.

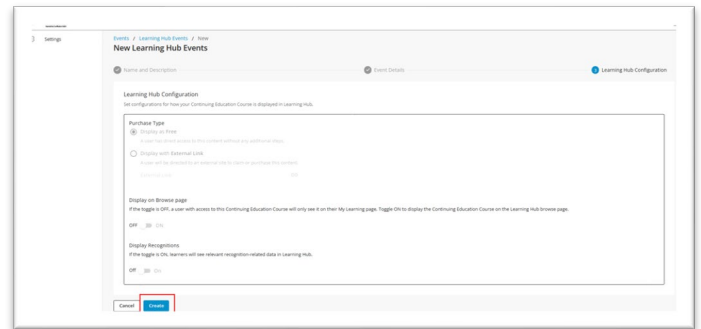
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Step 4: Configuration

This section does *not* require approval to offer your course.

As an approved CE provider, you may offer courses at your discretion. Courses are submitted here for quality assurance, recordkeeping, and to allow managers to search for and access available courses.

This page may appear grayed out, but limited changes can be made. You may update the **Purchase Type** if desired. Leave the **Display Options** unchanged.



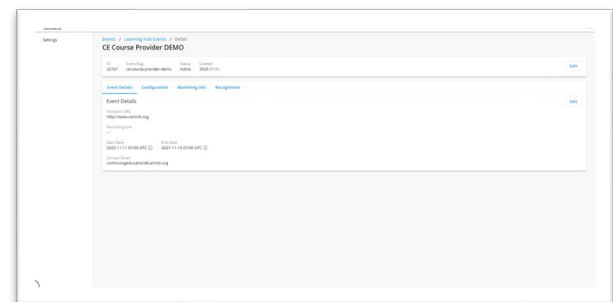
CAMICB staff review course postings to confirm they are directed toward community association management. A course will only be flagged if it does not appear to be directed toward community association management. If questions arise, CAMICB staff will contact you directly.

Click **Create** to post your course.

Step 5: Confirmation

After clicking **Create**, you'll return to a confirmation screen displaying your Event ID, Status, and Event Details, and a green confirmation banner will appear briefly at the top of the page.

Your course will *not* appear on the public Browse Page immediately. Course visibility occurs only after CAMICB completes its bi-weekly quality review and publishes the course to the public Browse Page.



If revisions are needed, the Continuing Education team will contact you directly.

Important Notes for CE Providers

CAMICB does not endorse or guarantee the quality, opinions, instructional approach, or viewpoints expressed in any provider's CE course.

Approval only confirms that the course meets CAMICB's CE standards. It does not imply sponsorship, partnership, or affiliation with any organization or provider.

CAMICB reserves the right to audit CE providers and CE courses at any time to ensure ongoing compliance.

Questions? Need to submit your attendance roster? Email us at continuingeducation@camicb.org