

CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS®

CMCA®

Recertification
Application

SETTING THE STANDARD FOR COMMUNITY
ASSOCIATION MANAGERS NATIONWIDE.

Certified Manager of Community Associations® (CMCA®)

RECERTIFICATION APPLICATION

Before sending this application, please be sure you have included the following information.

Did you:

- Complete pages one and two?
- Sign page two?
- Attach continuing education documentation or a copy of your designation/license ID card?
- Submit Annual Service Fee of \$105.00

Name _____

Please complete and mail, fax or email application to:

NBC-CAM

6402 Arlington Blvd., Ste 510

Falls Church, VA 22042

Fax: 703.970.9558

Email: info@nbccam.org

Receipt of your application will be acknowledged within three weeks.

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CMCA RECERTIFICATION APPLICATION
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1. Name Mr. Mrs. Ms. First _____ Middle _____
Last _____
CMCA Certificate No. _____ ID No. _____
2. Residence Address _____
City _____ State _____ Zip _____
Home phone _____ Cell phone _____
Email address _____
3. Firm Name _____
Business Address _____
City _____ State _____ Zip _____
Office phone _____ Fax number _____
Email address _____

I currently hold and have held an active AMS®, PCAM®, NAHC RCM, FL CAM, or NV CAM designation for at least one year. (This will automatically satisfy the continuing education requirement.) Attach copy of ID card.

- AMS # _____ PCAM # _____
 NAHC RCM # _____ FL CAM # _____
 NV CAM # _____

Have you been convicted of a felony or misdemeanor in the past two (2) years?

- Yes No *If "yes," submit statement of explanation and relevant information including court document(s).*

Have you ever had a license, certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?

- Yes No *If "yes," submit statement of explanation and relevant information including court document(s).*

I hereby apply for recertification as a Certified Manager of Community Associations (CMCA) certificant. I understand recertification depends on successful completion of specific requirements and the following are correct:

- I continue to be active in the community association industry. I am currently a
 - community association manager consultant
 - board member
 - other (specify) _____.
- I have satisfied my continuing education requirement (16 hours plus any state specific requirements) and have attached documentation of continuing education for verification.
- I agree I have and will continue to abide by the CMCA Standards of Professional Conduct and understand violations of the standards, including misleading, fraudulent, or incorrect information on this application, may lead to review under NBC-CAM enforcement procedures.
- I acknowledge any information in this recertification application may be used for statistical or other purposes by NBC-CAM. The information in my records will be treated confidentially, except as provided by law.

Signature _____ Date _____

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You may find your CMCA certificate/pin number at www.nbccam.org.
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CMCA STANDARDS OF PROFESSIONAL CONDUCT

A Certified Manager of Community Associations® (CMCA) shall:

1. Be knowledgeable, act, and encourage clients to act in accordance with any and all federal, state, and local laws applicable to community association management and operations.
2. Be knowledgeable, comply and encourage clients to comply with the applicable governing documents, policies and procedures of the Client Association(s) to the extent permitted by that Client.
3. Not knowingly misrepresent material facts, make inaccurate statements or act in any fraudulent manner while representing Client Association(s) or acting as a CMCA.
4. Not provide legal advice to Client Association(s) or any of its members, or otherwise engage in the unlicensed practice of law.
5. Promptly disclose to Client Association(s) any actual or potential conflicts of interest that may involve the manager.
6. Refuse to accept any form of gratuity or other remuneration from individuals or companies that could be viewed as an improper inducement to influence the manager.
7. Participate in continuing professional education and satisfy all requirements to maintain the CMCA.
8. Act in a manner consistent with his/her fiduciary duty.
9. Conduct themselves in a professional manner at all times when acting in the scope of their employment in accordance with the terms and conditions of their contractual agreement and in accordance with local, state and federal laws.
10. Recognize the original records, files and books held by the manager are the property of the Client Associations to be returned to the Client at the end of the manager's engagement and maintain the duty of confidentiality to all current and former clients.

A violation of these Standards of Professional Conduct may be grounds for administrative action and possible revocation of the CMCA certification by NBC-CAM.

For additional information to interpret the Standards of Professional Conduct, please visit the website or contact NBC-CAM office for the CMCA Standards of Professional Conduct Code Clarification document.

These Standards are enforced through a process outlined in the Standards of Professional Conduct Enforcement Procedures. Visit the website or contact the NBC-CAM office for a copy of the document.

STATE SPECIFIC REQUIREMENTS

Eight states have taken steps to regulate the community association management profession. You will find additional information about the specific regulations for these states on our website, www.nbccam.org/cmca/state.cfm

Alaska	California	Connecticut	District of Columbia	
Florida	Georgia	Illinois	Nevada	Virginia

INFORMATION FOR CALIFORNIA MANAGERS ONLY

California has developed detailed and unique laws relating to community associations. Community association managers who practice in California must be familiar with a broad range of state-specific laws and regulations pertaining to community associations so they can serve their client associations effectively.

To ensure CMCA certificants have the requisite experience and education required in California, NBC-CAM has created additional qualification requirements for California CMCA certificants. All California CMCA certificants must demonstrate they have completed **30 hours** of course-work relating to community association operations which will include the California specific M-100 course offered by CAI and have taken a course in California law that complies with the Manager Certification Act.

For a copy of the California Manager Certification Titling Act, visit www.nbccam.org/cmca/state.cfm.

California CMCA certificants must submit Part G in addition to the recertification application. CMCA certificants should retain all course information, since some CMCA certificants will be audited.

PART G—CALIFORNIA STATE-SPECIFIC RECERTIFICATION REQUIREMENTS

This form must be included with your recertification application.

Name _____ CMCA number _____

Please check the appropriate box(es).

- I have completed 30 hours of California-specific community association coursework in my career.
- I have taken a course in California law that complies with the California Manager Certification Titling Act revised in 2003. (Certificants must take a course in California law that complies with the Manager Certification Act every five years.)

By signing below, I agree that the above information is complete and correct to the best of my knowledge and belief.

Name _____ Date _____

The CMCA certification is recognized nationally. While California has specific requirements for community managers, that does not prohibit an individual in California to maintain their CMCA and be recognized in other areas of the country. However, managers practicing in California holding themselves out as a Certified Manager and holding the CMCA, must comply with the California laws and the above requirements.

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Certified Manager of Community Associations

(CMCA)

RECERTIFICATION REQUIREMENTS

Certification awarded and administered by:
**the National Board of Certification
for Community Association Managers**

6402 Arlington Blvd., Ste 510
Falls Church, Virginia 22042
866.779.CMCA toll free
703.970.9300 main
703.970.9558 fax
info@nbccam.org
www.nbccam.org

The National Board of Certification for Community Association Managers (NBC-CAM) is a District of Columbia nonprofit corporation, incorporated under Section 501(c)(6) of the Internal Revenue Code. NBC-CAM's certification program has been developed in furtherance of its nonprofit, tax-exempt purpose to benefit the community association management profession and community association clients. Achievement of certified status means an individual has demonstrated an ability to meet certain professional standards for competency, based upon passage of the required certification examination. NBC-CAM has taken reasonable measures through volunteer member participation and the advice of reputable outside consultants to develop the certification program in a fair, reasonable, unbiased, and objective manner. However, the certification designation does not constitute a guarantee, warranty, or endorsement by NBC-CAM or by Community Associations Institute (CAI) of the professional services performed by any individual, whether certified or not, or any firm or company; all warranties are expressly excluded. Further, neither NBC-CAM, CAI, nor their officers, directors, members, employees, or agents shall be liable for any loss, damage, or claim with respect to any such services; all such liabilities, including special, indirect, or consequential damages, are expressly disclaimed.

Recertification Purpose

Recertification is an ongoing process designed to promote and demonstrate continued competency in the community association management profession. This competency can be demonstrated through participation in continuing education in the field of community association management by participating in at least 16 hours of continuing education coursework every two years.

Recertification also provides the opportunity for you to reaffirm your commitment to the CMCA Standards of Professional Conduct to your community associations, your employers, your peers, and the millions of people living in community associations.

Recertification allows professional managers to distinguish themselves as an accomplished professional committed to development of your skills and knowledge.

Rationale for Recertification

The NBC-CAM Board determined the interval for recertification to be two-years. The rationale for the recertification interval is listed below:

1. Community association management is a dynamic profession with best practices and laws affecting the profession changing regularly. The laws that affect community association management and operations may change each year during state legislative sessions. In our research, we have found that it is reasonable to expect certified professionals to obtain information through continuing education opportunities about the changes in the laws and best practices every two years.
2. The interval has to be long enough to allow the certified professionals to earn the appropriate credits but short enough to keep the certified professionals motivated to engage in education and training.
3. The determination was also based on recommendations to move towards best practice which would require routine annual continued education participation in attempts to help certified professionals avoid long periods of education inactivity.

**National Board of Certification
for Community Association Managers**

Commissioners

Robert A. Felix, CMCA, LSM, PCAM, RS, Chair	Manager	Arizona
Dennis Abbott, CMCA, AMS, PCAM, Vice-Chair	Manager	North Carolina
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John Hammersmith, CMCA, PCAM	Manager	Colorado
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Ronald Perl, ESQ.	Public Interest	Florida
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Beverly Scenna	Public Interest	Florida
Ronald Duprey, CMCA, AMS, PCAM	Manager	Florida

Dawn M. Bauman, CAE, Executive Director
Thomas A. Skiba, Chief Executive Officer

To recertify and retain the CMCA certification, a certificant must:

1. Continue to be active in the community association industry.
2. Satisfy continuing education requirements outlined below.
3. Pay the annual service fee.
4. Complete and submit the Recertification Application.

The application includes the commitment to continue to adhere to the CMCA Standards of Professional Conduct.

CONTINUING EDUCATION

1. General Principle

To satisfy the continuing education requirement, 16 hours of coursework must be completed every two years. Some self-study work may be applied toward the 16-hour requirement (as provided in 6 below). Qualified teaching or writing may also be applied (as provided in 7 and 8 below).

2. Designations

If the CMCA certificant maintains and therefore satisfies the requirements of any one of these designations: AMS, PCAM, NAHC RCM, FL CAM, or NV CAM he or she has satisfied the continuing education requirement for recertification (must have held designation for a minimum of one year).

3. Qualifying Course Content

Credit hours may be earned only for education that meets one of these two criteria:

- a. It pertains to community association operations or management.
- b. It contributes to the professional development of the CMCA certificant.

Professional Development refers to skills and knowledge attained for personal development and career advancement. For CMCA recertification purposes, professional development encompasses a variety of facilitated learning opportunities, ranging from college degrees and coursework, conferences, professional coaching, communities workshops, seminars, symposiums, and webinars. Examples of professional development courses are community association management operations, administration, and legal requirements. In addition, courses may include accounting, human resources, and public administration. Continuing education courses must be listed on the documentation worksheet required for recertification and each recertification application and accompanying documentation form will be evaluated to ensure that the course is relevant to the continuing education of a community association manager and that it will enhance the knowledge and/or skills of a community association manager.

4. Recognized Course Providers

Educational courses offered by the following course providers are approved:

- a. Community Associations Institute (CAI)
- b. Community Associations Institute (CAI) chapters
- c. National Association of Home Builders (NAHB)
- d. National Association of Housing Cooperatives (NAHC)
- e. California Association of Community Managers (CACM)
- f. California Department of Real Estate
- g. Building Managers International
- h. Club Managers Association of America
- i. Accredited colleges and universities
- j. Certainteed
- k. Gray Systems
- l. Weissman, Nowack Curry & Wilco, PC administered through the Georgia Institute of Real Estate

The Appendix has a listing of the approved courses from these entities.

Courses approved by the Florida Division of Professions for continuing education credit for the CAM license are approved by NBC-CAM.

Courses approved by the Nevada Real Estate Division for continuing education credit for the common-interest community manager certificate are approved by NBC-CAM.

Accredited community college, college, or university courses that satisfy the qualifying course content requirements are approved by NBC-CAM.

Other course providers may seek approval of their courses from NBC-CAM.

A CMCA certificant may seek approval from NBC-CAM for a course not provided by a recognized course provider.

5. Credit hours

One hour of credit is earned for each hour attended. Credit is not earned for courses less than one hour in length.

6. Self-study

Self-study credit must be approved in advance by NBC-CAM. It is also limited to no more than four hours every two years. Written requests should include a description of the course (including outline, syllabus, or summary) and the estimated length of time of the self-study request. The CAI and IREM home study courses are not considered self-study.

7. Teaching

Teaching a course that qualifies for CMCA recertification will earn continuing education credit. Two hours of credit are earned for each class hour the first time a CMCA certificant teaches the qualifying course. Thereafter, one hour of credit is earned for each class hour for re-teaching the same course.

8. Authorship

An article for a regional or national community association publication may qualify for continuing education credit. A copy of the published work along with the total number of words written must be submitted to NBC-CAM. The determination of the number of hours are as follows: 500–1,000 word article: 2 hours, 1,001–1,500 word article: 3 hours, 1,500+: 4 hours, and book or journal: up to 10 hours based on individual analysis. *Copies of publications must be submitted within ample time for review prior to the recertification due date.*

9. Verification

The CMCA certificant is responsible for monitoring continuing education status and maintaining the necessary records to substantiate satisfactory compliance.

The Recertification Application requires the CMCA certificant to confirm that the continuing education requirements are met.

CMCA certificants are required to provide proof that continuing education requirements are met. One of the following must be presented to substantiate attendance:

- a. Course grade, where applicable
- b. Signed certificate of attendance containing the information on the certificate suggested by NBC-CAM
- c. Published material about the course and payment verification
- d. Course completion certificate

Please refer to the Appendix for further details.

**APPENDIX
PRE-APPROVED CONTINUING EDUCATION COURSES & PROVIDERS**

The following courses satisfy the continuing education requirements:

- a. Community Associations Institute (CAI) courses (888) 224-4321
 M-201, M-202, M-203—12 hours each www.caionline.org
 M-204, M-205, M-206—14 hours each
 M-310, M-320, M-330, M-340, M-350, M-360—16 hours each
 M-370, M-400—12 hours each
 National Conference, Law Seminar, CEO-MC Retreat, Large-Scale
 Managers Workshop—1 day = 6 hours, 2 days = 12 hours, 3 days = 15 hours
 Webinar—1 hour each
- b. Community Associations Institute (CAI)—Chapters (888) 224-4321
 Contact CAI Direct for contact information for the individual chapter. www.caionline.org
 Education programs offered by CAI local chapters are approved.
- c. National Association of Housing Cooperatives (NAHC) courses (202) 737-0797
www.coophousing.org
- d. California Association of Community Managers (CACM) courses (949) 916-2226
 Course I, Course II, Course III, Course IV, Course V—4 hours each
- e. Florida Department of Business and Professional Regulations approved courses (850) 487-1395
 Courses approved by the Florida Division of Professions, to qualify as
 continuing education credit to retain a community association manager license,
 will qualify on an hour-for-hour basis.
- f. Nevada Real Estate Division approved courses (702) 486-4033
 Courses approved by the Nevada Real Estate Division, to qualify as
 continuing education credit to retain a common-interest community
 manager certificate, will qualify on an hour-for-hour basis.
- g. Institute of Real Estate Management (IREM) courses, except those courses (800) 837-0706
 directly related to the buying and selling of real estate. www.irem.org
- h. Certainteed online courses qualify for 1.5 hours of continuing education
 with a maximum of 5 hours in any renewal period. www.certainteed.com/continuinged
- i. Weissman, Nowack Curry & Wilco, PC 2011 Community Association
 Management Course administered through the Georgia Institute of Real Estate.
www.learningrealestate.com/cam.htm

Note: You should be able to obtain a schedule of courses by contacting any of the approved course providers.

CMCA RECERTIFICATION CONTINUING EDUCATION ACTIVITY WORKSHEET

Use this activity worksheet as a tool to track your continuing education coursework throughout the two years leading up to your recertification. When completed, send it with your recertification application to NBC-CAM at info@nbccam.org or fax it to 703.970.9558. Call 866.779.CMCA with any questions or visit www.nbccam.org.

Educational Institution or Organization

Title and Description of Program

of Hours

Location

Date

Educational Institution or Organization

Title and Description of Program

of Hours

Location

Date

Educational Institution or Organization

Title and Description of Program

of Hours

Location

Date

Educational Institution or Organization

Title and Description of Program

of Hours

Location

Date

Educational Institution or Organization

Title and Description of Program

of Hours

Location

Date

Note: Continuing education will be evaluated to ensure the course is relevant to the continuing education of a community association manager and that it will enhance the knowledge and/or skills of a community association manager.

NBC-CAM

National Board of Certification
for Community Association Managers

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