

CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS®

CMCA®

Reinstatement
Application

SETTING THE STANDARD FOR COMMUNITY
ASSOCIATION MANAGERS NATIONWIDE.

.....
CMCA REINSTATEMENT APPLICATION
.....

Please type or print legibly in black ink.

1. Name Mr. Mrs. Ms. First _____ Middle _____
Last _____
CMCA Certification Number _____ ID Number _____

2. Residence Address _____
City _____ State _____ Zip _____
Home phone _____ Cell phone _____
Email address _____

3. Association/Company Name _____
Business Address _____
City _____ State _____ Zip _____
Office phone _____ Fax number _____
Email address _____

4. Have you been convicted of a felony or misdemeanor in the last 10 years?
 Yes No *If "yes," submit statement of explanation and relevant information including court document(s).*

5. 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license, certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?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).*

6. Date certification expired: _____

This application is only to be used by those who are seeking reinstatement and have met the following criteria:

1. Applicant's certification status must not have been expired for more than a period of five (5) years.
2. Applicant must submit a non-refundable \$200 reinstatement application fee.
3. Applicant must have continued to comply with the Standards of Professional Conduct.
4. Applicant will have a period of one year to complete 16 hours of continuing education.
5. Applicant will be required to confirm that applicant has not represented him/herself as a CMCA since the termination of certification.

Once reinstatement is approved, the applicant will be given a one-year renewal cycle to achieve and submit proof of 16 hours of continuing education. After completion of the continuing education, the applicant will be placed into a regular two-year renewal cycle.

Please complete and mail application to:

NBC-CAM
6402 Arlington Blvd., Suite 510
Falls Church, VA 22042.

If paying by credit card, you can email or fax the completed application to NBC-CAM:

Fax: 703.970.9558
Email: info@nbccam.org

Reinstatement applicant may not petition for reinstatement more than one time within the life of their certification. If applicant allows the certification to lapse after a reinstatement process, the applicant will be required to reapply for the certification examination process.

If the certificant has been inactive for more than five years, he/she may earn the CMCA certification by completing the examination process and will not be considered a reinstatement, but a new candidate.

For those cases in which the applicant has documentation showing their certification lapsed due to a hardship (health, act of God, etc.), the application will be viewed on a case-by-case basis to determine if the reinstatement requirements need to be completed. To be considered under these terms, please submit written request with documentation to NBC-CAM at the address noted on this application. No cases will be reviewed without attached documentation of hardship.

Acknowledgement

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

I continue to be active in the community association industry. I am currently a community manager , board member , consultant , other (specify)_____.

■ I agree that I have and will continue to abide by the Standards of Professional Conduct and understand that violations of the standards, including misleading, fraudulent, or incorrect information on this application, may lead to review under NBC-CAM enforcement procedures.

■ I acknowledge that any information in this reinstatement 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.

■ I acknowledge by my signature below, that I have not represented myself as a CMCA since the termination of my certification and will not represent myself as such until receipt of an approval of reinstatement.

Signature_____ Date _____

Payment Method:

Non-Refundable Reinstatement Application Fee \$200

Check enclosed made payable to NBC-CAM

Visa Master Card American Express Discover

Card Number: _____ Expiration Date: _____

Name on Card: _____

Signature_____ Date _____

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.

Certified Manager of Community Associations

(CMCA)

REINSTATEMENT AND RECERTIFICATION REQUIREMENTS

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

6402 Arlington Blvd., Suite 510
Falls Church, Virginia 22042
866.779.CMCA toll free
703.970.9300 main
Fax: 703.970.9558
Email: info@nbccam.org
www.nbccam.org

CONTINUING EDUCATION

1. 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.

2. 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.

3. 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 outlines 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.

4. 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.

5. 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 following page has a listing of the pre-approved courses from these entities.

- Florida Division of Professions for continuing education credit for the CAM license.
- Nevada Real Estate Division for continuing education credit for the common-interest community manager certificate.
- Accredited community college, college, or university courses that satisfy the qualifying course content.
- Other course providers may seek approval of their courses from NBC-CAM.

6. Credit hours

One hour of credit is earned for each hour attended. Credits are counted in half-hour increments. Credit is not earned for courses less than one hour in length.

7. 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.

8. 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.

9. 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 above—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 reinstatement.

10. Verification

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

Should it be determined that a course taken by the CMCA certificant does not qualify or that the CMCA certificant cannot adequately demonstrate attendance, NBC-CAM may extend the time limitation to satisfy the continuing education requirement.

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. Certaineed online courses qualify for 1.5 hours of continuing education
 with a maximum of 5 hours in any renewal period. www.certaineed.com/continuinged
- i. Weissman, Nowack Curry & Wilco, PC 2010 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

6402 Arlington Blvd., Suite 510

Falls Church, VA 22042

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