

CONTINUING EDUCATION COURSE PROVIDER APPLICATION

OVERVIEW

Credentialing has become a strong focus within the community association management profession. NBC-CAM's certification program requires the Certified Manager of Community Associations® (CMCA) to achieve ongoing continuing education to maintain their certification. Approved continuing education course providers are individuals or groups who have demonstrated the ability to design, implement, and evaluate continuing education programs for community association managers. Prior to being considered and granted approved course status, a complete application packet must be submitted.

REQUIREMENTS

- Providers must complete a separate continuing education approval application for each course.
- Incomplete applications may delay the approval process.
- Courses offered on an ongoing basis will receive approval for one year and will need to be submitted for review annually.
- Retroactive approval is not granted.
- As an approved continuing education provider, you are agreeing to maintain records of student attendance for each approved program for courses held for five (5) years.
- Providers are required to supply NBC-CAM a list of attendees with all contact information (name, company, full address, phone number, and email address) within 45 days following the course offering(s).
- Any changes to the program, after approval is received by NBC-CAM, must be reported to NBC-CAM within 30 days.
- Providers will be required to print the following (or current version as approved by NBC-CAM) on their course materials and all marketing materials;

This course is approved by and National Board of Certification for Community Association Managers (NBC-CAM) to fulfill continuing education requirements for the CMCA® certification. www.nbccam.org.

Providers will be required to link the NBC-CAM website (www.nbccam.org) on their website with a version of the following statement NBC-CAM;

(This course or title of course) is approved by National Board of Certification for Community Association Managers (NBC-CAM) to fulfill continuing education requirements for the CMCA® certification.

REVIEW PROCESS

A member of the NBC-CAM staff reviews all packets received. If there are questions about your application by the staff, you will be contacted and asked to provide any additional information or clarification needed for the review process. The application will be reviewed monthly by a subject-matter review committee. Correspondence will be sent via email and/or mail to the applicant upon completion of the review process with information regarding whether the course was approved or not approved.

CONTINUING EDUCATION COURSE

PROVIDER APPLICATION

Provider Information

Contact: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Fax : _____ Email : _____

Course Information

Course Title: _____

Description of Program: _____

Type of Program (classroom, on-line, CD-ROM, etc...): _____

Program Date and Location(s)Hours/Credits Requesting: _____

(one hour of learning = 1 continuing education credit)

Course Fee: _____

Date of prior approval by NBC-CAM: _____

Course Marketing and Materials

Please submit one Adobe pdf with the following information about the course. Please use the Bookmark feature to identify pages within the document.

- Please provide a detailed outline of course syllabus and teaching materials.
- Please provide one copy of student handouts or course materials that will be given to the students.
- Please provide one copy of the presentation materials (i.e. MS PowerPoint).
- Please submit copies of existing advertising and proposed advertising, along with cancellation and refund policies.
- Please provide speaker resume, contact information, and indication of qualifications to teach the topic.

Provider Attestation:

In submitting this application for program approval, I attest that all information and materials provided are accurate and truthful. I further understand that all credentialed managers with NBC-CAM are eligible to receive continuing education credits for attending this program. I have reviewed the above requirements and agree to all terms. I also understand it is our responsibility to provide the appropriate verification of attendance at the program site, and submit a list of attendees to NBC-CAM within 45 days of the completion of each program.

Signature _____ Date _____

Submit materials in one Adobe pdf document to info@nbccam.org