

CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS®

CMCA®

Application

SETTING THE STANDARD FOR COMMUNITY
ASSOCIATION MANAGERS NATIONWIDE.

Certified Manager of Community Associations® (CMCA®)

APPLICANT INFORMATION

This application is the first step toward earning the Certified Manager of Community Associations (CMCA) credential. Please read and complete each section fully and accurately in clear, legible handwriting or type. This application is part of an information packet that also includes the *CMCA Handbook* and the *CMCA Study Guide*. If you do not have the entire packet, contact NBC-CAM at 866.779.CMCA and a complete packet will be mailed to you. You can also download these documents at www.nbccam.org.

Name _____
(as appears on your government-issued ID)
Management Company/Association _____

Please initial each page and mail, email or fax your completed application to:

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

If paying by credit card, you can:
email: info@nbccam.org
fax: 703.970.9558

Receipt of your application will be acknowledged within three weeks.

1. Name Mr. Mrs. Ms. First _____ Middle _____
Last _____
Title _____
Designations (if any) _____
Are you a veteran of the United States Armed Forces? Yes 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 _____

5. 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).*

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certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?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

7. **Experience Requirement.** If a professional has at least five (5) years experience as a community association manager, they may receive a one-time waiver of the prerequisite course. The experience must be as a community association manager – not as an assistant manager. Please list the experience on page 10 of this application. If the candidate does not successfully pass the examination the first time, they will be required to take a prerequisite course prior to retaking the examination.

8. **Educational Requirement.** Satisfactory completion of a prerequisite course. Please complete the information below and attach the certificate of completion to the application:
 I took Community Association Institute's (CAI) M-100 course:
date: _____
location: _____
 Classroom Online Home Study

M-100: The Essentials of Community Association Management offered by CAI. For course dates, locations, fees, and registration information, visit www.caionline.org

I took Weissman, Nowack Curry & Wilco, PC's Community Association Management course
date: _____
location: _____

Please initial each page before submitting completed application _____

Weissman, Nowack Curry & Wilco, PC's - 2011 Community Association Management Course administered through the Georgia Institute of Real Estate. For course dates, locations, fees, and registration information, visit www.learningrealestate.com/cam.htm

9. **License or Credential Requirement.** If a professional holds at least one of the following licenses or credentials (must be active and in good standing) the educational requirement is waived:

- Arizona** - Certified Arizona Association Manager (CAAM)
CAM #: _____
- California** - Certified Community Association Manager (CCAM)
CAM #: _____
- Florida** - Community Association Manager License
CAM #: _____
- Nevada** - Community Association Manager License
CAM #: _____

I hereby apply to obtain the Certified Manager of Community Associations (CMCA) certification. I understand this certification depends on the successful completion of specific requirements and that the following policies apply:

1. I have read and understand the information contained in the CMCA Handbook.
2. To the best of my knowledge, the information in this application is correct and complete.
3. I acknowledge that NBC-CAM reserves the right to verify information on this application.
4. I agree to abide by the CMCA Standards of Professional Conduct and understand that alleged violations of the Standards, including incorrect, fraudulent, or misleading information on this application, may prompt a review under NBC-CAM administrative procedures.
5. I acknowledge that the information accrued in the certification process may be used for statistical or other purposes by NBC-CAM. The information in my records will be treated confidentially, except as otherwise provided by law.
6. I recognize that the CMCA examination is developed to test my knowledge in the profession of community association management. The examination answer sheets are the property of NBC-CAM and will not be returned to me.
7. I will be informed only whether I have passed or failed the examination. If I fail, I may ask for a review of the accuracy of my answers and there is no other appeal of the results. NBC-CAM reserves the right to withhold or cancel my scores or revoke certification if there is any evidence of cheating, improper conduct, or other irregularities.

Signature of Applicant _____

Print Name _____

Date _____

(Please be certain to include your signature on page 4 as well.)

Please initial each page before submitting completed application _____

REQUIREMENTS AND POLICIES

Requirements:

Applicants with Special Needs. Candidates who need modifications in the CMCA examination administration because of special needs should telephone 866.779.CMCA to submit requests in writing with this application, at least 60 days before you wish to take the examination.

Agreement and Compliance. The applicant has the responsibility to read, understand and comply with all aspects of the certification program as outlined in the CMCA Handbook.

Policies:

I hereby apply to the CMCA certification. I understand this certification depends on the successful completion of specific requirements and that the following policies apply:

I have read and understand the information contained in the CMCA Handbook.

To the best of my knowledge, the information in this application is correct and complete.

I acknowledge that NBC-CAM reserves the right to verify information on this application.

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I recognize that the CMCA Examination is developed to test my knowledge in the profession of community association management. The examination answer sheets are the property of NBC-CAM and will not be returned to me.

I will be informed only whether I have passed or failed the examination. If I fail, I may ask for a review of the accuracy of my answers and there is no other appeal of the results. NBC-CAM reserves the right to withhold or cancel my scores or revoke certification if there is any evidence of cheating, improper conduct or other irregularities.

I acknowledge that NBC-CAM assesses a \$75.00 fee for transferring examination cycles.

Signature of Applicant Date

Print Name

Please initial each page before submitting completed application _____

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 materials 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.

COMPUTER-BASED FORMAT

We've made it easier for busy professionals like you to earn their certification! Simply sign up for the computer-based exam and you can choose from **more exam dates and more locations**, and you'll receive **instant test results**.

Step-By-Step Instructions: When you are ready to take the exam, our test officials will put you at ease with step-by-step instructions. It's easy—you'll have your own computer screen and you can answer the exam questions with a simple keystroke or click of the mouse.

More Exam Dates: You can take the computer-based CMCA Exam on any day in one of following exam cycles: January - March, April - June, July - September, October - December.

More Exam Locations: The computer-based CMCA examination is offered at more than 800 locations in the U.S. To find the nearest location, go to www.lasergrade.com and enter your zip code to see a list of examination sites.

Instant Test Results: Immediately after you complete the examination, your test will be scored by LaserGrade Computer Testing, Inc., and you'll be given the results. Established in 1995, LaserGrade is an international, computer-based testing company with proctored testing centers worldwide.

Cost: The cost of the computer-based examination is \$300 (standard fee of \$250 plus a \$50 electronic service fee) and covers the application fee, examination, your first year of certification, and quarterly issues of *Upward Directions*, the CMCA e-newsletter.

PENCIL/PAPER FORMAT

The pencil/paper format is still available at a variety of exam dates and locations. Simply select your exam date and location from the list attached.

Exam Dates: The pencil/paper format exam is normally offered three times per year—in March and September, and on the Wednesday of CAI's National Conference.

Exam Locations: The pencil/paper format exam is offered in over 40 major U.S. cities (including CAI conferences). Refer to this application for specific locations.

Test Results: You will receive your exam results within four to six weeks of taking the exam. Results include a candidate feedback sheet that shows the percentage of items answered correctly. Only pass/fail information is provided.

Cost: The cost of the pencil/paper format examination is \$250 and covers the application fee, examination, your first year of certification, and quarterly issues of *Upward Directions*, the CMCA e-newsletter.

Please initial each page before submitting completed application _____

CMCA EXAMINATION DATES AND DEADLINES

Computer-based format:

YES! I want to take the CMCA examination in the computer based format in the following examination cycle (choose only one):

Examination Cycle	Application Deadline
<input type="checkbox"/> January 1 - March 31	February 15
<input type="checkbox"/> April 1 - June 30	May 15
<input type="checkbox"/> July 1 - September 30	August 15
<input type="checkbox"/> October 1 - December 31	November 15

You must take the examination within the selected or approved examination cycle.

A \$75.00 fee will be assessed to transfer examination cycles.

I have special needs that require modification of the CMCA Examination (please attach specific details and requirements).

Please visit www.lasergrade.com for specific locations for computer-based testing.

Sponsoring organization: National Board of Certification for Community Association Managers

Pencil/paper format:

YES! I want to take the CMCA Examination in the pencil/paper format. I've indicated my site preference below:

LOCATION:

I want to take the CMCA examination at the following location. Please select 1st and 2nd choice.

1. _____
2. _____

DATE:

I want to take the CMCA examination on the following dates. Please select 1st and 2nd choice.

1. _____
2. _____

I have special needs that require modification of the CMCA Examination (please attach specific details and requirements).

If travel to location is a hardship, we will try to locate an alternate site.

To qualify for attendance at the CMCA examination, you must submit and receive approval of your CMCA application.

A \$75.00 fee will be assessed to transfer examination dates.

The CMCA Examination (paper/pencil format) will be given on the following dates. Please indicate your preference at left. Please refer to your CMCA Handbook for examination re-scheduling and cancellation policies.

EXAM DATE	APPLICATION DEADLINE
2011 March 4	February 1
May 4*	April 1
September 9	August 1
2012 March 2	February 1
May 4*	April 1
September 7	August 1

**Exam available only at CAI conference location on these dates.*

Please be advised there is a possibility that some listed locations may not be available for all of the paper/pencil examinations. NBC-CAM reserves the right to cancel any locations that have two or fewer registered candidates.

LOCATIONS

Phoenix, AZ	Honolulu, HI	Cincinnati, OH
Tucson, AZ	Chicago, IL	Columbus, OH
Los Angeles, CA	Roselle, IL	Portland, OR
San Diego, CA	Boston, MA	Bluebell, PA
San Francisco, CA	Wellesley, MA	East Philadelphia, PA
Santa Ana, CA	Baltimore, MD	Nashville, TN
Denver, CO	Ann Arbor, MI	Austin, TX
Colorado Springs, CO	Detroit, MI	Dallas, TX
Hartford, CT	St. Louis, MO	Houston, TX
District of Columbia (metro area)	Kansas City, MO	Falls Church, VA
Ft. Myers, FL	Pineville, NC	Glen Allen, VA
Miami, FL	Raleigh, NC	Virginia Beach, VA
Orlando, FL	Princeton, NJ	Kirkland, WA
Atlanta, GA	Las Vegas, NV	Milwaukee, WI
	Reno, NV	

Please initial each page before submitting completed application _____

PAYMENT METHOD

- Computer-Based Format: \$300
- Paper/Pencil Format: \$250

- Check enclosed made payable to NBC-CAM
- Visa Master Card American Express Discover

Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

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

Did You:

- Complete question seven or eight on page two?
- Sign pages three and four?
- Include a copy of your prerequisite course certificate or experience requirement?
- Include your payment?

Receipt of your application will be acknowledged within three weeks.

NBC-CAM

National Board of Certification
for Community Association Managers

Please initial each page before submitting completed application _____

EXPERIENCE REQUIREMENT

To qualify for the one-time education requirement waiver, a professional must have at least five years experience as a community association manager. The experience must be as a community association manager (or similar title). The experience pathway is a one-time waiver. If you do not pass the CMCA examination, you must take a prerequisite education course prior to retaking the examination. Please list the relevant experience below (use additional pages as needed):

Community Association or Organization	City, State, Zip
---------------------------------------	------------------

Job Title	Dates of Employment
-----------	---------------------

Description of Responsibilities

Name of Supervisor	E-mail Address of Supervisor
--------------------	------------------------------

Community Association or Organization	City, State, Zip
---------------------------------------	------------------

Job Title	Dates of Employment
-----------	---------------------

Description of Responsibilities

Name of Supervisor	E-mail Address of Supervisor
--------------------	------------------------------

Community Association or Organization	City, State, Zip
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NBC-CAM

National Board of Certification
for Community Association Managers

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Falls Church, VA 22042

703.970.9300 MAIN 866.779.CMCA TOLL-FREE

703.970.9335 FAX www.nbccam.org