CMCA Continuing Education Credit Approval Application

Purpose: This form is for CMCA credential holders to submit various continuing education activities for credit toward their recertification.

Instructions: Please fill out the relevant sections based on the type of continuing education activity you are submitting for credit. Attach any required documentation as indicated in each section.

Section 1: Personal Information

First Name: _____   **Last Name:** _____

Email: _____   **Recertification Application Deadline:** _____

Section 2: Approval for Courses Not Pre-approved by CAMICB

Course Name: _____

Provider Name _____

Duration (Hours): _____   **Date(s):** _____

Benefits Statement: Briefly describe how this course will benefit your role as a community association manager**.**

_____

Verification of Completion: Attach your certificate of completion or other proof of course completion. Also include supporting documents detailing the program's content, such as an agenda, overview, or description.

Section 3: Approval for Other Continuing Education Activities

Activity Type (check one):

☐ Self-study Credits   ☐ Teaching Credits   ☐ Authorship Credits   ☐ Volunteer Service Credits

Activity Description: _____

Date(s) of Activity: _____   **Duration (Hours)/Word Count (if applicable):** _____

Additional Notes (if any): _____

Attach relevant documentation (e.g., outline/syllabus for self-study, course outline for teaching, copy of published work for authorship, proof of service for volunteer activities).

Section 4: Declaration

I declare that the information provided in this form is accurate and true.

Signature: _____   **Date:** _____

Requirements for Continuing Education Programs

Purpose: This document outlines the criteria and various methods for earning Continuing Education (CE) credits required for CMCA recertification. For comprehensive guidelines and additional information, refer to the [CMCA Handbook](#) or visit www.camicb.org.

1. **Credit Hour Criteria.** CE credits are granted for education that:
    a. Pertains to community association operations or management.
    b. Contributes to the professional development of a CMCA as a community association manager.
2. **Professional Development.** Refers to learning opportunities for personal and career advancement, including:
    a. College degrees and coursework, conferences, professional coaching.
    b. Workshops, seminars, symposiums, and webinars.
    c. Relevant topics: Community association management operations, administration, legal requirements, accounting, human resources, public administration.
3. **Recognized Course Providers.**
    a. Courses approved by state regulatory agencies for manager licensing.
    b. In-house training material (up to 8 credits) subject to CAMICB review and approval.
    c. CMCA prerequisite coursework (cannot be used for exam eligibility and CE credits).
4. **Other Ways to Earn Credits.**
    a. *Coursework Supporting Community Operations:* Earn credit for attending local seminars or courses in accounting, business, computers, or foreign languages. Real estate courses pertaining to the buying and selling of real estate excluded. Credits equal hours attended.
    b. *Self-Study Credits:* Limited to 4 hours biennially. Requires CAMICB pre-approval and a description of the study material. IREM courses excluded.
    c. *Teaching Credits:* Earn two credits/hour for first-time teaching and one credit/hour for re-teaching community management courses.
    d. *Authorship Credits:* Earn 2-4 credits for articles (500-1,500+ words) and up to 10 for books, subject to content review. Submit copies for verification.
    e. *Volunteer Service Credits:* Earn up to 8 hours every two years for unpaid service in roles supporting community associations or management professions. Specific credit allocations include:
        i. Industry Organization Board Service:
        ii. National/International Organization Board: 8 hours
        iii. State Organization/Chapter Board: 4 hours
        iv. Industry Organization Committee Work: 4 hours for service on organization committees.
        v. Certification Exam Development: 8 hours for contributing to exam development.
        vi. Advocacy: 4 hours for unpaid advocacy work, such as legislative analysis or testimony.
        vii. Community Board Service: 4 hours for serving on HOA/Condo boards.
5. **Submission and Approval Process.**
    a. Continuing education courses must be listed on the recertification documentation worksheet.
    b. Submissions are subject to evaluation for relevance and enhancement of a manager's skills.
    c. Credit for a course may only be submitted once per recertification cycle.
    d. Online learning must be interactive and include proof of participation.
    e. Volunteer service credits require objective evidence of participation and prior approval by CAMICB.
6. **Documentation and Deadlines.**
    a. Provide necessary documentation for each type of CE activity.
    b. Ensure timely submission before the recertification due date.