

**CMCA®**  
CERTIFIED MANAGER OF  
COMMUNITY ASSOCIATIONS®

The Essential Credential™

**Reinstatement Application**

Name:

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Complete and submit application to:

CAMICB

6402 Arlington Blvd., Suite 510

Falls Church, VA 22042

Fax: 1.800.845.4394

Email: [cmca@camicb.org](mailto:cmca@camicb.org)

## CMCA REINSTATEMENT APPLICATION

### APPLICANT INFORMATION

1. APPLICANT NAME *(must be the same name as on your government-issued photo ID)*

Mr. Mrs. Ms. Mx. First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

2. HOME ADDRESS \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

ALL CORRESPONDENCE WILL BE MAILED TO YOUR HOME ADDRESS.

4. Have you ever been convicted of a felony or misdemeanor?

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license, certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?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. If the certificant has been inactive for more than five years, they may earn the CMCA certification by completing the examination process and will not be considered a reinstatement, but a new candidate.

2. Applicant must submit a non-refundable and non-transferable \$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 themselves 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



A CMCA seeking subsequent reinstatement(s) of a lapsed CMCA credential must complete the application for reinstatement and:

- Re-take and pass the CMCA exam. Full application fees apply.
- Or: Submit to the CAMICB office proof of completion of 16 hours of continuing education for each year in which the credential was inactive; submit payment of a \$135 service fee for each year in which the credential was inactive; and submit payment of a \$200 reinstatement fee.

Any CMCA requesting an initial or subsequent reinstatement of the CMCA credential must attest that, during the period in which the credential was inactive, the CMCA:

- Has upheld the CMCA Standards of Professional Conduct
- Has not represented themselves as an active CMCA

Reinstatement of the CMCA credential is subject to review by the CAMICB Board of Commissioners.

### 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 CAMICB enforcement procedures.

I acknowledge that any information in this reinstatement application may be used for statistical or other purposes by CAMICB. 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 and Non-Transferable Reinstatement Application Fee \$200

(For subsequent reinstatements, see above)

Name:\_\_\_\_\_Date:\_\_\_\_\_

Check enclosed made payable to CAMICB (Check #\_\_\_\_)

Visa  MasterCard  Discover  AMEX

Card Number\_\_\_\_\_

Expiration Date\_\_\_\_\_

Name of Cardholder\_\_\_\_\_

Signature\_\_\_\_\_

## **CMCA STANDARDS OF PROFESSIONAL CONDUCT**

A Certified Manager of Community Associations (CMCA<sup>®</sup>) shall:

1. Be knowledgeable, act, and encourage clients to follow all applicable laws and regulations relevant 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, compensation, or other remuneration from individuals or companies that may improperly influence the manager's decisions.
7. Participate in continuing professional education and satisfy all requirements to maintain the CMCA.
8. Uphold their fiduciary duty to the Client Association(s) by acting with due diligence, loyalty, and care in all aspects of community management.
9. Conduct themselves with professionalism, integrity, and respect when acting within the scope of their employment and in compliance with applicable laws, rules, and regulations.
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. These materials must be returned to the Client upon request. Maintain confidentiality for all current and former clients and ensure the secure handling of records, including electronic data, in compliance with current data security standards.

A violation of any of these Standards of Professional Conduct may be grounds for administrative action and possible revocation of the CMCA credential by the Community Association Managers International Certification Board (CAMICB).

For additional information to interpret the CMCA Standards of Professional Conduct, please refer to the following Clarification of the CMCA Standards of Professional Conduct document.

These standards are enforced through a process outlined in the CMCA Standards of Professional Conduct Enforcement Procedures. Visit [camicb.org](https://camicb.org) or contact the CAMICB office for a copy of the document.