



# PREREQUISITE COURSE PROVIDER APPLICATION

Please submit application and support materials to:

6402 Arlington Blvd, Ste 510  
Falls Church, VA 22042  
866. 779.CMCA (2622) Toll Free  
[www.camicb.org](http://www.camicb.org)  
[info@camicb.org](mailto:info@camicb.org)

## **Prerequisite Course Provider Requirements Application Outline**

### **BACKGROUND**

#### **I. Introduction**

The Certified Manager of Community Associations® (CMCA®) is the only international certification program designed exclusively for managers of homeowner and condominium associations and cooperatives. Since 1996, the Community Association Managers International Certification Board (CAMICB), formerly NBC-CAM, has certified more than 20,000 community managers. The CMCA recognizes individuals who have demonstrated the fundamental knowledge required to manage community associations. Applicants may qualify to take the CMCA examination by completing a CAMICB-approved course that offers a comprehensive overview of community association management. Any qualified organization may apply to offer a prerequisite course offering. This application outline provides course providers with an overview of CAMICB, the CMCA program and the prerequisite course requirements.

#### **II. Overview of CAMICB & CMCA Program**

The Community Association Managers International Certification Board (CAMICB) administers the Certified Manager of Community Associations® (CMCA®) certification program. The certification program was designed to ensure that community managers have the fundamental knowledge and expertise required to effectively manage homeowner and condominium associations and cooperatives.

The CMCA program:

- Establishes acceptable standards of knowledge and skills for the community management industry
- Provides association homeowners with a level of confidence regarding a certified manager's knowledge
- Raises the professional status of community association management.

#### **III. Development of the CMCA Examination**

The purpose of the CMCA certification is to recognize individuals who demonstrate competence in the field of community association management. Candidates take a standardized examination that measures critical requirements of the job. Exam scores are compared to a standard (or cut score) that reflects the minimum acceptable level of competence required to hold the certification.

The CMCA is a multiple-choice examination consisting of 120 items: 100 scored and 20 pilot-test items. The examination content and cut score were developed using a rigorous, systematic process involving hundreds of hours of analysis, development, and testing. The process begins with the development of a formal set of test specifications, also known as a test blueprint, that identifies the topics that will be included on the examination. Items are written to measure critical knowledge in each topic area by trained subject matter experts. The cut score is derived using a standard-setting methodology involving the integration of expert judgment and item-level data. This process helps to demonstrate that the examination is “content valid” for the community association management profession.

CAMICB continually monitors and maintains the CMCA examination to ensure it remains a valid, reliable assessment of competence. Periodically (roughly every five years), CAMICB conducts a study to measure changes in the community association management profession and update the test blueprint accordingly. The study involves collecting input from thousands of experts in the field to identify important changes in job tasks and job knowledge.

The most recent update, conducted in 2016, resulted in minor changes to the structure and content of the test blueprint. The core body of knowledge required for effective performance as a community association manager remains consistent with prior analyses.

#### **IV. CMCA Examination Content**

The CMCA Examination is a 2.5 hour, 120 question multiple-choice exam. The exam is divided approximately in the following manner:

- Meetings (10%)
- Governance and Legal Issues (23%)
- Budgets, Reserves, Investments, and Assessments (15%)
- Financial Controls (11%)
- Risk Management and Insurance (11%)
- Property Maintenance (11%)
- Contracting (13%)
- Human Resources Management (6%)

### **COURSE AND APPLICATION REQUIREMENTS**

#### **V. Prerequisite Course Requirements**

- **Course Content:** A copy of the participant course materials must accompany the application.
- **Course Outline:** A course outline must accompany the application.
- **Course Description:** A complete description on how the course effectively covers the topic areas must accompany the application.
- **Course Development & Updating:** Indicate a brief statement to explain how the course was developed and the methods used for up-dating and revising the course.
- **Course Delivery Method:** Indicate how the course will be delivered (i.e. in-person, classroom style, Webinar, on-line, etc....)
- **Length of Course:** Indicate the exact hours of the course instruction. (Please specify breaks and lunches if applicable).
- **Course Schedule:** Specify the schedule for course offerings – include dates, and locations.
- **Fees:** Please specify the participant fees for the course. If course materials are required at an additional fee, please specify.
- **Course Examination:** Each pre-requisite course must have an examination. Individuals must complete and pass the examination prior to sitting for the CMCA Examination. Please provide details how the exam is facilitated and scored. (Open book, how many questions, how much time, what format, etc....)
- **Course Evaluation:** Indicate how the course is evaluated in relation to the course material, learning experiences, instructional methods, facilities, and resources used.

## **VI. Faculty Requirements**

- 1) Instructors must have instructional experience AND:
  - a) Bachelor's degree and two years' experience in subject matter, OR
  - b) Associates degree and four years' experience in subject matter, OR
  - c) Six years' experience in subject matter.
- 2) \*If you have other requirements for your faculty members, we may be willing to accept your requirements. Please provide details.
- 3) Please include instructor's resumes with application.

## **VII. Certificate of Course Completion**

- 1) Upon successful completion of the course, providers should award Certificates of Course Completion. The following information must be included:
  - a) Course Participant's Name
  - b) Course Title
  - c) Date Completed
- 2) Please include a sample of a course completion certificate and describe when and how the certificate will be provided to each successful participant.

## **VIII. General Requirements**

- 1) E-mail will be the methods of contact with the provider applicant. Please keep the contact person information current. Full contact information for providers will be published on the CAMICB website and on printed materials.
- 2) The CAMICB website will list the course providers contact information and will provide a link to the course provider's website. If the website URL changes, the provider must provide CAMICB the new address.
- 3) Providers will be required to print the following (or current version as approved by CAMICB) on their course materials: "These courses are approved by CAMICB to fulfill the prerequisite course requirement for the CMCA® (Certified Manager of Community Association®) certification. [www.camicb.org](http://www.camicb.org).
- 4) Providers will be required to link the CAMICB website ([www.camicb.org](http://www.camicb.org)) on their website with a version of the following statement as approved by CAMICB "This course is approved by CAMICB to fulfill the prerequisite course requirement for the CMCA® (Certified Manager of Community Association®) examination application. [www.camicb.org](http://www.camicb.org)"

## **IX. CAMICB Agreement of Confidentiality**

CAMICB agrees that the information provided in the application is confidential information and is to be considered confidential and proprietary to your organization. CAMICB shall hold the same in confidence, shall not use the confidential information other than for the purposes of its business with your organization, and shall disclose it only to its officers, directors, or employees with a specific need to know. CAMICB will not disclose, publish or otherwise reveal any of the confidential information received from your organization to any other party except with the specific prior written authorization of your organization.

**X. Application Check List**

- \$250 Prerequisite Course Provider Application Fee (non-refundable). Make check payable to CAMICB.
- Course Materials
- Course Outline
- Course Description
- Course Marketing Material
- Course Delivery Method
- Course Evaluation
- Course Schedule
- Mock-Up of Course Completion Certificate
- Faculty List and Resumes

**XI. Application Submission**

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