

CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS®

# CMCA®

## Application

SETTING THE STANDARD FOR COMMUNITY  
ASSOCIATION MANAGERS NATIONWIDE.

# Certified Manager of Community Associations® (CMCA®)

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## 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 703.836.6902 or 866.779.CMCA and a complete packet will be mailed to you. You can also download these documents at [www.nbccam.org](http://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  
225 Reinekers Lane, Suite 310  
Alexandria, VA 22314

If paying by credit card, you can:  
email: [info@nbccam.org](mailto:info@nbccam.org)  
fax: 703.684.1581

Receipt of your application will be acknowledged within three weeks.

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**STAFF USE ONLY:** Testing Method:  CBT Approval Number \_\_\_\_\_ Testing Period \_\_\_\_\_  
 Pencil/Paper

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 \_\_\_\_\_

4. List the state(s) in which you are currently practicing or will soon be practicing community association management: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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license, certification, registration or permit to practice any regulated profession revoked, suspended, relinquished or withdrawn?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. **Educational Requirement.** Satisfactory completion of a pre-approved prerequisite course. Please complete the information below and attach the certificate of completion to the application:

I took the M-100 as a course conducted:  
date: \_\_\_\_\_  
location: \_\_\_\_\_  
 Classroom  Online  Home Study

I took another preapproved prerequisite course  
date: \_\_\_\_\_  
location: \_\_\_\_\_

8. **Applicants with Special Needs.** Candidates who need modifications in the CMCA Examination

Please initial each page before submitting completed application \_\_\_\_\_

administration because of special needs should telephone 866.779.CMCA or 703.836.6902 or submit requests in writing with this application, at least 60 days before you wish to take the examination.

- 9. **Agreement and Compliance.** The applicant has the responsibility to read, understand, and comply with all aspects of the certification program as outlined in the Certified Manager of Community Associations (CMCA) Handbook.

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:

- 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.
- 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.
- 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.
- 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.

Signature of Applicant \_\_\_\_\_

Print Name (As it should appear on certificate) \_\_\_\_\_

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 703.836.6902 or 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.

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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.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Print Name (As it should appear on certificate)

Please initial each page before submitting completed application \_\_\_\_\_

## CMCA STANDARDS OF PROFESSIONAL CONDUCT

A CMCA certificant shall:

- 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.
- Be knowledgeable, comply and encourage clients to comply with the applicable governing documents, policies and procedures of Client Association(s) to the extent permitted by that Client.
- Not knowingly misrepresent material facts, make inaccurate statements or act in any fraudulent manner while representing Client Association(s) or acting as a CMCA.
- Not provide legal advice to Client Association(s) or any of its members, or otherwise engage in the unlicensed practice of law.
- Promptly disclose to Client Association(s) any actual or potential conflicts of interest that may involve the manager.
- 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.
- Participate in continuing professional education and satisfy all requirements to maintain the CMCA.

A violation of any of these CMCA Standards of Professional Conduct may be grounds for administrative action and possible revocation of the CMCA certification by the NBC-CAM.

For additional information to interpret the CMCA Standards of Professional Conduct, please visit the website ([www.nbccam.org/program/standards.cfm](http://www.nbccam.org/program/standards.cfm)) or contact the NBC-CAM office for the CMCA Standards of Professional Conduct Code Clarification document.

These Standards are enforced through a process outlined in the CMCA Standards of Professional Conduct Enforcement Procedures. Visit the website ([www.nbccam.org/program/standards.cfm](http://www.nbccam.org/program/standards.cfm)) or contact 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](http://www.nbccam.org/cmca/state.cfm)

Alaska	California	Connecticut	District of Columbia
Florida	Georgia	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](http://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/February, April/May, July/August, or October/November.

**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](http://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 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 - February 28	January 15
<input type="checkbox"/> April 1 - May 30	April 15
<input type="checkbox"/> July 1 - August 31	July 15
<input type="checkbox"/> October 1 - November 30	October 15

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

Please visit [www.lasergrade.com](http://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.

- \_\_\_\_\_
- \_\_\_\_\_

#### DATE:

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

- \_\_\_\_\_
- \_\_\_\_\_

- 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.

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
<b>2010</b> March 5	February 1
April 28* (Las Vegas, NV only)	April 1
September 10	August 1
<b>2011</b> March 4	February 1
TBD * (TBD)	April 1
September 9	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	Reno, NV
Tucson, AZ	Chicago, IL	Cincinnati, OH
Los Angeles, CA	Roselle, IL	Columbus, OH
San Diego, CA	Boston, MA	Portland, OR
San Francisco, CA	Wellesley, MA	Bluebell, PA
Denver, CO	Baltimore, MD	East Philadelphia, PA
Colorado Springs, CO	Ann Arbor, MI	Nashville, TN
Hartford, CT	Detroit, MI	Dallas, TX
District of Columbia (metro area)	St. Louis, MO	Houston, TX
Ft. Myers, FL	Kansas City, MO	Falls Church, VA
Miami, FL	Pineville, NC	Glen Allen, VA
Orlando, FL	Raleigh, NC	Virginia Beach, VA
Atlanta, GA	Princeton, NJ	Kirkland, WA
	Las Vegas, NV	

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**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 on page two?
- Sign pages three and four?
- Include a copy of your M-100 certificate?
- Include your payment?

Receipt of your application will be acknowledged within three weeks.

**NBC-CAM**

National Board of Certification  
for Community Association Managers

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# NBC-CAM

National Board of Certification  
for Community Association Manage

225 Reinekers Lane ■ Suite 310 ■ Alexandria, VA 22314 ■ Phone: 703.836.6902 ■ Fax: 703.684.1581 ■ [www.nbccam.org](http://www.nbccam.org)