

The College of Community Association Lawyers



College of Community Association Lawyers (CCAL) Membership Application Point Evaluation Guide

CCAL applications are reviewed by the Membership Committee (Committee) comprised of CCAL fellows around the country. This peer-review process is thoughtful and thorough. The guidance offered here is intended to help you prepare a successful application. The specific guidance in the following pages provides for a quantitative analysis of the content submitted to accompany the application. **Note:** The Committee attributes a significant focus on the quality of the work submitted. Therefore, a candidate may meet the quantitative requirements while not meeting the quality expectations of the Committee.

CCAL applicants must meet all Eligibility Requirements. Applicants are asked to substantiate their candidacy in three areas:

1. Writings and Publications (see Section II of the application)
2. Teaching and Instruction (see Section III of the application)
3. Professional Involvement and Legislative Activities (see Section IV of the application)

Your application should include a clear summary of activity for each section. Successful candidates must earn a minimum of 5 points in each section. You may refer to the section in the application for specific details regarding items considered acceptable and relevant in each of the substantive content areas. You may use the following pages as a guide for point allocation for quantity. Note: Quality is a significant component of the analysis of the application. Therefore, a candidate may meet the quantitative requirements while not meeting the quality expectations of the Committee.

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Professional Involvement Section Point Assignment
(Successful candidates must earn a maximum of 5 points in each section).

| Application Area | Acceptable Activity | Point Range (per year) | Max for item |
|--------------------------|--|------------------------|--------------|
| Professional Involvement | National CAI board member | 2 | 3 |
| Professional Involvement | CAI Chapter President | 1.5 | 3 |
| Professional Involvement | CAI Chapter board member | 1 | 2 |
| Professional Involvement | Chapter or national CAI committee chair (legal substantive committee) legislative action, government affairs, CCAL committee, etc. | .3-.5 | 2 |
| Professional Involvement | Chapter or national CAI committee member (legal substantive committee) legislative action, government affairs, CCAL committee, etc. | .3-.5 | 2 |
| Professional Involvement | Board member of an HOA or Condominium | .2-.3 | 1 |
| Professional Involvement | State or County Bar Association officer or board member | 1 | 2 |
| Professional Involvement | Chapter or national CAI committee member (non-legal substantive committee) i.e. events, programs, membership, etc. | .1-.2 | 1 |
| Professional Involvement | State or County Bar Association committee member | .1-.2 | 1 |
| Professional Involvement | Editorial Board Member - Community Association related trade publication/media | .1-.2 | 1 |
| Professional Involvement | Chapter or national CAI committee chair (non-legal i.e. events, programs, membership) | .1-.2 | 1 |
| Professional Involvement | Attendance at six (6) or more Community Association Law Seminars in the last ten (10) years | .5-1 | 1 |
| Professional Involvement | Other (grader's discretion) | | 2 |

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Teaching & Instruction Section Point Assignment

(Successful candidates must earn a maximum of 5 points in each section).

| Application Area | Acceptable Activity | Point Range (per year) | Max for item |
|--------------------------|--|-------------------------------|---------------------|
| Teaching and Instruction | Speaker at CAI Law Seminar | 1-2 | 2 |
| Teaching and Instruction | Sole Speaker - CAI Annual Conference, Large-Scale Workshop, CEO-MC Retreat | .5-2 | 2 |
| Teaching and Instruction | Panelist CAI Law Seminar - CAI Annual Conference, Large-Scale Workshop, CEO-MC Retreat | .5-1.5 | 2 |
| Teaching and Instruction | College/ law school course (lower value for one time presentation and higher value for full course) | .1-2 | 2 |
| Teaching and Instruction | Federal, State, County, NBI or similar Bar approved CLE Presentation (point value based on length of time of the presentation) | .1-1 | 2 |
| Teaching and Instruction | CAI sponsored education for board members/managers programs (e.g. luncheons, seminars) | .1-.5 | 1.5 |
| Teaching and Instruction | Sole Speaker - Other industry groups (e.g., title industry, real estate brokers, local government, media) | .1-.5 | 1 |
| Teaching and Instruction | Other (grader's discretion) | | 2 |

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Publications Section Point Assignment

(Successful candidates must earn a maximum of 5 points in each section).

| Application Area | Acceptable Activity | Point Range (per publication) | Max for item |
|-------------------------|--|--------------------------------------|---------------------|
| Publication | Manuscript of a published book, treatise, or significant chapter of a book/treatise | .5-2 | 2 |
| Publication | Manuscript for CAI Law Seminar (best manuscript award = 2) | .5-2 | 2 |
| Publication | Amicus brief for CAI | .5-2 | 2 |
| Publication | Amicus brief for own firm or other organization (non-CAI) | .5-2 | 2 |
| Publication | CAI case law update case review (per year of service) | 1 | 2 |
| Publication | Law school law journal article/course materials for State, County, NBI, or similar legal profession CLE course | .1-1 | 2 |
| Publication | Articles for national CAI publications | .1-1 | 1 |
| Publication | Articles for State or local CAI publications | .1-1 | 1 |
| Publication | Course materials for national CAI educational seminar | .1-1 | 1 |
| Publication | Course materials for State or local CAI educational seminar | .1-.5 | 1 |
| Publication | Relevant articles published for all other organizations (real estate association, trade publications, local government, media, etc.) | .1-.5 | 1 |
| Publication | Course materials for (non-lawyer, non-CAI, non-client) trade educational seminar | .1-.5 | 1 |
| Publication | Other (grader's discretion) | | 2 |