

## Association Management Specialist® (AMS®) Reinstatement Application

In order to maintain the Association Management Specialist (AMS) designation the designee is required to redesignate every three (3) years by providing proof of continuing education and submitting an annual maintenance fee. If your designation has been allowed to expire for either nonpayment or lack of continuing education, the following qualifications must be fulfilled for reinstatement.

This application is only to be used by those who are seeking reinstatement and have met the following criteria:

- The candidate's status must have expired within the past five (5) years.
- A non-refundable reinstatement fee must accompany the application.
- The candidate must have continued to comply with the Professional Manager Code of Ethics.

Once a reinstatement is approved and processed, the designee will have a period of one year to provide proof of continuing education through the AMS Redesignation process (in August). The education does not have to be completed prior to the submission of this application.

## **Application Instructions**

- Fill in this application with Adobe Acrobat Reader or print clearly in ink. To work in Reader: save the file on your computer's desktop, complete the form, and save again using your last name in the filename (e.g., PCAM\_Jones.pdf) before printing.
- Submit completed application with non-refundable application fee to the CAI headquarters office, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042, fax to (240) 524-2424, or e-mail to payments@caionline.org.

Fees: \$175 for individual manager members of CAI and \$419 for non-members

CAI reserves the right to modify the AMS fees and criteria as stated above.

## **General Information**

If you are paying by credit card, please complete this form and then submit the application by e-mail to payments@ caionline.org. If you are paying with a check, please complete this form on a computer, print and then sign. Mail the printed and signed application with your payment to the address shown on page 1.

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## **Reinstatement Survey**

Please answer the following questions.		
Does your employer recognize the AMS desig $\square$ YES $\square$ NO	nation with higher pay rates?	
How long have you been working in the field? $\Box$ 0–3 YEARS $\Box$ 4–6 YEARS $\Box$ 7–10 YEARS $\Box$		
What is the reason for losing your AMS design ☐ DID NOT PAY ANNUAL FEES ☐ DID NOT COMPL		☐ DID NOT REMEMBER
Date AMS designation received		
Date AMS designation expired		
AMS designation certificate number		
Signature		
I certify that the facts presented herewith to uphold the CAI Professional Manager C		owledge and that I have continued
PRINTED NAME	SIGNATURE	

