

Application for Reinstatement of CAI's Association Management Specialist (AMS) Designation

ams
AMS®

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.
- The candidates will be required to complete the AMS Redesignation (continuing education) process in one (1) year.

Once a reinstatement application 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).

Note: The reinstatement process may only be utilized once. For future designation status, the candidate must reapply for the designation. For uncontrolled and documented cases (health, etc.), please send written waiver to CAI's Director of Credentialing Programs. Written waiver requests may be denied if the applicant has not met the requirements listed or provided documentation of uncontrolled circumstances.

Steps to reinstate your AMS designation

Step 1: Review the reinstatement requirements.

Step 2: Complete the application and attach any necessary documentation.

Step 3: Mail the completed reinstatement application and fees to CAI.

Reinstatement Survey (Please place a check by your response.)

1. Does your employer recognize the AMS designation with higher pay rates?
 Yes No
2. How long have you been working in the field?
 0–3 years 4–6 years 7–10 years 10 plus years
3. What is the reason for losing your AMS designation?
 Did not pay annual fees
 Did not complete the redesignation process
 Did not remember

Application for AMS Reinstatement

Please check if this is a new address

Full Name _____

Firm/Association _____

Office: Address _____

City/State/Zip _____

Phone _____ Fax _____

Email Address _____

Home: Address _____

City/State/Zip _____

Phone _____ Fax _____

Email Address _____

Date designation received (if known) _____ Date designation expired _____

Certificate/Designation No. _____

Reinstatement Fees. Please make payable to CAI.

Individual Member Reinstatement Application Fee: \$155

Must supply copy of individual manager membership card for member rate.

Membership and Reinstatement Application Fee: \$275

To purchase an individual manager membership and reinstatement application at the member rate.

Non-Member Reinstatement Application Fee: \$375

Check/money order enclosed (made payable to CAI) in the amount of \$ _____ .

Please charge my credit card: Visa MasterCard AMEX

Credit card no. _____ Exp. date _____

Signature _____

Name on card _____

I certify that the facts presented herewith are correct to the best of my knowledge and that I have continued to uphold the CAI Professional Manager Code of Ethics.

Signature of Applicant _____

Date _____

Send completed application and payment to:

Community Associations Institute, Attention: Education/Designations Department

6402 Arlington Blvd., Suite 500, Falls Church, VA 22042

Phone: (888) 224-4321

Fax: (703) 970-9558

www.caionline.org

