

Redesignation Application for CAI's Large-Scale
Manager Specialist (LSM) Designation

LSM[®]

Redesignation Application for LSM Specialist Designation

Applicant Information

Full Name: Mr. Ms. _____

CAI Professional Membership No: _____

Firm/Association: _____ PCAM#: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Office Fax: _____

Office E-mail: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Home E-mail: _____

Please indicate if this is updated information.

Update of Applicant's Employment Information Since Last LSM Submission

Present Employer:

From (month/year) _____ until: (month/year) _____

Association or Company: _____

The association/company has: an on site, full time manager Yes No

 a minimum of 1,000 units or 1,000 acres Yes No

 an annual operating budget > \$2 million Yes No

Job Title: _____

Brief description of duties performed: _____

Name of Board President: _____ Phone: _____

Large-Scale Manager Specialist Designation Maintenance

CAI believes that all professionals holding the LSM specialist designation will need to continue their personal and professional development through a combination of work experience, continuing education, and service activities. The LSM designation must be renewed every three years in order to maintain an active status. As a result, the redesignation requirements are as follows:

- Maintenance of the PCAM designation. *All continuing education points earned in maintaining the PCAM designation will also count towards the redesignation requirements for the LSM specialist designation, if applicable.*
- Redesignation requires the attainment of 75 points every three (3) years through the following continuing education and experience opportunities:
 - Complete a large-scale manager knowledge quest project (30 points)
Specialist designation candidates may propose a knowledge quest project, which will require approval from the Large-Scale Managers' Committee or a task force assigned by the committee. Examples of knowledge quest projects include drafting a case study concerning some aspect of large-scale management as it relates to the community managed, or conducting an industry-related research project. Candidates will then present their knowledge quest project (i.e., case study or research findings) to the Large-Scale Managers' Committee at either a CAI national conference or the Large-Scale Managers' Workshop.
 - Additional work experience in large-scale management (10 points per year)
Additional years of experience _____
 - **Required:** Attend at least one (1) Large-Scale Workshop (15 points each)
 - **Required:** Attend at least one (1) CAI National Conference (15 points each)
 - Attend the national conference of related organizations (5 points each)

Work Shop/Conference Attendance

Work Shop/Conference _____ Location _____ Dates _____

Work Shop/Conference _____ Location _____ Dates _____

Work Shop/Conference _____ Location _____ Dates _____

Total points this area _____

- Attend 300–or 400–level PMDP course(s) (15 points each class)

Completion of 300–or 400–Level PMDP Course

Name of Course _____ Dates attended _____

Name of Course _____ Dates attended _____

Name of Course _____ Dates attended _____

Total points this area _____

-
- PMDP course instructor (15 points per year)

Course Instructor

Name of Course _____ Dates _____

Name of Course _____ Dates _____

Name of Course _____ Dates _____

Total points this area _____

- *Common Ground* article author (20 points per feature article)
- Authorship of an article in a CAI chapter newsletter or an industry publication (15 points per article)

Authorship

Name of article and publication _____ Date _____

Name of article and publication _____ Date _____

Name of article and publication _____ Date _____

- Member of CAI Large-Scale Managers' Committee (10 points per year)
- Member of other CAI national committee(s) (10 points per year)
- Member of CAI committee(s) at the local level (5 points per year)

Committee Work

Name of Committee _____ Years of Service _____ from _____ to _____

Name of Committee _____ Years of Service _____ from _____ to _____

Name of Committee _____ Years of Service _____ from _____ to _____

Total points this area _____

Minimum number of points 75
Grand Total points _____

Applicant's Affidavit

- Yes No Have you ever been involved in reorganization for the benefit of creditors or in bankruptcy as a debtor? If yes, attach a detailed explanation.

- Yes No Have you ever been convicted of fraud, misrepresentation, or misappropriation of funds or property? If yes, attach a detailed explanation.

- Yes No Have you ever been convicted of a felony or misdemeanor, or imprisoned under sentence for any felony or misdemeanor (except traffic violations) in the last ten years? If yes, attach a detailed explanation.

- Yes No Have you ever been subject to disciplinary action by any professional organization? If yes, attach a detailed explanation.

Please Read the Following and Affirm by Signing Below

I have read and understand the application instructions and all the rules and regulations. All of the information provided is complete and correct to the best of my knowledge and belief. If I made or at any time make statements with knowledge of its falsity, I understand that it shall be cause for denial or revocation of the LSM specialist designation.

I shall conduct myself in accordance with the Manager Code of Ethics and shall be bound by the bylaws and regulations of CAI. I understand that CAI reserves the right to revise or update this application and the Manager Code of Ethics, and that it is my responsibility to be aware of CAI's current requirements.

I shall supply all additional information requested by CAI upon request. I shall pay annual fees as set by CAI.

I agree that CAI may censure, suspend or revoke, or otherwise terminate my application or designation, if awarded, in accordance with the adopted policies of CAI; and CAI may disclose its actions, in full or in part, to the members of CAI and the general public.

I waive and forever release all claims and demands, or causes of action that I may have now or may in the future have against CAI, its members, trustees, officers, and employees in awarding the LSM specialist designation, failing to award the LSM specialist designation, or in censuring, suspending, or revoking the LSM specialist designation.

Applicant's signature

Date

Please send completed application to:

Community Associations Institute
Designations Department
6402 Arlington Blvd., Suite 500
Falls Church, VA 22042
Phone: (888) 224-4321
Fax: (703) 970-9558
www.caionline.org



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