

STATE-APPROVED COURSES FOR THE VIRGINIA COMPREHENSIVE TRAINING PROGRAM



# Community Manager Licensing made easy

**SAVE \$350**—and Earn the Prestigious Professional Community Association Manager Designation Awarded by CAI



# Virginia Comprehensive Training Program for Community Association Managers



The Virginia Common Interest Community Board has approved CAI's first seven Professional Management Development Program (PMDP) courses as the Virginia Comprehensive Training Program for community association managers, which is required for the state's manager licensure program.

Completing these seven courses is a major step toward earning the Professional Community Association Manager (PCAM) designation. Registering for all seven courses qualifies you for a \$350 discount.

You will spend about one week learning four topics online at your own speed and one week in the classroom on the other three topics.

## Classroom Courses\*

- M-202: Association Communications
- M-203: Community Leadership
- M-204: Community Governance

### SPECIAL WEEK-LONG TRAINING SCHEDULE

#### Roanoke, Virginia | February 21–25

Sheraton Roanoke Hotel & Conference Center  
2801 Hershberger Road  
Roanoke, VA 24017

- M-202, February 21–22
- M-203, February 22–23
- M-204, February 24–25

#### Williamsburg, Virginia | March 28–April 1

Crowne Plaza Williamsburg at Ft. Magruder  
6495 Pocahontas Trail  
Williamsburg, Virginia 23185

- M-202, March 28–29
- M-203, March 29–30
- M-204, March 31–April 1

#### Alexandria, Virginia | May 16–20

Crowne Plaza Old Town  
901 N. Fairfax St.  
Alexandria, VA 22314

- M-202, May 16–17
- M-203, May 17–18
- M-204, May 19–20

Registration fees for each classroom course are \$445 for CAI members and \$545 for nonmembers

## Online Courses

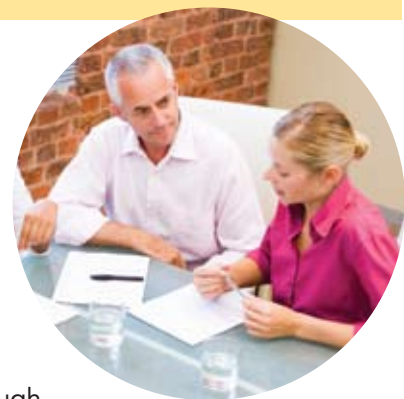
- M-100: The Essentials of Community Association Management
- M-201: Facilities Management (available early 2011)
- M-205: Risk Management (available early 2011)
- M-206: Financial Management (available early 2011)

If you have already taken one or more of CAI's PMDP courses and do not need to take all components of the Virginia Comprehensive Training Program, you may register for only those courses you need.

CAI offers these seven topics as classroom courses individually throughout Virginia and the country. For a full list of PMDP courses, visit [www.caionline.org/events/managers/pmdp](http://www.caionline.org/events/managers/pmdp)

To learn more about career and business-enhancing professional credentials—including the AAMC designation for association management companies—visit [www.caionline.org/career/designations](http://www.caionline.org/career/designations)

A list of courses offered in the mid-Atlantic region is on page 4.



# Virginia Common Interest Community Manager Licensure Regulations

In 2008, Virginia implemented a statutory-based management company licensure program. The Common Interest Community Board (CICB) was created and charged with writing the rules for the new law. In fall 2008, the CICB approved emergency regulations, and in April 2010, the current regulations were issued. Many companies applied for and received a provisional license as the rules were being developed. The provisional license expires on June 30, 2011. By June 30, 2011, all companies will need to comply with the current regulations. See full rules at [www.dpor.virginia.gov/dporweb/cic\\_main.cfm](http://www.dpor.virginia.gov/dporweb/cic_main.cfm)

**Rules community association management firms need to prepare for include:**

## **18VAC48-50-30 Qualifications (education and credentials). In lieu of an AAMC:**

### **Current Regulations**

At least one full-time supervisory employee or officer with five years of experience must complete a comprehensive training program AND at least 50% of persons who have principal responsibilities for management services must meet one of the following:

1. Hold an active PCAM designation.
2. Hold an active Association Management Specialist (AMS) designation and have two years of experience.
3. Hold an active Certified Manager of Community Associations (CMCA) certification and have two years of experience.
4. Complete an approved introductory course on community association management (CAI's M-100: The Essentials of Community Association Management) and have two years of experience.

## **18VAC48-50-70 Annual Assessment**

### **Current Regulations**

Each common interest community manager must submit an annual assessment. When the annual assessment due is less than \$1,000, applicant/licensee shall submit documentation of gross receipts for the preceding calendar year. Documentation of gross receipts is not required when an applicant/licensee submits the maximum annual assessment amount of \$1,000. Acceptable documentation may include, but is not limited to, audits, tax returns or financial statements.

## **18VAC48-50-190 Prohibited Acts**

### **Current Regulations**

The list has changed. Please see the full list in the regulations for changes.

## **18VAC48-50-200 Establishment of Code of Conduct**

### **Current Regulations**

The firm shall establish and distribute to the firm's employees, principals and agents a written code of conduct to address business practices, including the appropriateness of giving and accepting gifts, bonuses or other remuneration to and from common-interest communities or providers of services to common interest communities. In accordance with clause (ii) of § 54.1-2346 E of the Code of Virginia, the code of conduct for officers, directors and employees shall also address disclosure of relationships with other firms that provide services to common-interest communities and that may give rise to a conflict of interest. CAI created a template that is available at [www.caionline.org/govt/managerlicensing](http://www.caionline.org/govt/managerlicensing)



## 18VAC48-50-210 Establishment of Internal Accounting Controls

### Current Regulations

The firm shall establish written internal accounting controls to provide adequate checks and balances over the financial activities and to manage the risk of fraud and illegal acts. The internal accounting controls shall be in accordance with generally accepted accounting practices. CAI created a template available at [www.caionline.org/govt/managerlicensing](http://www.caionline.org/govt/managerlicensing)

## Part V Training Programs and Examination 18VA48-50-230 through 18VAC48-50-290

### Current Regulations

Courses for training for common-interest community manager applicants/licenseses.

#### Approved Introductory Training Program

CAI's M-100: The Essentials of Community Association Management

#### Approved Comprehensive Training Program

CAI's first seven Professional Management Development Program (PDMP) courses (M-100: The Essentials of Community Association Management, M-201: Facilities Management, M-202: Association Communications, M-203: Community Leadership, M-204: Community Governance, M-205: Risk Management and M-206: Financial Management).

Note: Regulations may change. Visit [www.dpor.virginia.gov/dporweb/cic\\_main.cfm](http://www.dpor.virginia.gov/dporweb/cic_main.cfm) for current regulations.

## Professional Management Development Program 2011 Regional Courses\*

Maryland / New Jersey / North Carolina / Pennsylvania / Virginia

### January

|       |                |       |
|-------|----------------|-------|
| 20-21 | Greensboro, NC | M-204 |
| 20-22 | Richmond, VA   | M-100 |
| 27-28 | Baltimore, MD  | M-203 |
| 27-29 | Alexandria, VA | M-100 |

### February

|       |                |       |
|-------|----------------|-------|
| 10-11 | Raleigh, NC    | M-205 |
| 21-22 | Roanoke, VA    | M-202 |
| 22-23 | Roanoke, VA    | M-203 |
| 24-25 | Roanoke, VA    | M-204 |
| 24-25 | Alexandria, VA | M-201 |
| 24-25 | Baltimore, MD  | M-205 |

### March

|            |                   |            |
|------------|-------------------|------------|
| 3-4        | Woodbridge, NJ    | M-205      |
| 3-4        | Raleigh, NC       | M-202      |
| 3-5        | Valley Forge, PA  | M-100      |
| 24-25      | Northern Virginia | Case Study |
| 28-29      | Williamsburg, VA  | M-202      |
| 29-30      | Williamsburg, VA  | M-203      |
| 31-April 1 | Williamsburg, VA  | M-204      |
| 31-April 2 | Wilmington, NC    | M-100      |

### April

|       |                |       |
|-------|----------------|-------|
| 7-8   | Baltimore, MD  | M-201 |
| 14-16 | Alexandria, VA | M-100 |

### May

|       |                  |       |
|-------|------------------|-------|
| 12-13 | Woodbridge, NJ   | M-340 |
| 16-17 | Alexandria, VA   | M-202 |
| 17-18 | Alexandria, VA   | M-203 |
| 19-20 | Alexandria, VA   | M-204 |
| 19-20 | Valley Forge, PA | M-203 |
| 19-21 | Baltimore, MD    | M-100 |

### June

|     |             |       |
|-----|-------------|-------|
| 2-3 | Raleigh, NC | M-206 |
|-----|-------------|-------|

### July

|       |                |       |
|-------|----------------|-------|
| 7-8   | Baltimore, MD  | M-202 |
| 14-15 | Raleigh, NC    | M-203 |
| 14-16 | Alexandria, VA | M-100 |

### August

|       |                    |       |
|-------|--------------------|-------|
| 11-13 | Virginia Beach, VA | M-100 |
| 11-12 | Falls Church, VA   | M-205 |
| 18-19 | Charlotte, NC      | M-360 |

### September

|       |                |       |
|-------|----------------|-------|
| 15-17 | Baltimore, MD  | M-100 |
| 22-23 | Woodbridge, NJ | M-204 |

### October

|       |                    |       |
|-------|--------------------|-------|
| 13-14 | Baltimore, MD      | M-330 |
| 13-14 | Virginia Beach, VA | M-205 |
| 20-21 | Falls Church, VA   | M-206 |
| 20-21 | Richmond, VA       | M-201 |
| 20-22 | Edison, NJ         | M-100 |
| 20-22 | Charlotte, NC      | M-100 |

### November

|     |                  |       |
|-----|------------------|-------|
| 3-4 | Valley Forge, PA | M-205 |
| 3-5 | Alexandria, VA   | M-100 |

### December

|     |                  |       |
|-----|------------------|-------|
| 1-2 | Woodbridge, NJ   | M-201 |
| 1-2 | Falls Church, VA | M-370 |

Go to [www.caionline.org/pmdp](http://www.caionline.org/pmdp) for full course descriptions, list and scheduling updates.

*\*CAI's classroom version of the M-100, M-201, M-203, M-204, M-205 and M-206 are approved for continuing education by the Virginia Real Estate Board.*

# registration form

### 3 Easy Ways to Register

**CALL** CAI's Member Service Center at (888) 224-4321 (M-F, 9-6:30 ET) (credit cards only)  
**FAX** form to CAI at (703) 224-3138 (credit cards only)  
**MAIL** form with payment to CAI, P.O. Box 34793, Alexandria, Virginia 22334-0793

**(Please print or type)**

Please check here if this is new contact information.

*Please check one.*

- I am an individual manager member or the primary contact for a management company member of CAI. Member # \_\_\_\_\_
- I am a member of CAI, but not an individual manager or the primary contact for a management company member. Member # \_\_\_\_\_
- I am not a member.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY/ASSOCIATION \_\_\_\_\_

VA COMMUNITY MANAGER LICENSE # \_\_\_\_\_ VA REAL ESTATE LICENSE # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP+4 \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

|  | CAI MEMBER | NONMEMBER    |          |
|--|------------|--------------|----------|
| <b>M-100: The Essentials of Community Association Management</b>   | \$395      | \$445        | \$ _____ |
| <input type="checkbox"/> online <input type="checkbox"/> in person   |            |              |          |
| LOCATION/DATE _____  | \$445      | \$545        | \$ _____ |
| <b>M-201: Facilities Maintenance</b> <input type="checkbox"/> online <input type="checkbox"/> in person              |            |              |          |
| LOCATION/DATE _____  |            |              |          |
| <b>M-202: Association Communications</b>   | \$445      | \$545        | \$ _____ |
| LOCATION/DATE _____  |            |              |          |
| <b>M-203: Community Leadership</b>   | \$445      | \$545        | \$ _____ |
| LOCATION/DATE _____  |            |              |          |
| <b>M-204: Community Governance</b>   | \$445      | \$545        | \$ _____ |
| LOCATION/DATE _____  |            |              |          |
| <b>M-205: Risk Management</b> <input type="checkbox"/> online <input type="checkbox"/> in person                     | \$445      | \$545        | \$ _____ |
| LOCATION/DATE _____  |            |              |          |
| <b>M-206: Financial Management</b> <input type="checkbox"/> online <input type="checkbox"/> in person                | \$445      | \$545        | \$ _____ |
| LOCATION/DATE _____  |            |              |          |
|  |            | SUBTOTAL     | \$ _____ |
| VIRGINIA COMPREHENSIVE TRAINING PROGRAM DISCOUNT <i>(applies only to students registering for all seven courses)</i> |            |              | -350.00  |
|  |            | <b>TOTAL</b> | \$ _____ |

**PAYMENT METHOD**

- Check payable to CAI enclosed     Visa     MasterCard     American Express     Discover

NAME ON CARD \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP+4 \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

VA CICB





**CAI is a national membership association** that provides information, education and resources to all those involved in community association governance and management. CAI's 30,000-plus members include homeowner volunteer leaders, community managers, association management companies and other professional service providers. Working in partnership with almost 60 state and regional chapters, CAI also advocates on behalf of common-interest communities before legislatures, regulatory bodies and the courts.

We believe homeowner and condominium associations should strive to exceed the expectations of their residents. We work toward this objective by identifying and meeting the evolving needs of the homeowner leaders and professionals who serve associations and by helping our members learn, achieve and excel. Our mission is to inspire professionalism, effective leadership and responsible citizenship, ideals reflected in communities that are preferred places to call home. Visit [www.caionline.org](http://www.caionline.org) or call (888) 224-4321.

