

Dear CCAL Applicant:

Congratulations on taking one of the last steps in becoming a member of the College of Community Association Lawyers. I know that you have been working hard over the last 7 plus years to develop your knowledge, your reputation and your practice in this area. I understand that your practice is very busy and that you have many demands on your time, but I want to make sure that your chances of being admitted to the College are maximized. As you may know, your application will be reviewed by the Admissions Committee which is comprised of existing members of the College. Admission to the College is not automatic and despite your years of experience and exposure in your local market, it is possible that some of the members of the Admissions Committee may not know you. Therefore your application must be remarkable.

Many applicants assume that their reputation in their given market should be sufficient for admission. It is not, your application must demonstrate both depth and breadth of experience through your writings, teachings and industry involvement. Below are some tips that have been developed over the years to make sure your application is complete, thorough and that it showcases you, your commitment to the practice and your successes:

Generally:

- Make sure you meet all the qualifications and can sign the required disclosures.
- Start by pulling together everything you have ever written that wasn't for a client but was related to community associations. I mean everything! Even if it goes back 20 years!
- Next, review old calendars and records to identify every presentation you've done that wasn't to a client but was related to community associations. I mean every one! Presentations hosted by your firm, by CAI, by bar associations, by management companies, colleges, universities, other organizations.
- Next, ask someone close to you who is involved in CAI to list all the ways you've been involved in CAI (locally and nationally). An assistant or associate is usually a good person for this because they helped you with much of what you did.
- **In each category include as much detail as possible.** For example, don't just say "Taught numerous chapter educational programs;" Instead, list each program, the date, length and provide copies of flyers, materials, etc.

Writings and Publications

- Briefs and other writings you do for clients are not considered so please do not include.
- Amicus Briefs are considered and should be included.
- Be truthful about your involvement in the writings; did you do 35%, 50% or 100%?
- All materials submitted should be as thorough and complete as possible.
- Be careful of the same article being "repurposed" into different publications as your only submission; the committee wants to see breadth and variety.

Teaching and Instructing

- List every seminar, course, and presentation you have ever taught.
- If you co-presented make sure it is clear how much of the educational program was solely your responsibility.
- Be careful of the same program being "repurposed" for different audiences as your only submission; variety is preferred.

Professional and Industry Involvement, Legislative Activities

- Be specific about legislative activities, don't just list member of your local LAC. List how you were involved, what you did, and how much time was spent.
- If you have documentation of your involvement, provide it.
- Focus on the leadership component of your activities not on your membership.

In conclusion, your application will take substantial time to complete. Please don't "skimp" assuming the Admissions Committee knows what you've done. Lastly, please review the instructions on the application thoroughly. If you have any questions please contact Michael Hedge, CAI's Director of Government & Public Affairs at mhedge@caionline.org.

Good luck on your submission and I hope my next letter to you is welcoming you as a member of the College of Community Association Lawyers!

Sincerely,

A handwritten signature in black ink, appearing to read "Laura K. Sanchez", with a long horizontal flourish extending to the right.

Laura K. Sanchez  
Dean  
College of Community Association Lawyers

APPLICATION FOR MEMBERSHIP

COLLEGE OF COMMUNITY ASSOCIATION LAWYERS

CCCAL

community  
ASSOCIATIONS INSTITUTE

# COLLEGE OF COMMUNITY ASSOCIATION LAWYERS

# CCAL

## APPLICATION INSTRUCTIONS

1. Before completing, carefully review all "Eligibility Requirements" and this application.
2. Type or print all answers in blue or black ink.
3. Attach such extra sheets of paper as necessary for the requested information.
4. Be accurate and thorough in completing this application. CAI may reject any application which makes false or misleading statements or fails to disclose relevant facts and information.
5. Payment is due with the application. A check or money order payable to CAI must be included. Visa, MasterCard, Discover and American Express are also accepted (see payment page).
6. The application must be updated following submission if there are changes or circumstances that make the application incomplete or inaccurate.

## ELIGIBILITY REQUIREMENTS FOR CCAL

1. Submit the required fee, one (1) completed written application with supporting materials, and nine (9) CD's with each containing a copy of the written application and supporting materials in electronic form (preferably as a PDF file) to the following address:

College of Community Association Lawyers  
Community Associations Institute  
6402 Arlington Blvd., Suite 500  
Falls Church, VA 22042

Label all attachments clearly. Direct questions regarding formatting to CAI's Credentialing Department. Applications may be submitted at any time, but are reviewed twice a year with a cutoff date of June 30 for summer applicants and September 30 for winter applicants.

2. Have a minimum of seven years legal practice with a demonstrated concentration in community association law, five of which must immediately precede the date of application.
3. Be a member of CAI and have attended at least one Law Seminar within the last five years.
4. Have demonstrated significant involvement in the provision of legal services to community associations through the attainment of 12 out of a possible 15 points.
5. Renew membership annually by paying an annual maintenance fee in November of each year.
6. Provide an annual disclosure to the CCAL Board of Governors, in the form designated by the Board of Governors, including any disciplinary actions or proceedings initiated, pending, or completed during the reporting year.

*Upon approval of your application by the CCAL Board of Governors, you will be automatically admitted into the College and will be inducted at the next regularly scheduled Law Seminar. You will also be acknowledged at the CAI National Conference.*

## SECTION I. APPLICANT INFORMATION & ELIGIBILITY

*(Please print)*

CAI MEMBER #: \_\_\_\_\_ *(Business Partner Membership required for member rate)*

FULL NAME \_\_\_\_\_ CURRENT TITLE \_\_\_\_\_

FIRM \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

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

EMAIL ADDRESS \_\_\_\_\_ WEB SITE \_\_\_\_\_

(Please indicate if this is an address change)

I certify as follows (if necessary, you will be contacted for more information):

Are you licensed to practice law in good standing in the highest court of the state, province or jurisdiction in which you practice?	YES	NO
Do you have a minimum of seven years legal practice with a demonstrated concentration in community association law?	YES	NO
Do you have five years of legal practice with a demonstrated concentration in community association law immediately preceding this application?	YES	NO
Does community association law constitute at least 50% of your current practice?	YES	NO
Are you a member of CAI?	YES	NO
Have you attended at least one Law Seminar?	YES	NO
Have you been reprimanded, censured, or placed on probation by a professional or licensing organization?	YES	NO
Are you currently the subject of a disciplinary action by a professional or licensing organization?	YES	NO
Have you been involved as a debtor in reorganization for the benefit of creditors in bankruptcy?	YES	NO
Have you been convicted of fraud, misrepresentation, or misappropriation of funds or property?	YES	NO
Have you been convicted of a felony or misdemeanor (other than minor traffic violations)?	YES	NO
Has your law license ever been suspended or revoked?	YES	NO

## **SECTION II. WRITINGS AND PUBLICATIONS**

(MAXIMUM OF 5 POINTS FOR THIS SECTION)

Applicants to the College are expected to have published writings related to community association law or related industry issues. Acceptable writings should reflect a broad legal or educational purpose affecting the bar or the community association industry and must be the original product of the applicant.

A variety of writings and publications may satisfy this requirement, so long as they are deemed to be quality writings on a community association legal or industry issue. Examples of acceptable writings and publications include books, articles or other substantive works published in trade or industry journals, bar newsletters, newspapers, etc. Law review articles, amicus briefs and legal treatises may also satisfy this requirement. Writings associated with the general practice of community association law (i.e., briefs, motions, or memoranda of law prepared for a court) should not be submitted.

### **Provide for each relevant writing and publication:**

**DATE OF PUBLICATION:**

**TITLE:**

**LENGTH OF PUBLICATION OR PAPER:**

**WHERE IT WAS PUBLISHED OR PRESENTED:**

*Attach separate sheet(s) as necessary. Copies of writings must be furnished.*

## **SECTION III. TEACHING AND INSTRUCTION**

(MAXIMUM OF 5 POINTS FOR THIS SECTION)

Applicants to the College are expected to have taught numerous educational courses or sessions relating to community association law or the association industry. Acceptable teaching should reflect a broad legal or educational purpose affecting the bar or the community association industry.

A variety of teachings may satisfy this requirement, so long as they are deemed to be substantive, quality presentations on a community association legal or industry issue. Examples of acceptable teachings include seminars, workshops, or presentations of a substantive nature to the Law Seminar, CAI Conference, or other trade or industry events, CLE programs, etc. Speeches to legal or non-legal audiences may be acceptable.

### **Provide for each relevant teaching (repetitive teachings may be summarized in one entry):**

**DATE:**

**TOPIC OR SUBJECT:**

**EVENT (E.G., LAW SEMINAR, CAI CONFERENCE, CLE, ETC.):**

**LENGTH OF PROGRAM:**

**AUDIENCE (E.G., ATTORNEYS, CAI MEMBERS, BOARD MEMBERS, PUBLIC, ETC.):**

*Attach separate sheet(s) as necessary. Substantial papers presented in connection with teaching should also be furnished.*

## SECTION IV. PROFESSIONAL AND INDUSTRY INVOLVEMENT, LEGISLATIVE ACTIVITIES

(MAXIMUM OF 5 POINTS FOR THIS SECTION)

Applicants to the College are expected to have participated in professional and industry organizations. In addition, applicants are encouraged to have participated in the legislative activities involving community association issues.

A variety of activities may satisfy this requirement, so long as they demonstrate significant leadership and participation.

- A. Professional Involvement:** List leadership involvement in professional organizations, such as the ABA, state or local bar associations, and describe your involvement, including dates, positions held, committees served on, specific contributions, etc. In addition, list any professional awards or achievements.
- B. Industry Involvement:** List leadership involvement in industry organizations, such as CAI, (national, state or local), and describe your involvement, including dates, positions held, committees served on, specific contribution, etc. In addition, list any industry awards or achievements.
- C. Legislative Activities:** Admission to The College encourages applicants' to have significant involvement in legislative activities. Detail below your involvement in legislative activities including participation in legislative action committees, lobbying, drafting legislation, serving on government appointed councils, committees or advisory groups, etc.

### Applicant Certification

I certify that all information submitted is true, correct, and complete. If accepted into the College, I will adhere to the policies, procedures and renewal criteria as adopted by CAI and the CCAL Board of Governors.

I shall not represent myself as a member of CCAL until such time as I receive written confirmation of my admission.

I shall supply such additional information as requested by CAI or CCAL and shall supplement this application as necessary to ensure that it is true, correct, and complete. I shall pay annual fees as set by CAI or CCAL. I agree that CAI or CCAL may censure, suspend, revoke or otherwise terminate my application or membership and that such action may be disclosed to the members of CAI, CCAL, or the public.

I waive and forever release all claims and demands or causes of action that I may have now or in the future against CAI or CCAL, or their officers, boards, members, or employees in awarding or failing to award CCAL membership or in censuring, suspending or revoking the CCAL designation. I agree that the exclusive venue for any action brought against CAI or CCAL shall be the courts of the Commonwealth of Virginia.

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Applicant Signature

Date

**PAYMENT INFORMATION**

CCAL APPLICATION FEE:  CAI MEMBER \$325  NON-MEMBER \$650

ENCLOSED IS CHECK # \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_ PAYABLE TO CAI.

PLEASE CHARGE MY CREDIT CARD:

VISA  MASTERCARD  AMEX  DISCOVER IN THE AMOUNT OF \$ \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

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

CITY/STATE/ZIP \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*The non-refundable CCAL application fee is due in full with this application. Please do not combine this payment with any other fees or amounts. To expedite processing, you may charge the application fee and fax a copy of your application to (703) 684-1581. In addition to faxing the application, please mail the original and advise our office on the application that it has been faxed.*

**Please send completed application and fee to:**

College of Community Association Lawyers

Community Associations Institute

6402 Arlington Blvd., Suite 500

Falls Church, VA 22042

Phone: (888) 224-4321

Fax: (703) 970-9558

Website: [www.caionline.org](http://www.caionline.org)