This application is required to become a licensed COMMUNITY ASSOCIATION MANAGER (261)

All spaces requiring a signature must contain an original signature; copies are not acceptable. Applicant must pay the application fee of $300. (Make check or money order payable to the Illinois Department of Financial and Professional Regulation.) This application fee must accompany this application and is NOT REFUNDABLE. Applicants must be at least 21 years of age.

APPLICATION INSTRUCTIONS

Part I, Applicant's Applying Status: Indicate the status of your application by checking only one status category.

Part II, Application Method: In box #2, indicate the method of licensure:

Grandfather Method of Licensure. NO LONGER AVAILABLE. Individuals applying under the Grandfather Provision must have filed an application with the Department of Financial and Professional Regulation postmarked no later than March 31, 2012. The applicant may be licensed without regard to current requirements because the statute allows this based on past qualification and practices. This is allowed for six months after the rules are adopted. The past qualifications are: you have practiced community association management as defined in the Act for a period of 5 of the last 10 years or you have achieved and received a designation certification of CAI AMS, CAI PCAM, IREM CPM, IREM ARM, or NBC-CAM CMCA.

Examination Method of Licensure. Applicant must have completed at least 20 hours of pre-license education in community association management as set forth in Section 1450.40 of the Rules for the Administration of the Community Association Licensing and Disciplinary Act. The education requirement shall not apply to persons holding an Illinois real estate salesperson, broker, or managing broker license in good standing. An applicant must also successfully complete and pass at least one of the following examinations:

Community Association Managers International Certification Board (CAMICB), Certified Manager of Community Associations (CMCA) examination

OR

Institute of Real Estate Management (IREM) Community Association Management Exam (COMEXM);

Endorsement Method of Licensure. Applicant is licensed under the laws of another state and that state's requirements are substantially equivalent to Illinois requirements at the time the license was issued. A Certification from the state or territory of the United States or the foreign country in which the applicant was originally licensed and is currently licensed must accompany this application. The applicant must complete the bottom portion to certify your license to our Office. You are responsible for any fees that the out-of-state authority may charge.

Part V, Education: Complete Part V if applying by Examination Method of Licensure. An applicant shall successfully complete a minimum of 20 pre-licensing hours in community association management coursework. Attach a copy of all completion certifications you have received to this application.

Part VI, Record of Examination: Complete Part VI if applying by Examination Method of Licensure. A Community Association Manager applicant shall successfully complete and pass at least one of the examinations listed in these instructions under the Examination method of licensures.

Part VII, Record of Licensure: List the Community Association Manager licenses you have or had in other jurisdictions. Certification from the state or territory of the United States or the foreign country in which the applicant was originally licensed and is currently licensed must accompany this application. See Supporting Document Form CT-APP instructions below.

Parts VIII and IX, Personal History Information and Application Certification: In Part VIII, all questions must be answered. If any question is unanswered, the application will be returned to you. Falsifying an answer will result in denial of the application or discipline to a license issued on the basis of this application.

SUPPORTING DOCUMENT FORM CT-APP

This form must be completed by any applicant who holds a Community Association Manager license in another jurisdiction. The top portion of the form is to be completed by you, then forwarded to the out-of-state licensing authority that has jurisdiction over your Community Association Manager license. The out-of-state licensing authority is to complete the bottom portion to certify your license to our Office. You are responsible for any fees that the out-of-state authority may charge.

APPLICATION EXPIRATION

THIS APPLICATION IS VALID FOR THREE YEARS FROM THE DATE IT IS RECEIVED.

A Community Association Manager license issued as a result of this application will expire on August 31 of odd numbered years. Please send your completed application and application fee to the following address: Illinois Department of Financial and Professional Regulation ATTN: Division of Professional Regulation P.O. Box 7007 Springfield, IL 62791

For general licensing inquiries, please contact IDFPR at 1-800-560-6420 or TDD: 217-524-6735.
**Application for Licensure**

**COMMUNITY ASSOCIATION MANAGER**

**GENERAL INSTRUCTIONS**

Carefully follow the steps outlined on the instruction sheet for each section of the application. Type or print legibly with black ink only. The application must be completed in its entirety. If an area is not applicable, please indicate as "N/A". Incomplete applications or applications completed that do not comply with the instructions will be returned to the applicant. All signature areas must contain an original signature (copies of signatures are not acceptable). THE APPLICATION FEE MUST ACCOMPANY THE APPLICATION AND IS NOT REFUNDABLE. This application expires three years from the date it is received.

**PART I: Applicant’s Applying Status**

(See instructions pertaining to methods of licensure).

- **CHECK BOX INDICATING THE APPROPRIATE INFORMATION REGARDING YOUR APPLICATION.**
  - ☐ This is the first time I have made application for this profession in Illinois.
  - ☐ I have previously made application for this profession in Illinois; however, my previous application expired and I am now reapplying.
  - ☐ My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements.
  - ☐ Other: 

**PART II: Application Method**

1. **PROFESSION NAME AND PROFESSION CODE:** COMMUNITY ASSOCIATION MANAGER (261)

2. **LICENSURE METHOD:**
   - ☐ GRANDFATHER (NO LONGER AVAILABLE)
   - ☐ EXAMINATION
   - ☐ ENDORSEMENT
   - ☐ RESTORATION

3. **FEE:** $300

**PART III: Applicant Identification Information**

1. **NAME (Mr/Ms/Mrs) LAST FIRST MI**

2. **SOCIAL SECURITY NUMBER**
   - __ __ __ __ __ __ __ __ __ __

3. **PERMANENT MAILING ADDRESS**
   - CITY STATE IL ZIP CODE COUNTY
   (P.O. Boxes are not acceptable)

4. **BUSINESS MAILING ADDRESS**
   - CITY STATE IL ZIP CODE COUNTY

5. **MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED**

6. **PLACE OF BIRTH**
   - CITY STATE/COUNTRY

7. **DATE OF BIRTH**
   - ___/___/____

8. **AGE**

9. **TELEPHONE NUMBER WHERE YOU MAY BE REACHED**
   - WORK (___ ___ ___) ___ ___ ___ -- ___ ___ ___ ___
   - HOME (___ ___ ___) ___ ___ ___ -- ___ ___ ___ ___
Part IV: This method is no longer an option. The Grandfather Method of Licensure was available through April 1, 2012. The application must have been postmarked no later than March 31, 2012.

Community Association Manager Certifications / Designations Information: Applicants indicate designations or certifications achieved and received by marking yes or no and the date and year below. Please attach a copy of your certifications/designations you have achieved. If this part is not applicable, please indicate below as "N/A."

<table>
<thead>
<tr>
<th>Date received (Month/Year)</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Associations Institute (CAI) Association Management Specialist (AMS)</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Community Associations Institute (CAI) Professional Community Association Manager (PCAM)</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Institute of Real Estate Management (IREM) Certified Property Manager (CPM)</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Institute of Real Estate Management (IREM) Accredited Resident Manager (ARM)</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Community Association Managers International Certification Board (CAMICB), Certified Manager of Community Associations (CMCA)</td>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

OR

Community Association Manager Experience: (only complete if applying by Grandfather Method of Licensure)

Applicant has practiced Community Association Management for a period of 5 of the last 10 years. If this part is not applicable, please indicate below as "N/A."

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify I have been practicing as a Community Association Manager for 5 of the last 10 years</td>
<td></td>
</tr>
</tbody>
</table>

LIST THE NAME(S) OF THE COMMUNITY ASSOCIATIONS WHERE YOU HAVE PRACTICED FOR 5 OF THE LAST 10 YEARS BELOW:

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMUNITY ASSOCIATION NAME AND ADDRESS</th>
<th>PHONE NUMBER OF COMMUNITY ASSOCIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>TO</td>
<td></td>
</tr>
</tbody>
</table>

(If additional space is needed, attach a separate sheet.)
**Part V: Pre-license Education Information**
(only complete if applying by Examination Method of Licensure)

An applicant shall successfully complete a minimum of 20 pre-licensing hours in community association management coursework. Please list your pre-license course(s) completed below. Please attach a copy of your completion certification(s) to this application. (This education requirement shall not apply to persons holding an Illinois real estate license in good standing. Real Estate licensees complete the last row in this Part.)

If this part is not applicable, please indicate below as "N/A."

<table>
<thead>
<tr>
<th>EDUCATION PROVIDER’S NAME</th>
<th>PRE-LICENSE EDUCATION COURSE NAME</th>
<th>MONTH/YEAR</th>
<th>COURSE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

I AM EXEMPT FROM THIS EDUCATION REQUIREMENT BECAUSE YES NO
I HAVE AN ILLINOIS REAL ESTATE LICENSE IN GOOD STANDING ☐ ☐ MY REAL ESTATE LICENSE NUMBER:

**PART VI: Record of Examination**
(only complete if applying by Examination Method of Licensure)

Examination applicants must successfully complete and pass at least one of the following examinations. Please attach examination scores indicating successful completion of one of the following examinations listed below. If this part is not applicable, please indicate below as "N/A."

<table>
<thead>
<tr>
<th>ACCEPTABLE LICENSURE EXAMINATIONS</th>
<th>MONTH/YEAR EXAMINATION SUCCESSFULLY COMPLETED AND PASSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Association Managers International Certification Board (CAMICB), (formerly NBC-CAM) Certified Manager of Community Associations (CMCA) examination, OR</td>
<td><em><strong>/</strong></em></td>
</tr>
<tr>
<td>Institute of Real Estate Management (IREM) Community Association Management Exam (COMEXM)</td>
<td><em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

**PART VII: Record of Licensure Information**

If you have ever been licensed to practice Community Association Management in any other jurisdiction, you must complete the information requested below. You must complete a supporting document CT-APP for each listing (below) that pertains to a community association manager license issued by a government licensing authority other than the State of Illinois. See instructions pertaining to CT-APP. If Part VII is not applicable, please indicate below as "N/A."

<table>
<thead>
<tr>
<th>STATE</th>
<th>PROFESSION NAME</th>
<th>LICENSE NUMBER</th>
<th>DATE OF ISSUANCE</th>
<th>LICENSE STATUS (Active, Lapsed, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(If additional space is needed, attach a separate sheet.)
PART VIII: Personal History Information (This Part must be completed by all Applicants)

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you been convicted of any criminal offense in any state or federal court (other than minor traffic violations)? If yes, submit documentation for each conviction that includes an official copy of the court docket, which shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served and that all conditions of the sentence have been met. Submit a brief statement indication what you have been doing since your conviction/release.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Have you been denied a professional license or permit; or privilege of taking an examination; or had a professional license, certification, or permit disciplined in any way by any licensing authority? If yes, submit a copy of the denial letter and/or statement of discipline.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, submit a DD-214 if discharged other than honorably from a city, county, state or federal position; submit all documentation regarding discipline.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Are you a U.S. citizen OR a lawfully admitted alien of the United States?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Are you delinquent on a student loan, State taxes, or child support payments? If yes, submit a statement concerning your arrearage and an official document from the appropriate agency, the Illinois Student Assistance Commission, the Illinois Department of Revenue, or the Illinois Dept. of Healthcare and Family Services, concerning your arrearage and your payment agreement.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

PART IX: Certifying Statement

I have made this application for the purpose of procuring an Illinois community association manager license. Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete. I hereby consent that the application, and statements made within it, may be used as evidence by the Agency in matters of Administrative Law; or, by any court where a violation of Law is alleged. I understand that false statements may be used as evidence to deny this application or, to revoke or otherwise discipline any license issued on the basis of this application. I have read and understand the Law and Administrative Rules pertinent to community association manager licensure and agree to comply with the standards as set forth in the Community Association Manager Licensing and Disciplinary Act and the Rules thereto. I understand that the fee included with this application is **non-refundable.** I promise that I will cooperate in any investigation against myself or any other community association manager registered as an Illinois community association manager for which the Agency has jurisdiction.

(Signature) (Date)
IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under the Illinois Community Association Manager Licensing and Disciplinary Act. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

Illinois Department of Financial and Professional Regulation
CERTIFICATION BY LICENSING AGENCY/BOARD

APPLICANT: Complete the top portion of this form, and then forward it to the agency that has, or had jurisdiction over your community association manager’s license. Any fees charged by the agency are your responsibility. You are authorized to photocopy this form as necessary.

1. NAME (Mr/Ms/Mrs) LAST FIRST MIDDLE 2. DATE OF BIRTH Month / Day Year 3. SOCIAL SECURITY NUMBER

4. ADDRESS STREET, CITY, STATE, ZIP

5. PROFESSION NAME AND THREE DIGIT PROFESSION CODE FOR WHICH YOU ARE MAKING APPLICATION:

COMMUNITY ASSOCIATION MANAGER (261)

6a. RECORD PROFESSION NAME AS IT APPEARS ON YOUR LICENSE FROM THE JURISDICTION TO WHICH THIS FORM IS BEING FORWARDED. (If applicable)

7a. MAIDEN OR GIVEN SURNAME

7b. LICENSE NUMBER (If applicable)

7c. ISSUANCE DATE OF LICENSE (If applicable)

I hereby authorize ___________________________ to furnish to the Department of Financial and Professional Regulation the information requested below. Signature: ___________________________ Date: _______________

LICENSING AGENCY: The Illinois Department of Financial and Professional Regulation will accept other forms of certification provided all information requested on this form is contained in the Certification. Return completed form directly to the applicant.

CERTIFICATION OF LICENSURE

A. NAME OF PROFESSION AS IT APPEARS ON LICENSE

B. LICENSE NUMBER

C. ISSUANCE DATE OF LICENSE

D. EXPIRATION DATE OF LICENSE

E. CURRENT LICENSE STATUS

☐ Active ☐ Inactive ☐ Lapsed

☐ Other (Explain)__________________________

F. ENDORSEMENT

This State ☐ does ☐ does not grant endorsement licensure to Illinois community association managers.

G. EXAMINATION CERTIFICATION:

WAS AN EXAMINATION REQUIRED FOR THIS APPLICANT TO OBTAIN A LICENSE IN YOUR STATE? ☐ YES ☐ NO


H. PRE/LICENSE EDUCATION CERTIFICATION:

WAS PRE/LICENSE EDUCATION REQUIRED FOR THIS APPLICANT TO OBTAIN A LICENSE IN YOUR STATE? ☐ YES ☐ NO

IF YES, PLEASE PROVIDE THE DATE THIS PRE/LICENSE EDUCATION WAS SUCCESSFULLY COMPLETED. NUMBER OF HOURS COMPLETED: ______ DATE: ______

I. FORMAL ACTIONS:

IS THERE NOW OR HAS THERE EVER BEEN ANY ACTION COMMENCED AGAINST THE APPLICANT? ☐ YES ☐ NO

J. HAVE THERE EVER BEEN ANY FORMAL SANCTIONS IMPOSED AGAINST THE APPLICANT AS A MATTER OF PUBLIC RECORD INCLUDING BUT NOT LIMITED TO FINE, REPRIMAND, PROBATION, CENSURE, REVOCAUTION, SUSPENSION, SURRENDER, RESTRICTION OR LIMITATION? (IF YES, ATTACH A CERTIFIED COPY OF DISCIPLINARY ACTION). ☐ YES ☐ NO

I certify that the information contained herein is true and correct according to the official records of this state.

______________________________________________
Print Name, Title

______________________________________________
Agency/Board Street Address City, State, Zip

______________________________________________
Signature Date Telephone Number

(IL 505-0704 (Oct 2011)