

II. Continuing Education

AMS designees are required to provide proof of continuing education credits every three years of one CAI PMDP course (M-201, etc.)

REQUIRED | One CAI PMDP course or PCAM Case Study (such as M-201, etc.)

Attach copy of completion certificate.

_____ PMDP COURSE NUMBER

In addition, AMS designees require **eight hours** of **other** continuing education credit hours (e.g., chapter program, webinar, conference, or Skill Builders).

CAI Chapter Program—Hours calculated on advertised length of program.

Attach a copy of Chapter Participant Verification Form (supplied by chapter on the day of the program)

_____ CREDIT HOURS

CAI Headquarters Annual Conference

1 day attendance = 6 hours, 2 days = 12 hours, 3 days = 15 hours

_____ CREDIT HOURS

CEO-MC Retreat

1 day attendance = 6 hours, 2 days = 12 hours

_____ CREDIT HOURS

CAI Headquarters Law Seminar

1 day attendance = 6 hours, 2 days = 12 hours

_____ CREDIT HOURS

Approved courses for state Manager Licensing Renewal Requirements—

Hours calculated on state approved hours. Attach a copy of completion certificate.

_____ CREDIT HOURS

CertainTeed approved online programs—2 hours. Must attach completion certificate (www.certainteed.com)

_____ CREDIT HOURS

CAI headquarters manager webinars

Please visit www.caionline.org/webinars for details

_____ CREDIT HOURS

Large-Scale Managers Workshop

1 day attendance = 6 hours, 2 days = 12 hours

_____ CREDIT HOURS

Virginia Leadership Retreat

1 day attendance = 6 hours, 2 days = 12 hours

_____ CREDIT HOURS

Other Industry-related programs (please list and attach documentation)

_____ CREDIT HOURS

_____ **TOTAL**

III. Ethics

Please answer the following questions and sign on the following page.

Have you been involved in reorganization for the benefit of creditors or in bankruptcy as a debtor since your last redesignation? *If yes, attach a detailed explanation.*

YES NO

Have you ever been convicted of a felony or misdemeanor (equivalents thereof), or imprisoned under sentence for any felony or misdemeanor (except traffic violations) since your last redesignation? *If yes, attach a detailed explanation.*

YES NO

Have you been found liable or had a judgment or consent decree entered against you in civil court related to any business or professional matter or in any other civil case (with the exception of any domestic or family law, e.g., divorce or child custody)? *If yes, attach a detailed explanation and include a copy of the judgment against you.*

YES NO

CONTINUED ON NEXT PAGE

- Have you ever been convicted of fraud, misrepresentation, misappropriation of funds or property? *If yes, attach a detailed explanation.* YES NO
- Do you know of any reason why you would be unable to obtain bonding? *If yes, attach a detailed explanation.* YES NO
- Have you been subject to disciplinary action by any professional organization? *If yes, attach a detailed explanation.* YES NO

Please read the following before signing below.

All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or, at any time, make any statement with knowledge of its falsity, I understand that it shall be cause for revocation of my designation. I shall conduct myself in accordance with the CAI Professional Manager Code of Ethics and shall be bound by the bylaws and regulations of CAI as they are now or as they may be amended from time to time.

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, for any act or omission of CAI, its members, Trustees, officers, and employees in awarding the AMS designation, failing to award the AMS designation, or in censuring, suspending, or revoking the PCAM designation.

Further, if any circumstance changes my answer to any of the questions above, I will notify CAI Education/Designations Department by providing a written statement and detailed explanation within 30 days. I will address the statement and detailed explanation to: CAI Designations Department, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042 or info@caionline.org.

SIGNATURE

DATE