

# Association Management Specialist<sup>®</sup> (AMS<sup>®</sup>) Reinstatement Application

In order to maintain the Association Management Specialist (AMS) designation the designee is required to redesignate every three (3) years by providing proof of continuing education and submitting an annual maintenance fee. If your designation has been allowed to expire for either nonpayment or lack of continuing education, the following qualifications must be fulfilled for reinstatement.

This application is only to be used by those who are seeking reinstatement and have met the following criteria:

- The candidate's status must have expired within the past five (5) years.
- A non-refundable reinstatement fee must accompany the application.
- The candidate must have continued to comply with the Professional Manager Code of Ethics.
- The candidates will be required to complete the AMS Redesignation (continuing education) process in one (1) year.

Once a reinstatement is approved and processed, the designee will have a period of one-year to provide proof of continuing education through the AMS Redesignation process (in August).

## Application Instructions

- Fill in this application with Adobe Acrobat Reader or print clearly in ink. To work in Reader: save the file on your computer's desktop, complete the form, and save again using your last name in the filename (e.g., PCAM\_Jones.pdf) before printing.
- Submit completed application with non-refundable application fee to the CAI headquarters office, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042, fax to (240) 524-2424, or e-mail to [payments@caionline.org](mailto:payments@caionline.org).  
Fees: \$155 for individual manager members of CAI and \$399 for non-members
- **Please note:** The reinstatement process may only be utilized once. For future designation status, the candidate must reapply for the designation. For uncontrolled and documented cases (health, etc.), please send a written request to CAI's Director of Credentialing Programs. Written waiver requests may be denied if the applicant has not met the requirements listed or provided documentation of uncontrolled circumstances.

*CAI reserves the right to modify the AMS fees and criteria as stated above.*



# Reinstatement Survey

**Please answer the following questions.**

Does your employer recognize the AMS designation with higher pay rates?

YES  NO

How long have you been working in the field?

0-3 YEARS  4-6 YEARS  7-10 YEARS  10 PLUS YEARS

What is the reason for losing your AMS designation?

DID NOT PAY ANNUAL FEES  DID NOT COMPLETE THE REDESIGNATION PROCESS  DID NOT REMEMBER

Date AMS designation received \_\_\_\_\_

Date AMS designation expired \_\_\_\_\_

AMS designation certificate number \_\_\_\_\_

## Signature

I certify that the facts presented herewith are correct to the best of my knowledge and that I have continued to uphold the CAI Professional Manager Code of Ethics.

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PRINTED NAME

SIGNATURE



6402 Arlington Blvd., Suite 500  
Falls Church, VA 22042  
[www.caionline.org](http://www.caionline.org)  
(888) 224-4321