

Large-Scale Manager® Redesignation Form

CAI acknowledges the unique aspects of being a large-scale community manager and provides an opportunity for recognition and continuing education for you to expand your career opportunities. Grant opportunities are available for Workshops and other CAI event attendance to assist applicants in maintaining the designation. Please email caieducation@caionline.org for additional information.

To be eligible to apply for this redesignation, the manager must:

- Hold an active PCAM® designation
- Attend at least one Large-Scale Workshop within the three-year redesignation cycle.
- Earn a cumulative total of 75 points through the various education and service activities outlined within this form. All continuing education used in maintaining the PCAM designation will also count toward the redesignation requirements for the LSM designation, if applicable

Form Instructions

- Fill in this application with Adobe Acrobat Reader or print clearly in ink. To work in Reader: Save the file on your computer, complete the form using your keyboard, and save again using your last name in the filename (e.g., LSM_Jones.pdf) before printing. If additional pages are needed, please label each clearly and attach to this form.
- Be honest, accurate, and thorough in completing all sections of this form.
- Submit completed application to CAI Headquarters, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042 or e-mail caieducation@caionline.org.

I. Designee Information

▼ CAI MEMBER NUMBER <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ LSM NUMBER <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ PCAM CERTIFICATE NUMBER <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
▼ FIRST NAME AND MIDDLE INITIAL <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
▼ LAST NAME AND SUFFIX <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
▼ HOME ADDRESS <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
▼ CITY <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ STATE <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ ZIP <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
▼ FIRM/ASSOCIATION <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
▼ BUSINESS ADDRESS <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
▼ CITY <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ STATE <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ ZIP <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
▼ BUSINESS PHONE <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	▼ MOBILE OR HOME PHONE <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	
▼ PREFERRED E-MAIL ADDRESS <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		

II. Required Event Attendance

Attend at least one Large-Scale Managers' Workshop during the three-year redesignation cycle.

POINT VALUE

CAI Large-Scale Managers' Workshop

▼ DATE (MM/YY) ▼ LOCATION

[illegible][illegible]

III. Other Opportunities

Items listed below can be added to points in Section II to obtain 75 points. Please review each option thoroughly for restrictions.

CAI Headquarters event attendance: Annual Conference, Law Seminar, or CEO-MC Retreat

▼ DATE (MM/YY) ▼ LOCATION

▼ DATE (MM/YY)

▼ LOCATION

▼ DATE (MM/YY) ▼ LOCATION

Managing Host/Co-Host for the CAI Large-Scale Managers Workshop

▼ DATE (MM/YY) ▼ LOCATION

Completion of 300- or 400-level CAI courses

COURSE

▼ DATE (MM/YY) ▼ LOCATION

COURSE

▼ DATE (MM/YY) ▼ LOCATION

COURSE _____

▼ DATE (MM/YY) ▼ LOCATION

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III. Other Opportunities continued:

Related national organization conferences and workshops (including but not limited to Institute for Real Estate Management [IREM], Community Managers International Association [CMIA], Urban Land Institute [ULI], Club Managers Association of America [CMAA].) Limited to two in past three years. List below and provide documentation.

SPONSORING ORGANIZATION/TOPIC

▼ DATE (MM/YY)

▼ LOCATION

10

SPONSORING ORGANIZATION/TOPIC

▼ DATE (MM/YY)

▼ LOCATION

10

Related state organization conferences and workshops. Limited to two in past three years. List below and provide documentation.

SPONSORING ORGANIZATION/TOPIC

▼ DATE (MM/YY)

▼ LOCATION

5

SPONSORING ORGANIZATION/TOPIC

▼ DATE (MM/YY)

▼ LOCATION

5

Local/regional manager meetings (minimum two hours). Limited to two in past three years. List below and provide documentation.

SPONSORING ORGANIZATION/TOPIC

▼ DATE (MM/YY)

▼ LOCATION

5

SPONSORING ORGANIZATION/TOPIC

▼ DATE (MM/YY)

▼ LOCATION

5

Large-Scale Manager Webinar Package

▼ DATE (MM/YY)

10

Host M-340: Managing the Large-Scale Association.

▼ DATE (MM/YY)

▼ LOCATION

20

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III. Other Opportunities continued:

CAI Faculty. List specific assignments.	▼ DATE (MM/YY)	POINT VALUE
	<div></div>	10
	<div></div>	10
	<div></div>	10

CAI Headquarters Leadership. List specific assignments within past three years, e.g., CAI Board of Trustees, Managers Council member, Foundation for Community Association Research director, CAMICB commissioner, Large-Scale Managers Committee member, Legislative Action Committee member. *(Minimum one full year of service required.)*

	▼ FROM DATE (MM/YY)	▼ TO DATE (MM/YY)	
	<div></div>	<div></div>	20
	<div></div>	<div></div>	20
	<div></div>	<div></div>	20

CAI Chapter Leadership. List chapter-specific assignments within past seven years, e.g., officer, board member, committee chair, or committee member. *(Minimum one full year of service required.)*

	▼ FROM DATE (MM/YY)	▼ TO DATE (MM/YY)	
	<div></div>	<div></div>	10
	<div></div>	<div></div>	10
	<div></div>	<div></div>	10

CAI Headquarters Ad Hoc/Task Force Assignment. *Must have completed assignment.*

	▼ FROM DATE (MM/YY)	▼ TO DATE (MM/YY)	
	<div></div>	<div></div>	5
	<div></div>	<div></div>	5
	<div></div>	<div></div>	5

CAI Annual Conference (headquarters) or LSM Workshop presenter.

TITLE OF SESSION		10
▼ DATE (MM/YY)	▼ LOCATION	
<div></div>	<div></div>	

Chapter program presenter

TITLE OF SESSION		5
▼ DATE (MM/YY)	▼ LOCATION	
<div></div>	<div></div>	

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III. Other Opportunities continued:

Authorship of article in CAI or other industry-related publication (Copies of published article must be submitted to receive credit. 500 word article = 5 points; 1000 word article = 10 points; 1500 word article = 15 points) POINT VALUE

ARTICLE TITLE _____

PUBLICATION NAME _____

▼ ISSUE DATE/PUBLISHED

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☐ 500 ☐ 1000 ☐ 1500 WORD ARTICLE

5/10/15

ARTICLE TITLE _____

PUBLICATION NAME _____

▼ ISSUE DATE/PUBLISHED

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☐ 500 ☐ 1000 ☐ 1500 WORD ARTICLE

5/10/15

ARTICLE TITLE _____

PUBLICATION NAME _____

▼ ISSUE DATE/PUBLISHED

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☐ 500 ☐ 1000 ☐ 1500 WORD ARTICLE

5/10/15

IV. Ethics

Please answer the following questions.

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, 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 entered against you.* ☐ YES ☐ NO

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 LSM designation, failing to award the LSM designation, or in censuring, suspending, or revoking the LSM designation.

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

SIGNATURE

DATE