

**Community Associations Institute (CAI)
Community Association Managers International Certification Board (CAMICB)
Credentials**

CMCA® - Certified Manager of Community Associations® - The first step for a professional community manager to demonstrate the fundamental knowledge required to manage a community association.

Requirements:

- Successfully complete an in-depth comprehensive training course covering the essentials of community association management **or** have 5 years experience of community association management **or** hold an active Arizona CAAM, California CCAM, Florida CAM, Illinois CAM, or Nevada CAM.
- Complete and submit the CMCA application.
- Pass the CMCA Examination; a 120-question examination prepared under national standards and guidelines to meet the requirements of a valid certification testing tool.
- Comply with the CAMICB Standards of Professional Conduct

How to maintain:

- Pay the annual service fee each year.
- Complete 16 hours of continuing education every two (2) years

*** The CMCA certification, administered by Community Association Managers International Certification Board (CAMICB).

AMS®—Association Management Specialist® - The second level of credentials for community association managers. The AMS designation demonstrates a higher level of understanding of the role of a community association manager and additional experience in the community association management profession.

Requirements:

- Pass the CMCA examination.
- Complete two or more years of community association management experience.
- Successfully pass two CAI M-200-level courses.
- Comply with the CAI Professional Manager Code of Ethics

How to maintain:

- Pay the annual maintenance fee each year.
- Redesignate every three years by meeting continuing education requirements (one CAI course (M-200 level or above) and 8 hours of other industry related continuing education.)
- *Maintaining the CMCA is not required*

PCAM®—Professional Community Association Manager® - The pinnacle of community association management. The PCAM designation is the highest professional recognition available to managers who specialize in community association management.

Requirements:

- Pass the CMCA examination.
- Successfully pass all six CAI M-200-level courses, plus the Case Study.
- Complete five or more years of community association management experience.
- Comply with the CAI Professional Manager Code of Ethics.

How to maintain:

- Pay the annual maintenance fee each year
- Redesignate every three years by meeting continuing education requirements – M-300 or M-400 level CAI course, CAI Annual Headquarters Conference, Law Seminar or CEO-MC Retreat (see current redesignation application for details.)
- *Maintaining the CMCA is not required.*

AAMC® - Accredited Association Management Company® - *The AAMC accreditation demonstrates a company's commitment to providing the unique and diverse services community associations need. An Accredited Association Management Company ensures that their staff has the skills, experience, and integrity to help communities succeed.*

Requirements:

- A minimum of three years of experience providing community association management services.
- At least three full-time employees, one of whom is a manager.
- A Professional Community Association Manager (PCAM) designee as the company's senior manager.
- A staff of which 50% of managers, and those that supervise managers, hold a CAMICB or CAI credential (CMCA, AMS, LSM, or PCAM).
- Maintain fidelity, general liability, and worker's compensation insurance in addition to meeting federal, state, and local laws.
- Comply with the CAI Professional Manager Code of Ethics.

How to Maintain:

- Renew accreditation every three years, ensuring all the conditions are still met.