

CAMICB Continuing Education Course Provider Application Checklist

Before You Begin

- Ensure your course relates to community association operations or management. Please note this is different than property management
- Confirm course contributes to the professional development of a CMCA
 - Accounting and Business Practices
 - Budgets, Reserves, Investments, and Assessments
 - Community Governance
 - Community Leadership
 - Contracting
 - Ethics
 - Legal Issues
 - Meetings
 - Property Maintenance
 - Risk Management and Insurance
- Content focused on real estate sales or transactions will not be accepted

Application Preparation

- Create an account on the CAMICB Continuing Education Webpage
- Prepare to submit your application through the platform (no fee required)

Course Submission Requirements

- Upload **all** educational materials (e.g., handouts, presentations, resources)
- Ensure organization logos are removed from educational slides (Logo permitted only on opening/closing slides or as a copyright notice)
- Include a short biography (not a resume) for each instructor. This is to ensure the qualifications of presenters to present on each topic
- Confirm the platform used (especially for virtual/electronic courses) can track attendance
- Replace all instances of 'property manager' with 'community association manager'

Course Delivery and Approval

- Plan for up to 30 days for standard review, plus an additional 30 days if this is your first submission (or if you are a newer applicant)
- Please do not request a status update unless it's been more than 30 days since submission
- Add noreply@secure-platform.com to your safe senders list to ensure you receive approval emails

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After Course Approval

- Course is approved for a two-year cycle
- For re-submissions: confirm course content remains unchanged for streamlined approval. Please follow the same submission process for all renewals
- Within 45 days of each course, submit the following to info@camicb.org:
 - Completed Excel Attendance Roster
 - Certificates of Attendance for each participant who completed the course

Important Notes

- In-house training by management companies must be reviewed and pre-approved, not retroactively approved. Please keep in mind the approval timeline for your submissions
- No more than 8 CE credits (or half) may come from in-house training
- Credential holders are responsible for maintaining records of their completed CE

If you have additional questions, please email continuingeducation@camicb.org.