

# Credential/Designation Checklists

## CMCA®—CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS

- This is your first step in gaining the fundamental knowledge you need to manage any type of community association.
- The CMCA certification, administered by the CAI affiliated organization, Community Association Managers International Certification Board (CAMICB), is recommended for all community association managers. It can elevate your credibility and your community association's confidence in you.

### How do you earn the CMCA certification?

#### Prerequisites

**Option 1: Education.** Complete and pass a prerequisite course, for example, the M: 100 course, on community association management.

**Option 2: Experience.** If you have at least five years' experience as a community association manager, you may receive a one-time waiver of the prerequisite course. The experience must be as a community association manager—not as an assistant manager. If you do not successfully pass the examination the first time, you will be required to take the prerequisite course prior to retaking the examination.

**Option 3: License or Credential.** Hold an active Arizona CAAM, California CCAM, Florida CAM or Nevada CAM

#### Application Process

Complete and submit the [online application](#) for the CMCA Examination.

#### Exam and Maintenance

- Successfully pass the CMCA examination.
- After you have obtained your CMCA certification, make sure to keep it current by meeting the requirements to maintain the certification through continuing education and compliance with the Standards of Professional Conduct.
- Policies may vary for international candidates.
- For further information on CAMICB or requirements for CMCA certification, call (866) 779-2622 or visit [www.camicb.org](http://www.camicb.org).

## AMS®—ASSOCIATION MANAGEMENT SPECIALIST

- This is the second level in the CAI career development track for community association managers.
- The AMS designation demonstrates a higher level of commitment to your career and the community association industry. An AMS designation is recommended for managers who want to enhance their career opportunities by increasing their knowledge and expertise.

### How do you earn the AMS designation?

- Two years verified experience in financial, administrative, and facilities management of at least one association.
- Successfully complete at least two M-200 series courses (M-201–M-206).
- Successfully passed the CMCA exam administered by CAMICB.
- Complete the **application**.
- Pay the application fee  
Member: \$150 (Individual Manager Membership)  
Nonmember: \$375

### How do you maintain the AMS designation?

- Pay annual maintenance fees (due in August of each year).  
Member: \$85 (Individual Manager Membership)  
Nonmember: \$310
- Re-designate every three years in August and meet continuing education requirements.
- Comply with the CAI Professional Manager Code of Ethics.

## PCAM®—PROFESSIONAL COMMUNITY ASSOCIATION MANAGER

- The pinnacle of community association management.
- The PCAM designation is the highest professional recognition available nationwide to managers who specialize in community association management.
- Recommended for experienced managers who want to demonstrate advanced skills and knowledge and who wish to be recognized as one of the best and most experienced managers in the nation.

### Prerequisites for the PCAM designation

- Five years of direct community association management experience.
- Successful completion of the PMDP (Professional Manager Designation Program) six M-200 level PMDP programs with the last PMDP course completed within the past five years.
- Successfully pass the CMCA examination administered by the Community Association Managers International Certification Board (CAMICB).
- Obtain the AMS designation.

### Requirements to pursue the PCAM designation

- Complete the prerequisites above.
- Earn a minimum total of 125 points on the **PCAM application**, including:
  - A minimum of 55 points in Section II.
  - A maximum of 20 points is allowed for Professional Designations or Licenses.
  - A maximum of 30 points is allowed for Formal Education.
- Complete the **PCAM application form**, attaching additional sheets if necessary.
- All applicants have one year from the date of application approval to complete the PCAM Case Study. Failure to complete the Case Study will require re-application after having met the above qualification criteria before applying to sit for the Case Study. The Case Study is the most challenging aspect of your endeavor earning the PCAM. The Case Study is offered approximately 6–7 times throughout the year, so realistically you have to determine when your calendar is open to dedicate the time frame required for completion. You will be required to attend a 2-day class on the subject property where volumes of information is disseminated about the property and its operation. At the end of the second day, the facilitator will give each student a list of questions which must be answered by the student. The clock starts ticking as soon as the second day ends. The Case Study must be received within 30 days. It is a pass/fail project. Critical components of the Case Study requires the student to educate the reader (grader) with all the educational knowledge acquired in the seven courses previously completed. Consideration on where the Case Study is taken is vital based on state statutes.
- Submit the non-refundable application fee with the PCAM application.
  - Member: \$195 (Individual Manager Membership).
  - Nonmember: \$420.

### To maintain the PCAM designation

- Pay annual maintenance fee due in August each year:
  - Member: \$160 (Individual Manager Membership).
  - Nonmember: \$385.
- Redesignate every three years in August and meet continuing education requirements.
- Comply with the CAI Professional Manager Code of Ethics.