

**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 or Nevada CAM.
- Complete and submit the CMCA application.
- Pass the CMCA Examination; a 120 question, psychometrically sound 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 CAI's affiliate organization, Community Association Managers International Certification Board (CAMICB)

**AMS®—Association Management Specialist®** - The second level in the nationally recognized career development track 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 - 200-level Professional Management Development Program (PMDP) 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 meet continuing education requirements (one PMDP Course and 8 hours of advanced continuing education units)
- *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 nationwide to managers who specialize in community association management.

**Requirements:**

- Pass the CMCA examination.
- Successfully pass all six 200-level courses in CAI's PMDP curriculum, 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 – advanced PMDP program or 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 hold a professional credential (CMCA, AMS, 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