



STATE OF CONNECTICUT
Department of Consumer Protection
License Services Division
165 Capitol Avenue
Hartford, CT 06106

Community Association Manager Renewal Requirements

❖ Pursuant to PA #12-113, the following is mandated based on your Initial License Issuance Date:

Prior to October 1, 2002 – You must complete the following by October 1, 2014:

- 1) Successful completion of a nationally recognized course on community association management.
**The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.camicb.org/education/prerequisite_list.cfm

From October 1, 2002 to September 30, 2012 – You must complete the following by October 1, 2014:

- 1) Successful completion of a nationally recognized course on community association management.
**The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.camicb.org/education/prerequisite_list.cfm.
- 2) Pass the National Board of Certification of Community Association Manager's examination.
**Information on the CMCA Examination can be found at <http://www.camicb.org.program/nce/cfm>.

From October 1, 2012 to January 31, 2013 – You must submit the following with this renewal:

- 1) Proof of successful completion of a nationally recognized course on community association management.
**The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.camicb.org/education/prerequisite_list.cfm
- 2) Proof that you passed a National Board of Certification of Community Association Manager's examination.
**Information on the CMCA Examination can be found at <http://www.camicb.org.program/nce/cfm>

From February 1, 2013 to the present – You must complete the following within one year from your Initial License Issuance Date.

- 1) Successful completion of a nationally recognized course on community association management.
**The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.camicb.org/education/prerequisite_list.cfm
- 2) Pass the National Board of Certification of Community Association Manager's examination.
**Information on the CMCA Examination can be found at <http://www.camicb.org.program/nce/cfm>