

LICENSED COMMUNITY ASSOCIATION MANAGER FAQs

Q. When do I need a Community Association Manager License?

- A. If you are an individual who administers for remuneration the financial, administrative, maintenance, or other duties for the community association, including the following services:
- (A) collecting, controlling or disbursing funds of the community association or having the authority to do so;
 - (B) preparing budgets or other financial documents for the community association;
 - (C) assisting in the conduct of community association meetings;
 - (D) maintaining association records; and
 - (E) administrating association contracts, as stated in the declaration, bylaws, proprietary lease, declaration of covenants, or other governing document of the community association.

"Community association manager" does not mean support staff, including, but not limited to bookkeepers, administrative assistants, secretaries, property inspectors, or customer service representatives.

Q. Where can I find an application?

- A. Click on this link to print the application:
<http://www.idfpr.com/Forms/DRE/CommunityAssociationManagerAPPLICATION.pdf>

Q. How can I get a Community Association Manager license?

- A. 1. Applicant must be at least 21 years old.
2. Applicant must provide satisfactory evidence of having completed at least 20 hours in community association management courses approved by the Board.

REAL ESTATE LICENSE EXEMPTION FROM EDUCATION: This education requirement shall not apply to persons holding a real estate managing broker or real estate broker license in good standing issued under the Real Estate License Act of 2000.

3. Applicant must pass one of the examinations listed below. These exams are authorized by the Department.
- a) Community Association Managers International Certification Board (CAMICB), Certified Manager of Community Associations (CMCA) examination; or
 - b) Institute of Real Estate Management (IREM), Community Association Management Exam (COMEXM).
4. Applicant must not have committed an act, or acts, in this or any other jurisdiction, that would be a violation of the act.
5. Applicant must be of good moral character.

6. Applicant has not been declared by any court of competent jurisdiction to be incompetent by reason of mental or physical defect or disease, unless a court has subsequently declared the applicant to be competent.

Q. How do I complete the pre-license education?

- A. You will need to contact one of the schools which offer approved education. Please click on this link to view the contact information for these approved schools:
<http://www.idfpr.com/Forms/DRE/Prelicenseeducationproviders.pdf>

Q. What exam do I have to take to obtain a Community Association Manager license?

- A. An applicant must successfully complete and pass one of the following examinations:

- 1) Community Association Managers International Certification Board (CAMICB), Certified Manager of Community Associations (CMCA) examination
Contact Information:

CAMICB
6402 Arlington Blvd., Ste 510
Falls Church, VA 22042
(866) 799-2622
(703) 970-9300
Fax: (703) 970-9558
www.camicb.org
info@camicb.org

OR

- 2) Institute of Real Estate Management (IREM) Community Association Management Exam (COMEXM).

IREM Contact Information:
430 North Michigan Ave.
Chicago, IL 60611
(800) 837-0706
(312) 329-6079
Fax: (312) 410-7979
www.irem.org

Q. What is the fee to become a licensed a Community Association Manager?

- A. The application fee is \$300 (make check payable to the Illinois Department of Financial and Professional Regulation). This fee is non-refundable.

Q. When will I have to renew my Community Association Manager license?

- A. The renewal period for licensure shall be August 31, of odd-numbered years. The renewal fee for each of these professions is \$300 for two years.

Q. What if I have a Community Association Manager License in another state or jurisdiction?

- A. You and the state or jurisdiction in which you are licensed will need to complete a Certification by Licensing Agency/Board form found at the end of the application. You may be able to apply by the Endorsement Method of Licensure if the requirements for

licensure in that state are substantially equal to the requirements of Illinois or if you possess individual qualifications that are substantially equivalent to the requirements then in force in this State. You will need to complete the application and pay the licensure fee of \$300.

Q. How do I submit a complaint against a Community Association Manager?

- A. Click here in order to print or complete a complaint form:
<http://www.idfpr.com/RealEstate/Forms/F2235.pdf>

Q. What are the grounds for discipline?

- A. See Section 85 of the Community Association Manager Licensing and Disciplinary Act:
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3152&ChapterID=24>

Q. Where can I find a copy of the Act and the Administrative Rules?

- A. Click here for the Community Association Manager Licensing and Disciplinary Act:
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3152&ChapterID=24>
Click here for the Administrative Rules:
<http://www.ilga.gov/commission/jcar/admincode/068/06801445sections.html>