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CERTIFIED MANAGER OF COMMUNITY ASSOCIATIONS

CMCA<sup>®</sup>

**CAMICB<sup>™</sup>**  
Community Association Managers  
International Certification Board

CELEBRATING  
**20**  
YEARS



**CAMICB**<sup>SM</sup>  
Community Association Managers  
International Certification Board

- CAMICB DEVELOPES AND ADMINISTERS THE CMCA EXAMINATION
- 9 MEMBER BOARD OF COMMISSIONERS
- ESTABLISHED IN 1995 BY COMMUNITY ASSOCIATIONS INSTITUTE (CAI)

CMCA®



# CMCA EXAMINATION

## EXAMINATION FACTS:

- 2.5 HOUR EXAMINATION
- 120 MULTIPLE CHOICE QUESTIONS
- COMPUTER BASED OR PAPER & PENCIL



# CMCA<sup>®</sup>

## KNOWLEDGE AREAS:

- MEETINGS
- GOVERNANCE AND LEGAL ISSUES
- BUDGETS, RESERVES, INVESTMENTS, AND ASSESSMENTS
- FINANCIAL CONTROLS
- RISK MANAGEMENT AND INSURANCE
- PROPERTY MAINTENANCE
- CONTRACTING
- HUMAN RESOURCE MANAGEMENT
- ETHICS

CMCA<sup>®</sup>



# CMCA EXAM DEVELOPMENT

THE CMCA EXAMINATION REFLECTS BEST PRACTICES IN COMMUNITY ASSOCIATION MANAGEMENT.

IT TESTS APPLICANTS ON A BODY OF KNOWLEDGE DEVELOPED BASED ON THE RESULTS OF A PERIODIC “JOB TASK ANALYSIS”: A THOROUGH REVIEW OF THE ACTUAL PRACTICE OF COMMUNITY ASSOCIATION MANAGEMENT.



ACCREDITED BY THE NATIONAL COMMISSION FOR CERTIFYING AGENCIES (NCCA).

CMCA®



# CMCA: THE ESSENTIAL CREDENTIAL

**CAREER ADVANCEMENT:**  
HOMEOWNERS AND MANAGEMENT  
COMPANIES SEEK COMMITTED,  
QUALIFIED PROFESSIONALS.

**CONSUMER PROTECTION:**  
PROTECTING  
HOMEOWNERS THROUGH  
DEMONSTRATED  
COMPETENCY.



**EARNING POTENTIAL:**  
CMCA CERTIFIED  
INDIVIDUALS MAKE 18%  
MORE THAN NON  
CREDENTIALLED  
MANAGERS.

CMCA®



# GET CERTIFIED

FOR A SMALL INVESTMENT IN TIME  
AND MONEY, YOU CAN EARN THE  
CMCA CREDENTIAL AND BE  
RECOGNIZED AS A COMMITTED  
MANAGEMENT PROFESSIONAL.



**CMCA<sup>®</sup>**  
Certified Manager of Community Associations

CMCA<sup>®</sup>



# OBTAINING THE CMCA

## PREREQUISITE OPTIONS

### **OPTION 1: EDUCATION**

COMPLETE AND PASS A PREREQUISITE COURSE, LIKE CAI'S MI00: THE ESSENTIALS OF COMMUNITY ASSOCIATION MANAGEMENT

### **OPTION 2: EXPERIENCE**

IF YOU HAVE 5 YEARS EXPERIENCE AS A MANAGER, YOU QUALIFY FOR A ONE TIME WAIVER OF THE EDUCATION REQUIREMENT

### **OPTION 3: LICENSE**

IF YOU ARE LICENSED AS A AZ CAAM, CA CCAM, FL CAM OR NV CAM, YOU QUALIFY FOR A ONE TIME WAIVER OF THE EDUCATION REQUIREMENT

## EXAMINATION OPTIONS

**OPTION 1:** COMPUTER BASED AT A PEARSON VUE TESTING CENTER

**OPTION 2:** PAPER & PENCIL AT A CITY NEAR YOU

Obtaining CMCA certification is as easy as 1 – 2 – 3!

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### FULFILL AT LEAST ONE PREREQUISITE REQUIREMENT

- PREREQUISITE COURSE: Complete and pass a pre-approved prerequisite course on community association management; OR
- EXPERIENCE: Have at least five years experience as a community association manager; OR
- LICENSE OR CREDENTIAL: Hold an active Arizona CAAM, California CCAM, Florida CAM or Nevada CAM

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### SUBMIT AN APPLICATION FOR CMCA CERTIFICATION

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### SUCCESSFULLY PASS THE CMCA EXAMINATION

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# CMCA EXAM PREPARATION

**CMCA HANDBOOK:**  
CONTAINS THE KEY TERMS  
AND KNOWLEDGE AREAS  
(CAMICB.ORG)

**CAI STUDY KIT:** YOU CAN  
PURCHASE 6 GUIDES FOR  
ASSOCIATION  
PRACTITIONERS  
(CAIONLINE.ORG)

**CMCA PRACTICE EXAM:**  
CAMICB OFFERS AN  
ONLINE PRACTICE EXAM  
TO FAMILIARIZE YOURSELF  
WITH CONTENT AND  
QUESTION TYPES (CAMICB.ORG)

**CMCA STUDY GUIDE:**  
EXPLAINS THE EXAM,  
CONTENT AND STUDY  
TIPS(CAMICB.ORG)



**CAI BEST PRACTICE  
REPORTS:** YOU CAN  
DOWNLOAD THE BEST  
PRACTICE GUIDES FOR  
FREE (CAIRF.ORG)

CMCA®





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# QUESTIONS?

COMMUNITY ASSOCIATION MANAGER INTERNATIONAL CERTIFICATION BOARD (CAMICB)

[WWW.CAMICB.ORG](http://WWW.CAMICB.ORG)

[INFO@CAMICB.ORG](mailto:INFO@CAMICB.ORG)

866.779.CMCA



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