



**your
community
deserves
the best
professionals**



**ARE YOU PUTTING
YOUR MOST
VALUABLE ASSETS IN
THE HANDS OF THE
MOST QUALIFIED
PROFESSIONALS?**

As a board member, trustee or volunteer leader working with your homeowners association, condominium or cooperative, your decisions can have profound impacts on your community and residents.

Professional guidance on issues such as reserves, maintenance, insurance, budgets, governance, contracts, the law and rules can make the difference between prosperity and distress for yourself and your neighbors.

To help ensure you have the expert guidance you need to manage your community's assets most effectively, look for professionals with credentials from Community Associations Institute (CAI).

CAI credentials help ensure that managers and other professionals have the knowledge, experience and integrity to provide the best possible service to your association. All CAI member service providers—from attorneys, accountants and bankers to landscapers, painters and roofers—bring added benefit to their association clients through their CAI affiliation.

By earning CAI credentials, community association service providers demonstrate an elevated commitment to their professional education—and your community's welfare.



CREDENTIALS FOR COMMUNITY ASSOCIATION MANAGERS

Association Management Specialist

(AMS®) The AMS designation recognizes ongoing professional development and industry expertise for community managers. AMS designees must pass the Certified Manager of Community Associations (CMCA®) exam, administered by the National Board of Certification for Community Association Managers (NBC-CAM). They must have at least two years of verified, association management experience and successfully complete more than 16 hours of specialized instruction. They must also comply with CAI's Professional Manager Code of Ethics. To maintain the designation, they must meet continuing education requirements every three years.

Professional Community Association Manager (PCAM®)

The PCAM designation is the highest professional recognition available worldwide to those who specialize in community association management.

To obtain this elite designation, managers must have earned the AMS designation

and have at least five years of verified, direct community association management experience.

They must successfully complete more than 80 hours of intensive, specialized instruction covering all aspects of community



association management and conduct a comprehensive case study. They must also comply with CAI's Professional Manager Code of Ethics. To maintain the designation, they must meet continuing education requirements every three years.

Large-Scale Manager (LSM®) The LSM designation gives managers the opportunity to specialize after obtaining the PCAM designation. To obtain this designation, managers must have at least 10 years of direct and verified community association management experience and at least five years of verified, large-scale community management or municipal management experience within the past 10 years. They must maintain an active PCAM designation and comply with CAI's Professional Manager Code of Ethics. To maintain the designation, they must meet professional experience or continuing education requirements every three years.



Visit CAI's Directory of Credentialed Professionals at www.caionline.org/credpro.

For a listing of Educated Business Partners, please visit www.caionline.org/EducatedBP.





CREDENTIAL FOR COMMUNITY ASSOCIATION MANAGEMENT COMPANIES

Accredited Association Management Company (AAMC®) The AAMC accreditation is the only recognition awarded to companies that specialize in community association management. To obtain this accreditation, the company must have at least three years of verified experience providing community association management services. At least 50 percent of the company's managers must hold industry credentials, and the company's senior manager must hold a PCAM designation. In addition to meeting CAI's financial management and reporting requirements, the company must maintain fidelity, general liability and worker's compensation insurance. To maintain accreditation, all managers must complete at least 12 hours of continuing education every two years.

CREDENTIALS FOR PROFESSIONAL SERVICE PROVIDERS

Reserve Specialist (RS™) The RS designation is awarded to experienced, qualified reserve providers who, through years of specialized experience, can help ensure that your community association prepares its reserve budget as accurately as possible. RS designees must meet comprehensive requirements, including: preparing at least 30 reserve studies; holding a bachelor's degree in construction management, architecture or engineering (or equivalent experience and education); and complying with strict rules of conduct outlined by CAI's Professional Reserve Specialist Code of Ethics.



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Community Insurance & Risk

Management Specialist (CIRMS®) The CIRMS designation recognizes a demonstrated high level of competency within the risk management profession. CIRMS designees must have five years of experience in the community association insurance field and be of good legal and ethical standing in the industry. CIRMS designees must also have been insurance practitioners for at least 25 association insurance programs within the past three years or demonstrated significant involvement in the provision of insurance and risk management services to community associations.

EDUCATED BUSINESS PARTNER DISTINCTION

The Educated Business Partner distinction recognizes active CAI Business Partner

members who have successfully completed coursework detailing the issues

and challenges faced by their association clients. It signifies

that the professionals who support common-interest com-

munities—accountants, attorneys, bankers, insur-

ance professionals, landscapers, painters, reserve specialists, software providers and many others—are committed to providing exceptional service.





COLLEGE OF COMMUNITY ASSOCIATION LAWYERS (CCAL™) MEMBERSHIP

CCAL members are part of a highly regarded group that embodies ethics, character, professionalism, service and leadership. They are the premier practitioners of community association law. In addition to possessing in-depth knowledge and experience within the industry, members undergo an extensive application process that ensures that only the best of the profession are members. CCAL members have a minimum of 10 years of legal practice with a demonstrated concentration in community association law; evidence of in-depth, scholarly writings; and substantive teachings.

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HOW TO FIND CREDENTIALLED PROFESSIONALS

Visit CAI's Directory of Credentialed Professionals at www.caionline.org/credpro. For a listing of Educated Business Partners, visit www.caionline.org/EducatedBP.

Call CAI Direct at (888) 224-4321 (M-F, 9-6:30 ET), and ask our member service specialists to assist you in a search.

Look for the designation letters (AMS, LSM, PCAM, RS and CIRMS) when you need to hire the best professionals.

Look for community association management companies with the AAMC accreditation.

Look for product and service providers with the Educated Business Partner distinction.

Look for attorneys who have earned the distinction of being members of the College of Community Association Lawyers.

building better communities

With more than 31,000 members dedicated to building better communities, Community Associations Institute works in partnership with 59 domestic chapters, a chapter in South Africa and housing leaders in a number of other countries, including Australia, Canada, the United Arab Emirates and the United Kingdom. CAI provides information, education and resources to community associations and the professionals who support them. CAI's mission is to inspire professionalism, effective leadership and responsible citizenship, ideals reflected in communities that are preferred places to call home. Visit www.caionline.org or call (888) 224-4321 (M-F, 9-6:30 ET).