

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/DPR/RE/Forms/CommunityAssociationManagerAPPLICATION.pdf>

Q. How can I qualify to apply by the Grandfather method of licensure?

A. ***The Grandfather Method of Licensure is only available from October 1, 2011 through March 31, 2012 (Application must be postmarked on or before March 31, 2012)***

1. Applicant must be at least 21 years old.
2. Applicant must not have committed an act, or acts, in this or any other jurisdiction, that would be a violation of the act.
3. Applicant must be of good moral character.
4. 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.
5. Applicant has practiced as a community association manager for a period of 5 of the last 10 years or longer;

OR

Applicant has achieved and received a designation or certification of:

- A) Community Associations Institute (CAI) Association Management Specialist (AMS); or
- B) CAI Professional Community Association Manager (PCAM); or
- C) Institute of Real Estate Management (IREM) Certified Property Manager (CPM); or
- D) IREM Accredited Resident Manager (ARM); or

- E) National Board of Certification for Community Association Managers (NBC-CAM) Certified Manager of Community Associations (CMCA).

Q. If I do not qualify for the Grandfather method of licensure, how can I get a license?

- A.
1. Applicant must be at least 21 years old.
 2. Applicant must provide satisfactory evidence of having completed at least 20 pre-licensing education hours in community association management courses.

"Pre-licensing Hours" means participation in an actual classroom setting, or its equivalent, or via an interactive delivery method, which may include, but is not limited to, live instruction and real time discussion via satellite, video, online via webcam or similar communication that occurs between the instructor and students in community association management courses.

Education courses may be taken via distance education.

REAL ESTATE LICENSE EXEMPTION FROM EDUCATION: This education requirement shall not apply to persons holding a real estate salesperson, broker, or managing 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) National Board of Certification for Community Association Managers (NBC-CAM) Certified Manager of Community Associations (CMCA) examination; or
 - b) Institute of Real Estate Management (IREM) Common Interest Developments: Managing Condominium Association Properties (CID201).
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 20 hour 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/DPR/RE/Forms/PreLicenseeducationcourseslist.pdf>

Q. What are the licensing requirements if I have an active real estate license in Illinois?

- A. An Illinois real estate licensee, in good standing in Illinois, is exempt from the 20 hours of pre-license education; however, the real estate licensee must successfully complete and pass one of the required examinations. (Anyone, including a real estate broker, may achieve one of the designations listed above under the grandfather method of licensure exemptions and then apply by the grandfather method. This opportunity is only available through March 31, 2012.)

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) National Board of Certification for Community Association Managers (NBC-CAM) Certified Manager of Community Associations (CMCA) examination;
NBC-CAM Contact Information:
6402 Arlington Blvd., Ste 510
Falls Church, VA 22042
(866) 799-2622
(703) 970-9300
Fax: (703) 970-9558
www.nbccam.org
info@nbccam.org

OR

- 2) Institute of Real Estate Management (IREM) Common Interest Developments: Managing Condominium Association Properties (CID 201).
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 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 first renewal period for licensure shall be August 31, 2013. Thereafter, the license shall expire August 31 of odd-numbered years. The fee to renew this license is \$300.

Q. What if I have a Community Association 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 a complaint form:
<http://www.idfpr.com/Admin/Filing/DPR/F1717enf.pdf>
or, you may wish to file your complaint online, please click here:
<https://www.idfpr.com/Admin/Filing/DPR/Complaint.asp>

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>