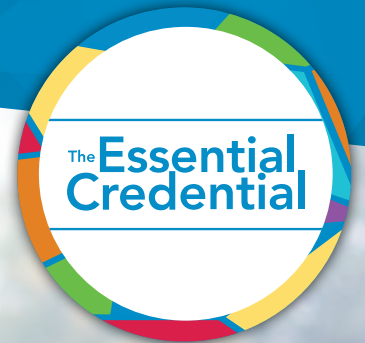


CMCA[®]

Certified Manager of Community Associations

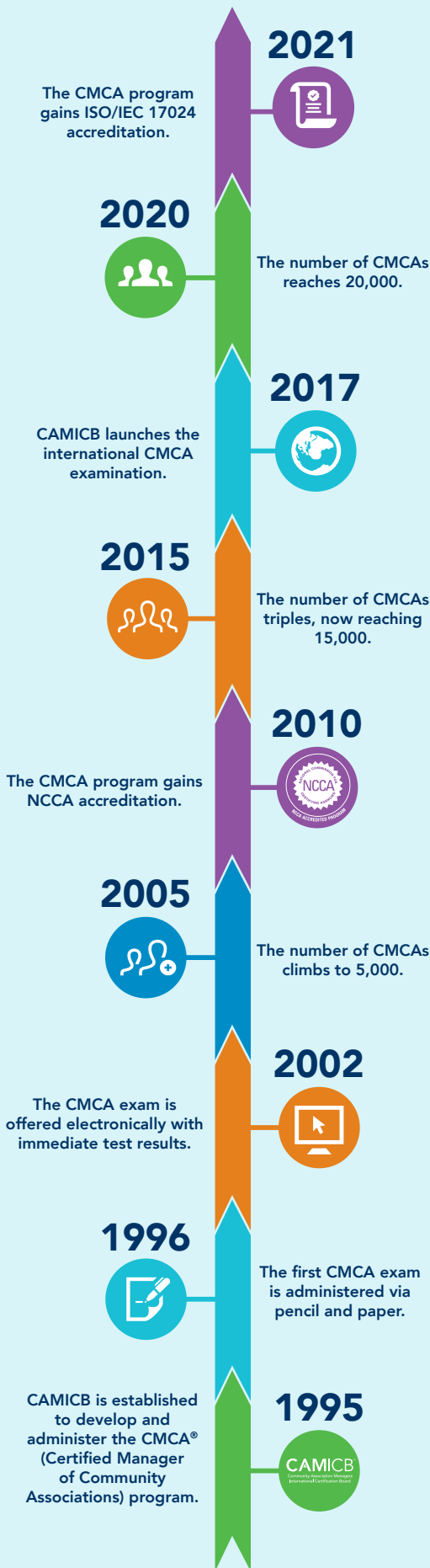
The only accredited certification program in the world for managers of homeowner and condominium associations and cooperatives.



CAMICBSM

Community Association Managers
International Certification Board

www.camicb.org
866-779-2622
info@camicb.org



OVERVIEW OF THE CMCA: THE ESSENTIAL CREDENTIAL FOR COMMUNITY ASSOCIATION MANAGERS

The Community Association Managers International Certification Board (CAMICB) is an independent, not-for-profit organization formed to establish and administer an international certification program developed solely for community association managers. The Certified Manager of Community Associations (CMCA) credential sets standards for measuring the knowledge and proficiency required for community management.

CMCA's have passed a rigorous exam, demonstrating they have a proven and solid understanding of the many diverse business operations involved in being a community association manager.

CMCA's have more advanced career opportunities and earn, on average, 20% more than non-credentialed managers.* The credential is recognized internationally, enabling CMCA's to enjoy a truly portable career, with the ability to do business in a variety of markets across different cities, states, and countries.

The CMCA credential provides an assurance to community association homeowners and volunteer boards that the manager has the basic knowledge necessary to effectively manage a community association. The association can have confidence in the knowledge and the ability of the manager because the manager has taken the initiative to complete the stringent requirements for certification.

*Community Association Manager Compensation & Salary Survey, Foundation for Community Association Research.

CMCA STANDARDS OF PROFESSIONAL CONDUCT

Revised September 2019

A Certified Manager of Community Associations® (CMCA) shall:

1. Be knowledgeable, act, and encourage clients to act in accordance with any and all federal, state, and local laws applicable to community association management and operations.
2. Be knowledgeable, comply and encourage clients to comply with the applicable governing documents, policies and procedures of the Client Association(s) to the extent permitted by that Client.
3. Not knowingly misrepresent material facts, make inaccurate statements or act in any fraudulent manner while representing Client Association(s) or acting as a CMCA.
4. Not provide legal advice to Client Association(s) or any of its members, or otherwise engage in the unlicensed practice of law.
5. Promptly disclose to Client Association(s) any actual or potential conflicts of interest that may involve the manager.
6. Refuse to accept any form of gratuity or other remuneration from individuals or companies that could be viewed as an improper inducement to influence the manager.
7. Participate in continuing professional education and satisfy all requirements to maintain the CMCA.
8. Not breach their fiduciary duty.
9. Conduct themselves in a professional manner at all times when acting in the scope of their employment in accordance with local, state and federal laws.
10. Recognize the original records, files and books held by the manager are the property of the Client Associations to be returned to the Client at the end of the manager's engagement and maintain the duty of confidentiality to all current and former clients.

A violation of any of these Standards of Professional Conduct may be grounds for administrative action and possible revocation of the CMCA credential by the Community Association Managers International Certification Board (CAMICB).

These standards are enforced through a process outlined in the CMCA Standards of Professional Conduct Enforcement Procedures. Visit camicb.org or contact the CAMICB office for a copy of the document.