STATE OF CONNECTICUT
Department of Consumer Protection
License Services Division
165 Capitol Avenue
Hartford, CT 06106

Community Association Manager Renewal Requirements

The following renewal requirements are based on your initial registration date

Prior to October 1, 2002 – You must complete the following by October 1, 2014:

1) Successful completion of a nationally recognized course on community association management. The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.caionline.org/events/managers/pmdp/Pages/default.aspx

From October 1, 2002 to September 30, 2012 – You must complete the following by October 1, 2014:

1) Successful completion of a nationally recognized course on community association management. The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.caionline.org/events/managers/pmdp/Pages/default.aspx

2) Pass the National Board of Certification of Community Association Manager's examination. Information on the CMCA Examination can be found at http://www.caionline.org/career/designations/Pages/managers.aspx

From October 1, 2012 to January 31, 2013 – You must submit the following with this renewal:

1) Proof of successful completion of a nationally recognized course on community association management. The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.caionline.org/events/managers/pmdp/Pages/default.aspx

2) Proof that you passed a National Board of Certification of Community Association Manager's examination. Information on the CMCA Examination can be found at http://www.caionline.org

From February 1, 2013 to the present – You must complete the following within one year from your initial registration issuance date.

1) Successful completion of a nationally recognized course on community association management. The Community Association Institute's (CAI) M-100 course satisfies this requirement. Information on the course can be found at http://www.caionline.org/events/managers/pmdp/Pages/default.aspx

2) Pass the National Board of Certification of Community Association Manager's examination. Information on the CMCA Examination can be found at http://www.caionline.org/career/designations/Pages/managers.aspx

Questions regarding these requirements can be emailed to the Real Estate Unit at dcp.realestate@ct.gov