



Community Association Management Executive (CAMEx) Application Form INSTRUCTION PAGE

ELIGIBILITY REQUIREMENTS

1. Hold a CACM Individual Membership in good standing (To be in good standing, you must have no outstanding monies owed to CACM or any pending activity with the CACM Professional Standards Committee); AND
2. Serve the community management industry in one of the following categories:
 - **Community association management company owner or executive who meets the following requirements:**
 - Has responsibility at the highest level of decision-making and strategic direction for your company such as oversight of public policy and keen awareness of macroeconomic factors affecting the community management industry
 - The company is a CACM Business Member
 - The company employs a minimum of five (5) full-time CACM certified managers (*CCAM, CAFM, MCAM*) OR the business must be a Business Plus Member
 - **Full-time onsite community association general manager who meets the following requirements:**
 - Holds and maintains a CACM certification (*CCAM, CAFM, MCAM*) in good standing
 - The association employs a minimum of three (3) full-time CACM certified managers (*CCAM, CAFM, MCAM*) OR the association must be a CACM Business Member
 - And any two (2) of the following:
 - Manage a minimum of 500 homes/doors in a large scale community or 65 units/doors in a high rise community
 - Manage an annual operating budget of \$3 million or more
 - Employ a minimum of five (5) full-time employees
 - **CACM board member**

Note: Only one CAMEx per category is permitted from a community association or management business.

APPLICATION INSTRUCTIONS

Email the completed application form to certification@cacm.org. There is no application fee.

NOTIFICATION OF CAMEx DESIGNATION STATUS

Once all requirements above are completed, you will receive a confirmation notification. Once received, you may add the CAMEx designation after your name in your email signature block, business card, etc. If you hold additional designations the CAMEx should appear first (i.e., Jane Doe, CAMEx, CCAM). In addition, you will receive a certificate via USPS within approximately 30 business days.

MAINTENANCE REQUIREMENTS

The CAMEx designation is valid for one calendar year and perpetually renews every January 1st until one of the eligibility or maintenance requirements is no longer met:

1. A minimum of nine (9) participation points in leadership activities is required annually (See leadership activities on page 1):
 - Annual attendance at the Executive Leadership Summit offers five participation points and is strongly recommended.
 - One participation point in the area of Ethics is required annually. (Activities noted with *)
2. Participation points are reviewed annually within 30 days of December 31st every year. Email certification@cacm.org or call (949) 916-2226 for assistance.
3. There is no continuing education requirement or cost to renew the CAMEx designation. However, you are responsible for event registration fees and/or other costs associated with earning participation points.

California Association of Community Managers, Inc.SM

23461 South Pointe Drive, Suite 200, Laguna Hills, CA 92653 | certification@cacm.org | 949.916.2226 | www.cacm.org



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FOR CACM USE ONLY: Enter Date Received/By

First Name	Nickname/Salutation	Middle Initial	Last Name	Title
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EMPLOYMENT INFORMATION

Employer Name	Address	City	State	Zip Code
Phone	Website URL	Email Address		

CAMEx ELIGIBILITY CATEGORY Community association management business exec. Full-time onsite GM CACM board member

For Management Business Owners or Executives ONLY – Please complete this section:

1. What type of CACM Business Membership does your company hold? Business Business Plus
2. How many full-time employees does your business employ? _____
3. How many full-time CACM certified managers does your business employ? (CCAM, CAFM or MCAM) _____

For Onsite General Managers ONLY – Please complete this section:

1. What type of association do you manage? Large Scale High Rise
2. If Large Scale, how many homes/doors does your community have? Less than 500 homes/units 500 or more homes/units
3. If High Rise, how many units/doors does your community have? Less than 65 units/doors 65 or more units/doors
4. What type of CACM designation do you hold? CCAM CAFM MCAM None
5. How many full-time CACM certified employees does your association employ? (CCAM, CAFM or MCAM) Less than 3 3 or more
6. How many full-time employees in total does your association employ? Less than 5 5 or more
7. Is your annual operating budget \$3 million or more? Yes No

PERSONAL INFORMATION REQUIRED (Not for publication)

Residence Address	City	State	Zip Code
Personal Phone/Cell		Personal Email Address	

If you answer "Yes" to any of the following questions, please attach a detailed, explanation **clarifying whether this was a personal or business related issue and if it pertained specifically to association management or not.**

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been involved in either civil or criminal legal proceedings as a defendant in which there were allegations of fraud, misrepresentation, or misappropriation of funds or property? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been subject to disciplinary action by CACM or any other professional association? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a professional license suspended or revoked or been subject to disciplinary action by any licensing agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of or pled no contest to a felony? |

LEADERSHIP PARTICIPATION POINT ACTIVITIES. Check all activities in which you would like to participate. *One point within Ethics (*) is required.*

- | | |
|---|--------------------|
| <input type="checkbox"/> Maintain existing CCAM or CAFM certification | 2 Points |
| <input type="checkbox"/> Maintain existing MCAM certification | 3 Points |
| <input type="checkbox"/> Executive Leadership Summit attendance | 5 Points |
| <input type="checkbox"/> CACM Board Member* | 1 Point |
| <input type="checkbox"/> Legislative Committee active participation | 1 Point |
| <input type="checkbox"/> CACM keynote speaker/panelist at key events | 1 Point |
| <input type="checkbox"/> Author ethics case study for education and publication* | 1 Point per case |
| <input type="checkbox"/> Ethics case study discussion group instructor* | 1 Point |
| <input type="checkbox"/> Advanced Ethics course instructor * | 1 Point per course |
| <input type="checkbox"/> CACM course instructor | 1 Point |
| <input type="checkbox"/> Public policy participation – lobby an approved issue for CACM | 1 Point |
| <input type="checkbox"/> Specialty Certificate and MCAM evaluator/reviewer | 1 Point |
| <input type="checkbox"/> Other opportunities as determined by CACM staff | 1 Point |



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This application is submitted to CACM with the understanding that:

- The information provided will be used to assist CACM in reviewing the applicant's eligibility for Community Association Management Executive status.
- Additional information that may be required by CACM shall be supplied promptly upon request.
- The information provided is complete and correct to the best of the applicant's knowledge.
- The information will be considered confidential, except as may be required to process and approve the application.
- There are no actions charged against the applicant or challenges to the applicant's responsibility, character or integrity.
- Any information or comment furnished to CACM by any person or response to an invitation to provide information shall be conclusive, deemed to be privileged, and not form the basis of any action by the applicant for slander, libel or defamation of character. CACM reserves the right to document all information contained herein.
- The applicant agrees to waive any and all claims against CACM, its officers, directors, employees, agents, attorneys and members arising out of any act or omission in connection with the consideration, rejection or acceptance of this application, or any act or omission by CACM in disappointing the applicant if the application is not approved, including any suspension or expulsion of the applicant as a CAMEx program applicant.
- The applicant wholeheartedly subscribes to the official CACM Code of Professional Ethics and Standards of Practice.
- The applicant understands his/her responsibility to provide CACM with current place of business and any subsequent changes.
- The applicant understands and agrees to permit the Professional Standards Committee to review this application and any attachments or subsequent information submitted or obtained related to the application and investigate any portions as it may deem necessary.
- The applicant understands that if his/her membership or certification is terminated as a result of a disciplinary action by the Professional Standards Committee, he/she will not be eligible to reinstate or reapply for either.

In addition to the foregoing, each applicant shall have the duty and the responsibility to arbitrate controversies arising out of management contracts and the community association management business with any and all forms of associations as specified in the [CACM Code of Professional Ethics and Standards of Practice](#).

By my signature below:

- I verify that all information on this application is accurate; I acknowledge that I have read the rules and regulations stated above and authorize CACM and/or its agents to verify all items listed.
- I have read through the **complete** [Code of Professional Ethics and Standards of Practice](#) of the California Association of Community Managers, will abide by its code, which may be duly amended from time to time; and will be subject to procedures for compliance and/or disciplinary action.

Applicant Signature _____

Applicant Printed Name _____

Date Signed _____