

## To sign-up for a certification path:

- You may sign up for a certification path at any time, however you are not able to send in an application for certification until all necessary courses have been completed.
- Click on My Certifications from the vertical menu on the left-hand side of the screen
- Once available certification paths appear on the page, you may review the certification requirements
- Click the Enroll button to enroll for your desired path

The screenshot shows a user dashboard with a vertical menu on the left containing: Home, Dashboard, Status Report, My Certifications, Course Catalog, Manager Certification, Industry Partners, Management Companies, and FAQs. Below the menu is a 'Full Site Search' section with search by category and keyword options. The main content area is titled 'My Certifications' and shows three sections: 'No certifications earned', 'Expired' (No certifications have expired), and 'In-Progress' (No certifications in progress). The 'Available' section contains a table with three rows of certification paths. Each row has a 'Certification/Recertification' column and an 'Actions' column. The 'Enroll' button for the first row is highlighted with a red box.

Certification/Recertification	Actions
● Certified Community Association Manager (CCAM)	More Information, Requirements, Enroll
● Community Association Financial Management (CAFM)	More Information, Requirements, Enroll
● Certified Community Association Manager Alternative Path (CCAM)	More Information, Requirements, Enroll

- Once you have selected your certification path, you will need to register for each item within.
- View your certification In-Progress and click on the **More Information** button
- Click on the **CONTENT** tab; this will show you the courses needed for your certification.
- You must register for the **required coursework** first by clicking on the **Register (Free)** button.

The screenshot shows a user interface for course registration. On the left is a navigation menu with items like Home, Dashboard, Status Report, My Certifications, Course Catalog, Manager Certification, Industry Partners, Management Companies, and FAQs. Below the menu is a 'Full Site Search' section with search by category and keyword options. The main content area shows the user is enrolled on 12/11/2024 with 0% progress and 0/2 required items. Two course sections are visible: 'CCAM Required Coursework' and 'CCAM Application'. Both sections have a 'Register (Free!)' button circled in red and a 'More Information' button.

- Once you have registered for the Required Coursework, you must upload either a Course Completion Document **OR** your Transcript for each necessary course. To learn about downloading your Completion Documents or Transcript, view the **“How do I access my transcript and course completion documents?”** section in our FAQs.

This screenshot shows the 'Contents (3)' page for 'CCAM Required Coursework'. A green banner at the top right says 'You are registered!'. A key indicates status: Complete (green check), Next (blue plus), Failed (red X), Available (orange plus), and Locked (grey X). Three assignments are listed: 'CMM121-124 CA Law Series Completion Document Upload', 'CMM101-102 The Basics of Association Management (BAM) Series Completion Document U...', and 'CMM130 Foundational Ethics Completion Document Upload'. The first assignment is highlighted with a red box and includes a 'Submit Files' button, which is also circled in red. Other buttons include 'Read Assignment Instructions' and 'Find' in the search bar.

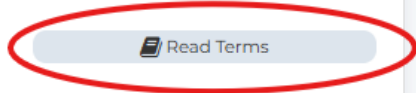
- Once you have registered for this portion, please complete the process by agreeing to the Acknowledgement, then proceeding with uploading recommendation forms, application form, and fee. The Education & Credentialing Advisor will reach out to you as needed, but you are also welcome to contact [certification@cacm.org](mailto:certification@cacm.org) should you have any inquiries.

**Key:**

✔ Complete → Next ✘ Failed ★ Available 🔒 Locked

✔ **Acknowledgement**

→ Agree to terms to continue.  
Please acknowledge that you meet the minimum requirements to apply for the CCAM Designation.



– **Required Recommendation Forms**

★ **CCAM Recommendation Form**  
Open to download resource.

★ **Board Member Recommendation Form Upload**  
Graded as Pass/Fail

★ **Vendor Recommendation Form Upload**  
Graded as Pass/Fail

★ **Employer Recommendation Form Upload**  
Graded as Pass/Fail

– **CCAM Application**

★ **CCAM Application**  
Open to download resource.

★ **Completed CCAM Application Upload**  
Graded as Pass/Fail

★ **CCAM Application Fees**  
Open to download resource.

★ **CAM Application Fees**  
Graded as Pass/Fail