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## IMPORTANT ANNOUNCEMENT

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### New Regulations for Common Interest Community Managers Effective March 1, 2012

#### *Individual certification requirements effective July 1, 2012*

On March 1, 2012, new Common Interest Community (CIC) Manager Regulations become effective. The new regulations provide several alternative methods to qualify for a CIC Manager license.

The new regulations also govern the individual certification program applicable to supervisory and principal employees that becomes effective on July 1, 2012.

For firms that do not hold an Accredited Association Management Company (AAMC) designation by the Community Associations Institute (CAI), the new regulations require such firms to designate at least **one qualifying individual** (supervisory employee, officer, manager, owner, or principal) involved in all aspects of management services **who meets one of the following:**

- Active designation as a Professional Community Association Manager by CAI  
*or*
- Successful completion of a Board-approved *comprehensive* training program AND at least three years of qualifying experience  
*or*
- Successful completion of a Board-approved *introductory* training program AND at least five years of qualifying experience  
*or*
- Credentials obtained through documented coursework (equivalent to a board-approved *comprehensive* training program) submitted to the board AND at least 10 years of qualifying experience.

The Board will require proof of applicable training and submittal of independent experience verification.

In addition, an applicant must certify that **at least half (50%)** of those individuals with **principal responsibility** for management services **meet one of the following:**

- Active designation as a Professional Community Association Manager (PCAM) and experience providing management services for a period of 12 months immediately prior to applying

*or*

- Two years of experience in providing management services—with a minimum of 12 months experience gained immediately prior to applying—and one of the following:
  - Active designation as a Certified Manager of Community Associations (CMCA) by the National Board of Certification for Community Association Managers;

*or*

  - Active designation as an Association Management Specialist (AMS) by CAI;

*or*

  - Successful completion of a board-approved *comprehensive* or *introductory* training program.

**Do you qualify under the new regulations?**

For individuals who filed an application **on or after March 1, 2011**,  
and lacked the training or experience required to issue a license:

Complete the application form and supplemental documentation to determine if you qualify under the new regulations.

Please be aware that **applications expire after one year**. An applicant who fails to complete the application process within 12 months of the board receiving the application and fee must submit a new application and fee.

Beginning March 1, 2012, when the new regulations become effective, the board will not accept the application forms currently in use. New forms will be posted to the

board's website by February 22, 2012. No licenses can be issued under the new regulations until March 1, 2012.

**EFFECTIVE JULY 1, 2012:**

Employees of a licensed CIC Manager with **principal responsibility** for management services or **supervisory responsibility** for employees who participate directly in providing management services must:

- Obtain a certificate issued by the Board (within two years after employment)
- or*
- Work under the direct supervision of a certified principal or supervisory employee.

The certification requirements for individuals can be found in the new regulations (effective March 1, 2012).

Because a number of other changes are not outlined in this bulletin, it is imperative that all CIC Managers carefully read and familiarize themselves with the new Common Interest Community Manager Regulations.

**FOR MORE INFORMATION:**

**Common Interest Community Board**

Department of Professional and Occupational Regulation

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*The information provided is intended as a summary of the training and experience requirements for licensure as a Common Interest Community Manager. It does not include all requirements and should not be relied on exclusively. Please review the regulations in their entirety for the requirements affecting Common Interest Community Manager licensing in Virginia.*