

Community Associations Institute California Manager Certification Titling Act Compliance Matrix

Important Information

- ▶ While you may hold a number of the certification or designations described below, you need only fully comply with the requirements in one category prior to disclosing that you are "certified."
- ▶ The information contained in the matrix reflects the law as it currently stands. However, you should be aware that potential amendments are in the works to add clarity to the law. We will immediately inform you of new amendments, when they are signed into law, and any impact they have on required compliance. In the meantime, we believe the matrix below reflects a conservative and reasonable interpretation of the new law.

Certification or Designation	Requirements PRIOR to Disclosing Yourself as "Certified"
If you took the CMCA® Examination and obtained your CMCA® certification <i>before January 1, 2003</i>:	You are fully compliant with the new law.
If you were grandfathered by NBC-CAM as a CMCA® certificant and did not take the examination:	<ol style="list-style-type: none"> 1. You must have taken 30 hours of educational courses (see authorized CAI courses below) that are approved courses by the Department of Real Estate. (Note: Since you held a PCAM® to be grandfathered, you comply with this requirement.) 2. You must have taken a course in California law that complies with the new titling act. CAI's California Law Class complies.
If you received your CMCA® certification <i>after January 1, 2003</i>:	<ol style="list-style-type: none"> 1. You must have taken 30 hours of educational courses (see authorized CAI courses below) that are approved courses by the Department of Real Estate. (Note: The M-100 course counts for 16 credit hours.) 2. You must have taken a course in California law that complies with the new titling act. CAI's California Law Class complies.
If you hold the AMS™ designation:	<ol style="list-style-type: none"> 1. You must have taken 30 hours of educational courses (see authorized CAI courses below that are approved courses by the Department of Real Estate. (Note: The M-100 and the 200 level courses are DRE approved.) If you have the AMS, you comply with this requirement. 2. You must have taken a course in California law that complies with the new titling act. CAI's California Law Class complies.
If you hold the PCAM® designation:	<ol style="list-style-type: none"> 1. You must have taken 30 hours of educational courses. Since you hold a PCAM® designation, you comply with this requirement. 2. You must have taken a course in California law that complies with the new titling act. CAI's California Law Class complies.

CAI DRE Approved Coursework

The following CAI courses are currently approved by the California Department of Real Estate:

M-100:	The Essentials of Community Association Management (classroom and home study)	16 Hours
M-201:	Facilities Management	9 Hours
M-202:	Association Communications	9 Hours
M-203:	Community Leadership	14 Hours
M-204:	Community Governance	14 Hours
M-205:	Risk Management	14 Hours
M-206:	Financial Management	14 Hours
M-310:	Management Office Management	14 Hours
M-320:	Advanced Physical Maintenance	14 Hours
M-330:	Advanced Insurance & Risk Management	14 Hours
M-350:	Manager and the Law	14 Hours
M-360:	Leadership Practices in Building Community	14 Hours
	CAI's Common Interest Community Development Law Class	8 Hours

California Law Coursework

As noted above, most certificants and all designees must take a course in California law, within five years before the date they disclose they are certified. CAI Chapters throughout the state offer CAI's Common Interest Community Development Law Class. If you are interested in this course, please contact your chapter.

Beth Grimm, California attorney and member of the California Legislative Action Committee, has also developed a law course and can be contacted about dates the course will be offered. Ms. Grimm can be contacted by email at bgcondolaw@aol.com or by telephone at 925-746-7177. **CAI recommends that if you are unclear whether you have received the required instruction in California law, that you contact your chapter or Beth Grimm to sign up for a course.**

The manager certification titling law requires the following topics to be covered relating to California and federal law:

- (A) The topics covered by the Davis-Stirling Common Interest Development Act, contained in Sections 1350 to 1376, inclusive, of the Civil Code, including, but not limited to, the types of California common interest developments, disclosure requirements pertaining to common interest developments, meeting requirements for community association boards of directors and members, financial disclosure and reporting requirements, and access to community association records.
- (B) Personnel issues, including, but not limited to, general matters related to independent contractor or employee status, issues related to types of harassment, the Unruh Civil Rights Act, fair employment laws, and the Americans with Disabilities Act.
- (C) Risk management as it pertains to common interest developments, including, but not limited to, required insurance coverage and preventative maintenance programs.
- (D) Property protection, including, but not limited to, general matters relating to hazardous materials such as asbestos, radon and lead, the Vehicle Code, local and municipal regulations, family day care homes, energy conservation, Federal Communication Commission rules and regulations, and solar energy systems.
- (E) The business affairs of community associations, including, but not limited to, necessary compliance with all required local, state, and federal laws and treatises.
- (F) Basic understanding of governing documents, codes, and regulations relating to the activities and affairs of community associations and common interest developments.

Note: If you have taken CACM law-related coursework during the past five years, you may be in compliance with the California law educational requirement. However, please consult with CACM to verify your compliance. If you are still unsure, we recommend that you take a law course that will be offered through the chapters or by Beth Grimm.