

# Professional Community Association Manager<sup>®</sup> Redesignation Form

Fill in this application with Adobe Acrobat Reader or print clearly in ink. To work in Reader: save the file on your computer's desktop, complete the form, and save again using your last name in the filename (e.g., PCAM\_Jones.pdf) before printing. If additional pages are needed, please label clearly and attach to this application. In section II on page 2, mark only those items that have been completed in the last three years.

Submit completed form to the CAI headquarters office, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042, e-mail to [caieducation@caionline.org](mailto:caieducation@caionline.org) or fax to (703) 970-9558. Form is due by the August deadline indicated on your redesignation notice. No fee is required with this form, as fee is billed separately. For further information please contact (888) 224-4321.

## I. Designee Information

▼ CAI MEMBER NUMBER	▼ PCAM NUMBER
▼ FIRST NAME AND MIDDLE INITIAL	
▼ LAST NAME AND SUFFIX	
▼ HOME ADDRESS	
▼ CITY	▼ STATE    ▼ ZIP
▼ FIRM/ASSOCIATION	
▼ BUSINESS ADDRESS	
▼ CITY	▼ STATE    ▼ ZIP
▼ PREFERRED E-MAIL ADDRESS	
▼ HOME PHONE	▼ MOBILE PHONE
▼ BUSINESS PHONE	

## II. Continuing Education

With each redesignation cycle, completion of at least one of the following activities is required. Please fill in the blank with the number you attended in the last three years.

**M-300 or M-400 level course** (provide course, date and location)

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(Indicate the specific years you attended the following events or served as an instructor.)

\_\_\_\_\_ **CAI Headquarters Law Seminar**    \_\_\_\_\_ **CEO-MC Retreat**    \_\_\_\_\_ **Large-Scale Managers Workshop**  
\_\_\_\_\_ **CAI Headquarters Annual Conference**    \_\_\_\_\_ **High-Rise Managers Workshop**  
\_\_\_\_\_ **Active CAI Headquarters Faculty member**

\_\_\_\_\_ Successful completion of 12 hours of approved **CAI headquarters manager webinars** ([www.caionline.org/webinars](http://www.caionline.org/webinars)) Indicate total number of webinar hours completed. (Webinars may be combined with the events in the below box to reach 12 hours).

The following events can also be used. Each event can be combined with another or webinars to total the required 12 hours. **Note:** the number of hours for each event is approved for changes by year. Please review [www.caionline.org/redesignationfaqs](http://www.caionline.org/redesignationfaqs) to determine the approved number of hours per year. Please indicate the specific year(s) you attended each event.

\_\_\_\_\_ **CAI Legal Forum: California Communities NorCal**  
\_\_\_\_\_ **CAI Legal Forum: California Communities Southern California**  
\_\_\_\_\_ **DC Joint Chapter Expo**  
\_\_\_\_\_ **Virginia Leadership Retreat**  
\_\_\_\_\_ **Illinois Legal Forum**

\_\_\_\_\_ Successful completion of 15 classroom hours of courses leading to the designation **Certified Property Manager** (CPM)—attach documentation

\_\_\_\_\_ Completion of a **graduate level course** at an accredited institution of higher learning (attach documentation)

### III. Ethics

Please answer the following questions.

Have you been involved in reorganization for the benefit of creditors or in bankruptcy as a debtor since your last redesignation? *If yes, attach a detailed explanation.*  YES  NO

Have you ever been convicted of a felony or misdemeanor (equivalents thereof), or imprisoned under sentence for any felony or misdemeanor (except traffic violations) since your last redesignation? *If yes, attach a detailed explanation.*  YES  NO

Have you been found liable or had a judgment or consent decree entered against you in civil court related to any business or professional matter or in any other civil case (with the exception of any domestic or family law, e.g., divorce or child custody)? *If yes, attach a detailed explanation and include a copy of the judgment against you.*  YES  NO

Have you ever been convicted of fraud, misrepresentation, misappropriation of funds or property? *If yes, attach a detailed explanation.*  YES  NO

Do you know of any reason why you would be unable to obtain bonding? *If yes, attach a detailed explanation.*  YES  NO

Have you been subject to disciplinary action by any professional organization? *If yes, attach a detailed explanation.*  YES  NO

Please read the following before signing below.

All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or, at any time, make any statement with knowledge of its falsity, I understand that it shall be cause for revocation of my designation. I shall conduct myself in accordance with the CAI Professional Manager Code of Ethics and shall be bound by the bylaws and regulations of CAI as they are now or as they may be amended from time to time.

I waive and forever release all claims and demands, or causes of action that I may have now or may in the future have against CAI, its members, Trustees, officers, and employees, for any act or omission of CAI, its members, Trustees, officers, and employees in awarding the PCAM designation, failing to award the PCAM designation, or in censuring, suspending, or revoking the PCAM designation.

Further, if any circumstance changes my answer to any of the questions above, I will notify CAI Education/Designations Department by providing a written statement and detailed explanation within 30 days. I will address the statement and detailed explanation to: CAI Designations Department, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042 or info@caionline.org.

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SIGNATURE

DATE