

Community Association Manager (CAM) Licensing At A Glance

CAMs required to be licensed by October 1, 2012

Act: 225 ILCS 427 (The Community Association Manager Licensing and Disciplinary Act)

Rules: 1445 Illinois Administrative Code

Community Association Manager Description:

If you are an individual who administers for remuneration the financial, administrative, maintenance, or other duties for the community association, including the following services:

- collecting, controlling or disbursing funds of the community association or having the authority to do so;
- preparing budgets or other financial documents for the community association;
- assisting in the conduct of community association meetings;
- maintaining association records; and
- administering association contracts, as stated in the declaration, bylaws, proprietary lease, declaration of covenants, or other governing document of the community association.

"Community association manager" does not mean support staff, including, but not limited to bookkeepers, administrative assistants, secretaries, property inspectors, or customer service representatives.

CAM Initial License Requirements:

- Applicant must be at least 21 years old.
- Applicant must provide satisfactory evidence of having completed at least 20 pre-licensing education hours in community association management courses.

Approved Pre-license providers:

<http://www.idfpr.com/DPR/RE/Forms/PreLicenseeducationcourseslist.pdf>

REAL ESTATE LICENSE EXEMPTION FROM EDUCATION: This education requirement shall not apply to persons holding a real estate broker or managing broker license in good standing issued under the Real Estate License Act of 2000. Real estate licensees must take one of the authorized examinations prior to completing an application for licensure.

- Applicant must pass one of the examinations listed below. These exams are authorized by the Department.
 - a) National Board of Certification for Community Association Managers (NBC-CAM) Certified Manager of Community Associations (CMCA) examination; or
 - b) Institute of Real Estate Management (IREM) Common Interest Developments: Managing Condominium Association Properties (CID201).
- Applicant must not have committed an act, or acts, in this or any other jurisdiction, that would be a violation of the Act.
- Applicant must be of good moral character.
- Applicant has not been declared by any court of competent jurisdiction to be incompetent by reason of mental or physical defect or disease, unless a court has subsequently declared the applicant to be competent.
- Applicant must submit a CAM application to the Department along with any required documents and the required, non-refundable fee.

CAM Application:

<http://www.idfpr.com/DPR/RE/Forms/CommunityAssociationManagerAPPLICATION.pdf>

CAM Fees:

Application fee:	\$300
Renewal fee:	\$300 (\$150 per year)

Renewal Date:

August 31, 2013 (and every odd-numbered year after)

If you have questions, please call: (217) 782-8556.

Illinois Department of Financial and Professional Regulation/
Division of Professional Regulation

**ILLINOIS APPROVED PRE-LICENSE EDUCATION PROVIDERS FOR COMMUNITY
ASSOCIATION MANAGERS**

(NOT ALL OF THESE PROVIDERS OFFER THE ENTIRE 20 HOURS REQUIRED)
Please contact the education provider for questions regarding curriculum
Revised January 2013

Education Provider	Address of Provider	Contact Information
Community Associations Institute (CAI)	6402 Arlington Blvd., Ste 500 Falls Church, VA 22042	(703) 970-9220 (888) 224-4321 (703) 970-9558 fax www.caionline.org cai-info@caionline.org
Community Associations Institute (CAI) Illinois Chapter	975 E. Nerge Rd. Ste S-90 Roselle, IL 60172-4804	Cheryl Murphy (847) 301-7505 (847) 301-7507 fax www.cai-illinois.org cherylm@cai-illinois.org
Institute of Real Estate Management (IREM)	430 North Michigan Avenue, Chicago, IL 60611	(800) 837-0706 ext. 6079 www.irem.org
Keough & Moody, P.C.	1250 East Diehl Road Suite 405 Naperville, IL 60563 CHICAGO OFFICE 30 North LaSalle St., Suite 2340 Chicago, IL 60602	Lindsey Daehnke, CMCA (630) 369-2700 X 214 (630) 369-9279 lzd@kmlegal.com CHICAGO OFFICE (312) 899-9989 www.kmlegal.com
Levenfeld Pearlstein, LLC	2 North LaSalle Street Suite 1300 Chicago, IL 60602	Mark D. Pearlstein (312) 476-7520 (312) 346-8380 mpearlstein@lplegal.com www.lplegal.com
Cantey Associates	1737 S. Naperville Road, Suite 103 Wheaton, IL 60189	Karen Skoric, CPA (630) 681-9400 (630) 315-3615 – direct line www.canteycpa.com kskoric@canteycpa.com
National Board or Certification for Community Association Managers (NBC- CAM)	6402 Arlington Blvd., Ste 510 Falls Church, VA 22042	Sara Duginske (703) 970-9300 (866) 799-2622 (703) 970-9358 fax www.nbccam.org info@nbccam.org

Education Provider	Address of Provider	Contact Information
Vanguard Community Management	50 E. Commerce Drive Suite 110 Schaumburg, IL 60173	Carol A. Marcou, CMCA, AMS, PCAM (847) 490-3833 cmarcou@vanguardcommunity.com www.vanguardcommunity.com