

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 18 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:
<https://www.idfpr.com/Forms/DRE/Prelicenseeducationproviders.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) Community Association Managers International Certification Board (CAMICB), Certified Manager of Community Associations (CMCA) examination; or
 - b) Institute of Real Estate Management (IREM) Community Association Management Exam (COMEXM).
- 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:

<https://www.idfpr.com/Forms/DRE/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: 1(800) 560-6420.