**Section 1445.40 Pre-license Education**

An applicant for a license as a Community Association Manager shall provide evidence of successful completion of a minimum of 20 credit hours in community association management coursework as follows:

a) All community association manager applicants must satisfactorily complete a minimum of 20 pre-licensing credit hours of instruction approved by the Division during the 24 months immediately preceding the date the licensure examination is taken and passed. No applicant shall be allowed to take the licensure examination unless the applicant provides satisfactory evidence of completion of the requisite education. Each hour shall consist of at least 50 minutes of instruction.

b) The 20 credit hours of education shall be comprised of courses in the following areas:

1) State and federal laws relating to the operation of all types of community associations, governing documents, and State laws relating to for-profit corporations and to nonprofit corporations;

2) Preparation of community association budgets and community association finances;

3) Management, personnel matters, customer service and ethics;

4) Maintenance operations;

5) Insurance matters relating to community associations;

6) Procedures for noticing and conducting community association meetings; and

7) Project management.

c) The Community Association Institute’s M-100 course, “Essentials of Community Association Management”, Illinois-specific edition and/or the Institute of Real Estate Management’s COM-201 course may be credited toward the 20 hours of pre-license education without further approval from the Department.

(Source: Amended at 47 Ill. Reg. 8409, effective June 2, 2023)