**Section 1445.200 Continuing Education**

a) Continuing Education Credit Hour Requirements

1) Beginning with the renewal period ending August 31, 2025, each Community Association Manager shall complete 12 credit hours of CE for each renewal period.

2) If the current term of the Community Association Manager license ends within the 90 days after the initial Community Association Manager license is issued, the licensee is not required to complete CE for that Community Association manager license term but shall complete all CE requirements before the next Community Association Manager license renewal deadline.

3) Community Association Managers licensed in Illinois, but residing and/or practicing in other states, shall comply with the CE requirements set forth in this Section.

4) The Department shall conduct audits to verify compliance with this Section.

b) Approved Continuing Education

1) CE credit may be earned for verified attendance at or participation in, and completion of, a course offered by an approved CE sponsor that meets the requirements of:

A) Community Association Managers International Certification Board (CAMICB);

B) Community Associations Institute (CAI);

C) Apartment Building Owners and Managers Association (ABOMA);

D) Institute of Real Estate Managers (IREM);

E) Association of Condominium, Townhouse and Homeowners Associations (ACTHA);

F) any Illinois-accredited school, college, or university;

G) any Illinois-approved education sponsor offering courses related to Section 1445.210; and

H) Except as provided in this Section, CE credit shall not be given for CE courses taken in Illinois from providers not approved by the Department.

2) CE credit may be earned for verified attendance at and completion of a:

A) distance education course;

B) course offered through an interactive delivery method; or

C) webinar, provided that all courses must be offered and verified by an approved education sponsor.

3) CE credit may be earned for teaching an approved CE course. CE credit for teaching an approved CE course may only be earned one time per course during a renewal period. 50 minutes of teaching is equal to one credit hour of CE.

4) All CE courses shall be a minimum of 1 credit hour.

5) If licensees have earned CE credit in another state or territory for which they will be claiming credit toward full compliance in Illinois, each applicant shall submit an application, along with a $25 processing fee, within 90 days after completion of the CE course and prior to expiration of the license. The Board may review and recommend approval or disapproval of the CE course provided the CE sponsor and CE course are substantially equivalent to those provided in Illinois.

6) CE credit may be earned for a maximum of 12 credit hours each renewal period for courses taken to satisfy the continuing education requirements established to maintain the following professional designations:

A) Certified Manager of Community Associations (“CMCA”);

B) Association Management Specialist (“AMS”); or

C) Professional Community Association Manager (“PCAM”).

7) An entity seeking approval as a CE sponsor which is not exempted in this Section from the requirement for pre-approval shall submit an application in a manner prescribed by the Division, along with the application fee specified in Section 1445.100. The application shall include:

A) Certification

i) that all programs offered by the sponsor for CE credit will comply with the criteria in this Section; and

ii) that the sponsor will be responsible for verifying attendance at each course and provide a certificate of attendance to both the licensee and the Division as set forth in this Section.

B) A copy of the course materials and list of instructors, as applicable.

8) All courses shall:

A) Contribute to the advancement, extension and enhancement or the professional skills of the licensee in the practice of the community association management profession;

B) Foster the enhancement of the community association management practice and values;

C) Be developed and presented by persons with education and/or experience in the subject matter of the course;

D) Specify the course objectives, course content, and delivery and teaching methods to be used;

E) Convey content that is current and accurate.

9) Certification of Attendance: It shall be the responsibility of all education sponsors, regardless of whether they require approval by the Department, to provide each participant in a program with a certificate of completion. The sponsor’s certificate of completion shall contain:

A) The sponsor’s name and, if applicable, sponsor approval number;

B) The name of the participant, and the participant’s license number;

C) The name of the course and a brief statement of the subject matter;

D) The number of credit hours associated with the course;

E) The date and method of delivery of the course;

F) The signature of an authorized representative of the sponsor.

10) Every sponsor, regardless of whether they require approval by the Department, shall maintain attendance records for not less than 5 years.

11) Every sponsor, regardless of whether they require approval by the Department, shall be responsible for assuring that no renewal applicant will receive CE credit for time not actually spent for attending a program that is an approved course.

12) Every sponsor, regardless of whether they require approval by the Department, shall fulfill, within 14 days, student, or Division requests for course completion certificates.

13) Notwithstanding any other provision of this Section, the Division or Board may evaluate any sponsor, regardless of whether they require approval by the Department, or any approved CE program at any time to ensure compliance with requirements of this Section.

c) Certification of Compliance with Continuing Education Requirements

1) Each Community Association Manager shall certify, on the renewal application, full compliance with the CE requirements set forth in subsections (a) and (b) and may be required to submit proof of completion of the CE requirements at the time of renewal.

2) The Division may, for purposes of compliance audits, require additional evidence demonstrating compliance with the CE requirements (e.g., certificate of completion, transcript). It is the responsibility of each renewal applicant to retain and, if requested, provide proof of completed CE.

3) For purposes of a compliance audit, the Division shall accept verification submitted directly from an education sponsor on behalf of a licensee as proof of CE compliance.

4) Failure to comply with CE requirements is a violation of the Act and may subject a licensee to a citation or other discipline set forth in the Act or this Part.

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