

Subject: Community Association Manager Licensing Proposed Rules; Education Providers
Date: Friday, December 5, 2014 at 2:29:10 PM Mountain Standard Time
From: Real Estate DORA HOA Information Update
To: Keven Burnett



COLORADO
Department of
Regulatory Agencies

KB
12.12.14.

*****Important Notice*****

Community Association Manager Licensing Proposed Rules; Education Providers

As we move closer to the implementation of House Bill 13-1277, the Division of Real Estate (Division) continues to develop the regulatory elements of the legislation into the Community Association Manager Program. As the legislation will be effective January 1, 2015, the Division will be holding an emergency rule-making hearing on Friday, January 2, 2015. The purpose of this meeting will be to adopt only the rules necessary for initial licensing. This includes education, testing, licensing and insurance requirements needed for licensure. These requirements are incorporated into the proposed A rules (licensing qualification, applications & examinations), C rules (licensing - office) and the D rules (renewal, transfer, inactive license, reinstatement and insurance). The rule-making hearing will be held at the Ralph L. Carr Colorado Judicial Center in conference room 1B located at 2 East 14th Ave., Denver, CO 80202. The hearing will begin at 10:00 am and public testimony will be taken at this time for any of the rules being considered for adoption. As the emergency rules will expire on May 2, the Division will conduct a permanent rule-making hearing at the end of February to consider for adoption all the program rules. The specific date and location of the hearing will be sent out at the beginning of January when the proposed rules are noticed with the Colorado Secretary of State. As with all rule-making in Colorado, public comments will be accepted by the Division once the rules are noticed and public testimony will be heard at the hearing.

In preparation for the rule-making process, the Division released draft rules earlier this year and requested feedback from industry stakeholders to include; trade associations, community association managers, property managers, licensed real estate brokers, consumers and attorneys. The Division received a great deal of feedback from interested parties during the comment period. This feedback was very insightful and useful for Division staff in identifying several issues, concerns and misconceptions about the initial draft rules. Over the past several months, Division staff members have discussed the comments, researched troubled areas, and modified the rules when applicable. To that end, the revised rules have been posted on the [Division's Community Association Manager Licensing Proposed Rules webpage](#) for review. The revised rules will be the basis for the upcoming rule-making hearings.

As with the initial draft rules, there are 8 categories of rules, which are as follows:

- A Rules - License Qualifications, Applications & Examinations
- B Rules - Continuing Education
- C Rules - Licensing - Office
- D Rules - Renewal, Transfer, Inactive License, Reinstatement and Insurance
- E Rules - Separate Accounts - Records - Accountings
- F Rules - Professional Standards - Investigations
- G Rules - Declaratory Orders
- H Rules - Exceptions and Director Review of Initial Decisions

In preparation for the permanent rule-making hearing, all parties may make formal comments on the proposed rules by submitting feedback to the Division of Real Estate at the following address:

The Division of Real Estate
 ATTN: CAM Rulemaking
 1560 Broadway, Ste. 925
 Denver, CO 80202

In regards to the Division created alternative qualifying education course, the Division's education task force released the content outline to the education community in August of 2014. To date, the Division has approved two Colorado occupational schools to offer the 24-hour qualifying education course. One school is open for enrollment and the other will be ready by mid-December. Please visit the Division's website to view the approved schools. The Division will continue to update the [approved course provider list](#) as new providers apply to offer the credential. As a reminder, the Division created course is an alternative to holding one of the credentials identified in statute and therefore, is not a requirement for anyone holding a CMCA, AMS, or PCAM credential.

Division staff has greatly appreciated the participation and input from industry and consumer groups. This cooperation is critical to the Division's ability to fulfill its mission of protecting the Colorado consumer; as well as promoting a fair and competitive business environment through appropriate and meaningful regulations.

*The Division of Real Estate
 is the licensing, regulation and enforcement agency for the real estate broker, appraiser and mortgage loan originator industries.*

*DORA is dedicated to preserving
 the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado. Consumer protection is our mission. Visit
www.dora.colorado.gov
 for more information or call 303-894-7855/toll free 1-800-886-7675.*

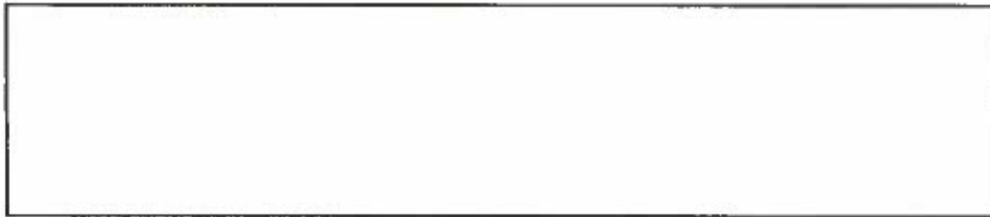
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GUIDE TO MANAGER LICENSING IN COLORADO

The Community Association Managers International Certification Board (CAMICB) has devoted a web page to Manager Licensing in Colorado. Find out Important dates, answers to frequently asked questions and other useful resources. Everything you wanted to know about Manager Licensing in ONE easy step - Click on the link below!

www.camicb.org/Pages/ColoradoManagerLicensing.aspx

Additionally, the following two notices were recently received from the Colorado Department of Regulatory Agencies (DORA). We are providing them for your information:



******IMPORTANT NOTICE******

Community Association Manager Examination Available February 1, 2015

The Division of Real Estate has contracted with Psychological Services, Inc. (PSI), as the testing vendor who will administer the community association manager licensing examination. The state exam is comprised of two parts; a general portion and a state specific portion designed to determine the competency of the applicant with regard to legal documents, Colorado Statutes, and other core competencies. Applicants will be able to sit for the exam beginning February 1, 2015. Pursuant to emergency rule A-4, applicants must hold a qualified education credential prior to sitting for the exam. This includes one or more of the credentials set forth in § 12-61-1003(5)(a)(I)(A),(B),(C), and (D), C.R.S., or § 12-61-1003(5)(d), C.R.S., or complete the Division created alternative qualifying education.

Please click [here](#) for a list of approved Colorado occupational schools offering the 24-hour qualifying education course. The cost of the examination will be \$90.00, which includes the state and general portions. Applicants must pass both portions of the exam and an applicant may retake any failed portion(s). The cost to retake one or both portions of the examination will be \$85.00. Additionally, a passing score for either part of the exam is valid for one year. To register for the examination, please visit [PSI Exams Online](#). Prior to sitting for the exam, the Division encourages all applicants to read the [Candidate Information Bulletin](#). The bulletin provides information about the examination and provides an examination content outline and the number of testing items in each topic area.

