



**Executive Director's Office**  
Barbara J. Kelley  
Executive Director

John W.  
Hickenlooper  
Governor

## MANDATORY CONTINUING EDUCATION APPLICATION

Any group or association proposing a mandatory continuing education requirement for any occupation or profession the practice of which requires a State of Colorado license, certificate or registration must submit the information requested below to the Department of Regulatory Agencies' Office of Policy, Research and Regulatory Reform. Once the application is complete, the Department will issue a report that analyzes and evaluates the proposal within 45 days.

The application should be typed and dated. The burden of proving the need for mandatory continuing education is on the applicant. The more thoroughly the applicant can substantiate the need for mandatory continuing education, the easier it will be for the application to be reviewed. The application should be sent to:

Colorado Department of Regulatory Agencies  
Office of Policy, Research and Regulatory Reform  
1560 Broadway, Suite 1550  
Denver, CO 80202

Please respond to the following questions in the order provided.

1. The name, address and telephone number of the group or association proposing mandatory continuing education.

**Rocky Mountain Chapter of the Community Associations Institute (RMC-CAI)**  
333 South Allison Parkway, Suite 204  
Lakewood, CO 80226  
Scott Hall, Executive Director  
303.951.4973  
[scott@hoa-colorado.org](mailto:scott@hoa-colorado.org)

**Southern Colorado Chapter of the Community Associations Institute (CAI-SOCO)**  
P.O. Box 60628  
Colorado Springs, Colorado 80960  
Jan Mangum, Executive Director  
105 East Moreno Avenue, 2nd Floor Colorado Springs, CO 80903

1560 Broadway, Suite 1550  
Fax 303.894.7885

Denver, CO 80202  
[www.dora.state.co.us](http://www.dora.state.co.us)

Phone 303.894.7855  
V/TDD 711



**(719) 264-0301**  
**[Jan@caisoco.org](mailto:Jan@caisoco.org)**  
**Legislative Division of (RMC-CAI)**

**Colorado Legislative Action Committee**  
**333 South Allison Parkway, Suite 204**  
**Lakewood, CO 80226**  
**Molly Foley-Healy, Esq. Chairperson**  
**Winzenburg Leff Purvis & Payne LLP**  
**1660 Lincoln Street, Suite 1550**  
**Denver, Co 80204**  
**303.863.1870**  
**[Mfoley-healy@wlpplaw.com](mailto:Mfoley-healy@wlpplaw.com)**

2. The name, address, telephone number and organizational affiliation of the person(s) designated to represent the applicant.

**Chris Pacetti, PCAM®**  
**Executive Director**  
**Ken-Caryl Ranch Master Association**  
**7676 South Continental Divide Road**  
**Littleton, CO 80127**  
**(303) 979-1876 x 116**  
**[ChrisP@KCRANCH.ORG](mailto:ChrisP@KCRANCH.ORG)**  
***Co-Chair, Colorado Legislative Action Committee (CLAC) Licensing Task Force***  
***Community Associations Institute (CAI)***

**Dee Wolfe, CMCA® & PCAM®**  
**Colorado Association Services, AAMC®**  
**14142 Denver West Parkway, Suite 350**  
**Lakewood, CO 80401**  
**(303) 232-9200**  
**[dwolfe@associacolorado.com](mailto:dwolfe@associacolorado.com)**  
***Co-Chair, Colorado Legislative Action Committee (CLAC) Licensing Task Force***  
***Rocky Mountain Chapter of the Community Associations Institute***

3. For which professional or occupational group does the applicant seek to require mandatory continuing education? What is the name of the agency that regulates this profession or occupation?

**The occupational group is known by several names:**

- **Homeowner Association Managers**
- **Community Association Managers**
- **Association Business Managers**
- **Common Interest Community Association Managers**
- **Property Managers (in it's broadest terminology)**

4. Provide any information that shows that the knowledge base for the profession or occupation is changing.

**The CMCA Examination content is the result of extensive and regular surveys of the survey and the specific knowledge, skills and abilities that the survey participants identified for the knowledge areas. The body of knowledge of a community association manager changes regularly with changes in the housing environment and changes in local laws. It is important for community association managers to remain up-to-date on current laws, trends and best practices to effectively serve their clients. (see attached document with the current body of knowledge).**

5. Provide copies of any independent studies that show that mandatory continuing education is effective in assuring the competency of practitioners of this profession or occupation.

**We have not found any independent studies; however, we gathered the following information through interviews with government officials in states with community association management licensure programs.**

**Virginia - There have been studies performed for Virginia regulatory boards; however the studies were not officially commissioned. It is the experience of the Common Interest Community Manager Board executive director, Trisha Henshaw, that an agency will not recommend the inclusion of continuing education because the impact on enforcement action.**

**Florida – Anthony Spivey, executive director for the Florida Council of Community Association Managers has experienced a correlation between continuing education and complaints. The more education required of managers, the less likely complaints will be filed against them. Tony feels the required continuing education for Florida Licensed Community Association Managers has helped them to be aware of the ever-changing Florida law. Currently, Florida is analyzing their complaints and will create specialized education based on the results.**

**Nevada - Nevada does require their managers to complete continuing education in specific knowledge areas, such as legal issues. Nevada has a commission that reviews and approves courses for continuing education.**

**Marilyn Brainard, Nevada Commissioner for the Common Interest Community Manager Commission, feels the NV legislation is often substantively changed, meaning the community association managers need to keep abreast of statute changes. This creates a system for practitioners to be knowledgeable of new laws.**

**Marilyn believes there is a correlation between continuing education and complaints – fewer complaints with adequate continuing education requirements.**

6. Provide any assessment tools that show the effectiveness of mandatory continuing education

**We have not found specific assessment tools that demonstrate the effectiveness of mandatory continuing education.**

7. Provide information as to what types of sanctions should be imposed upon members of the profession or occupation for noncompliance with the requirement of mandatory continuing education.

**The first chart (Chart 1 – please see attached) illustrates noncompliance with mandatory continuing education in the community association management profession. The second chart (Chart 2 – please see attached) illustrates sanctions for noncompliance of mandatory continuing education requirements for a few professions in Colorado.**

- **Chart 1: Attached is a chart displaying the sanctions for failing to complete continuing education requirements and the continuing education requirements for reinstatement. Each state, with the exception of Georgia, is hyperlinked to the appropriate regulations so you may see the full text, if necessary. Georgia is linked to the Real Estate Commission's Real Estate Continuing Education Requirements and not the appropriate regulation, because the statutes are listed on LexisNexis making it difficult to directly link to the statute. The language in the chart has been slightly paraphrased, so refer to the regulation and its section number to see the full text, including references to particular sections. Please note Illinois and Virginia are not included in this chart because the continuing education requirements are being determined. There are no continuing education requirements for Connecticut.**
  - **Chart 2: Attached is a chart of three professions regulated by the Department of Regulatory Agencies. For your reference, underneath the profession titles are the sanctions for failing to comply with continuing education requirements.**
8. Provide information on whether other states require this profession or occupation to complete mandatory continuing education. Please include the number of hours required in each state; the time period in which these hours must be completed; the subject areas in which credit is given; and whether courses or instructors are approved by the regulating entity.

**If the requirement is for a real estate license, the required coursework is real estate transaction. If the license is for a community association manager, the required coursework is specific to community association management.**



State	Mandatory Continuing Education Required		Number of Hours Required	Time Period Over Which Hours Must Be Obtained	Subject Areas	Course Approved by Regulatory Entity		Instructor Approved by Regulatory Entity	
	Yes	No				Yes	No	Yes	No
New Jersey									
New Mexico									
New York									
North Carolina									
North Dakota									
Ohio									
Oklahoma									
Oregon									
Pennsylvania									
Rhode Island									
South Carolina									
South Dakota									
Tennessee									
Texas									
Utah									
Vermont									
Virginia									
Washington									
West Virginia									
Wisconsin									
Wyoming									

Note: Inquiries regarding mandatory continuing education applications may be made to the Department of Regulatory Agencies at (303) 894-2992.