



PSI licensure:certification  
 3210 E Tropicana  
 Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)



**STATE OF COLORADO  
 DEPARTMENT OF REGULATORY AGENCIES  
 DIVISION OF REAL ESTATE**

**COMMUNITY ASSOCIATION MANAGER  
 CANDIDATE INFORMATION BULLETIN**

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Community Association Manager in Colorado.

You should also access <http://dora.colorado.gov/dre/> for additional information on licensing requirements.

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Colorado. PSI works closely with the Division of Real Estate to be certain that examinations meet requirements in basic principles of community association management and examination development standards.

The Community Association Manager examination offered by PSI Examination Services consists of a state and general portion. You must pass both portions to apply for a license.

All questions and requests for information about the examination should be directed to:

**PSI licensure:certification**  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Questions about applications for licensure should be directed to:

**Colorado Division of Real Estate**  
1560 Broadway, Suite 925  
Denver, CO 80202  
(303) 894-2166 • Fax (303) 894-2683  
<http://dora.colorado.gov/dre/>

## INSTRUCTIONS FOR LICENSE QUALIFICATION

### AGE

You must be 18 years old and received either a high school diploma or the equivalent general education development certification to apply for a Colorado Community Association Manager license. There is no age restriction on taking the examination.

### EDUCATION EXPERIENCE AND EXAMINATION

The qualifying education and exam requirements are the same for the different levels of licensure. For information on the requirements for licensure click on (or access) the following link to the Division's website: <http://dora.colorado.gov/dre/>

### DEADLINE FOR FILING AN APPLICATION

The Community Association Manager license examination is made up of two parts, the general part, and the local (state) part. Applicants for licensure who must receive passing scores on both the general part and the state part of the examination need not receive them on the same administration date. If one part is failed, the applicant may retake it at a subsequent time. **In no event will a passing score on either part of the exam be accepted beyond one year.**

### CHARACTER

The Director of the Division of Real Estate may require and procure any proof necessary in reference to the truthfulness, honesty, and good moral character of any applicant.

**BEFORE submitting an application** for a Community Association Manager license, each applicant shall submit a set of fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record. The applicant shall pay the fee established by the Colorado Bureau of Investigation. Upon completion of the criminal history record check, the bureau shall forward the results to the Division of Real Estate. Access the Division of Real Estate Internet homepage for information on the procedure and process at: <http://dora.colorado.gov/dre/>

### CRIMINAL BACKGROUND

If you have been convicted, pled nolo contendere to, or agreed to a deferred prosecution or judgment for any felony, misdemeanor, theft-related petty offense, or have such charges pending, you may apply for a preliminary advisory opinion (PAO) as to the effect of the offense on licensure.

You may submit a no-cost PAO request before completing any education or examination requirements. If you choose to complete the licensing requirements and apply for a community association manager license, you must complete an addendum to the application and submit it with the nonrefundable application fee.

Both the PAO and application addendum are given individual consideration by the Director of the Division of Real Estate, and may take up to two months from the date a fully documented application or PAO is received. Both forms are available from the Division's Website.

### CAM PRACTICE ACT

Anyone holding a CMCA, AMS or PCAM will only need to take the state portion of the examination. You will not be required to take the general portion. During registration, only select the state portion.



## DESCRIPTION OF EXAMINATION AND EXAMINATION CONTENT OUTLINES

Examination	Portion	# of Questions	Passing Score	Time Allowed
Community Association Manager	General	55	43 correct	90 Minutes
	State	45	35 correct	90 Minutes

### CONTENT OUTLINE

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in community association practice, community association instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review course material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

This examination is CLOSED BOOK.

### GENERAL PORTION CONTENT OUTLINE

#### I. Legal Documents of an HOA (8 questions)

- A. Definition and Priority of Association Documents
  - 1. Recorded map, plat or plan
  - 2. Declaration
  - 3. Articles of Incorporation
  - 4. Bylaws
  - 5. Rules and Regulations
  - 6. Architectural controls and restrictions
- B. Amending Documents
- C. Other Legal Documents CAM may need to provide

#### II. Governance of an HOA (8 questions)

- A. Hierarchy of laws and documents
- B. Role, duties and responsibilities of the executive board
- C. Role, duties and responsibilities of the Community Association Manager (CAM)
- D. Fiduciary Responsibility
- E. Types of common interest communities
- F. Enforcement of governing documents

#### III. Bid Requests (RFPs) (4 questions)

- A. Bidding Process
- B. Vetting the contractor
- C. Bid specifications

#### IV. Contract Provisions (5 questions)

- A. Types of contracts
- B. Negotiating contracts
- C. Knowledge of need for legal or other expert advice
- D. Standard provisions of management contracts
- E. Vendor Contracts

#### V. Principles of Financial Management (10 questions)

- A. Financial reports to board and owners
- B. Accounting practices
  - 1. Methods
  - 2. Accounting guidelines (GAAP), legislation and regulation
  - 3. Accounting controls and systems
  - 4. Audits and reviews
- C. Tax filings and forms
- D. Operating budget planning
- E. Reserve budget planning
- F. Investment of funds
- G. Regular and Special assessments
- H. Delinquent accounts
  - 1. Collection policy and due process
  - 2. Notices
  - 3. Fees and charges
  - 4. Legal assistance
  - 5. Foreclosure
- I. Review and timely payment of invoices
- J. Financial disclosures to owners

#### VI. Principles of Risk Mgmt (5 questions)

- A. Insurance For Association
  - 1. Association insurance requirements and needs
  - 2. Types of insurance coverage and claims for association
  - 3. Exclusions from coverage; Need for Owner/member insurance
- B. Insurance For Community Association Manager
  - 1. Types of insurance coverage for manager
- C. Property Hazard Mitigation and Disaster Planning

#### VII. Facilities Management (10 questions)

- A. Type of property (single family vs. multi-family)
- B. Common areas vs. limited common areas
- C. Maintenance
  - 1. Establishing an effective maintenance system/operation
  - 2. Establish controls
  - 3. Inspection checklists and reports/ work orders
  - 4. In-house vs. Contract maintenance services
  - 5. Board reports

6. Association asset analysis and needs of the community
7. Reserve study
8. Establishing specific maintenance programs for the association
  - a. Routine
  - b. Preventative
  - c. Emergency
  - d. Requested and scheduled replacements (i.e. reserve study)
9. Creating a maintenance and insurance responsibility matrix for the association (with legal assistance)

**VIII. Ethics (5 questions)**

- A. Disclosure
  1. Any conflicts of interest
  2. Contracts
  3. Transparency
- B. Ethics Policy/Conflict of interest
  1. General categories
    - a. Appearance of impropriety
    - b. Fiduciary duty
    - c. Self-dealing
    - d. Communications
    - e. Transparency
  2. Board members potential conflicts of interest
  3. Manager potential conflicts of interest

**STATE PORTION CONTENT OUTLINE**

**I. General Provisions Regulating CO CIC's (4 questions)**

- A. CCIOA applicability
  1. Enactment date
  2. Applicable to what types of communities
  3. Pre vs post July 1, 1992 communities
- B. Colorado definitions
  1. Types of CIC's
  2. Declarations
  3. Common elements
  4. Limited common elements
- C. Prohibitions contrary to public policy
  1. American flag
  2. Emergency responder vehicle parking
  3. Political signs
  4. Energy efficient measures
  5. Electric vehicle charging stations
- D. Exemptions from CIC regulation
  1. Pre-CCIOA communities
  2. Commercial; small and limited expense; large planned communities

**II. HOA Disclosure, Governance and Education (4 questions)**

- A. Common documents
  1. Articles of Incorporation
  2. Bylaws
  3. Declarations
  4. Rules and Regulations
- B. Required public disclosures
  1. Operating budgets
  2. Financials
  3. Insurance policies
  4. Insurance policy limits
- C. Declaration amendments
  1. Minimum and maximum approval requirements
- D. Education of board and owners
- E. Required governance policies

**III. Rules and Restrictions (4 questions)**

- A. Management of the association
  1. Right to adopt rules and regulations
  2. Right to regulate use, maintenance and repair of common elements
  3. Notice and opportunity for hearing prior to fining
  4. Termination of managing agent for cause
- B. Construction defect notice
- C. Default maintenance requirements

**IV. Enforcement and Collection (3 questions)**

- A. Due Process
- B. Notice and opportunity for hearing
- C. Enforcement limitations
- D. Alternate dispute resolution
- E. Assessment liens

**V. Colorado Rules for Financial Management (3 questions)**

- A. Financial audits
  - 1. When required
- B. Reserve budget planning
  - 1. Reserve study
  - 2. Funding reserves
- C. Association investment policy
  - 1. For reserves
- D. Financial disclosures to owners

**VI. Colorado Rules for HOA Meetings and Elections (6 questions)**

- A. Owners meetings
- B. Board meetings
- C. Annual meetings
- D. Special meetings
- E. Executive board sessions
- F. Notice of meetings
- G. Open meetings
- H. Use of proxies

**VII. Powers of the Association and Board (4 questions)**

- A. Owners' rights and responsibilities
  - 1. Access to records of the association
- B. Board powers and responsibilities
  - 2. Conflict of interest

**VIII. Registration and Recordkeeping Requirements (4 questions)**

- A. Requirement to annually register a common interest community
- B. Manager must maintain a valid license
- C. Periodic report with the Secretary of State

**IX. Articles of Incorporation and Bylaws (3 questions)**

- A. Articles of incorporation
  - 1. Purpose
- B. Bylaws
  - 1. Purpose

**X. Directors and Officers (3 questions)**

- A. Default qualifications and terms
  - 1. Term of directors
  - 2. Default minimum number of officers
  - 3. Compensation of directors
- B. Removal of directors
- C. Filling board vacancies
- D. Meetings
  - 1. Action by board without a meeting
  - 2. Requirements concerning notice of board member meetings
  - 3. Owners' rights during board meetings
  - 4. Required standards of conduct for board members and officers
- E. Officers
  - 1. Election
  - 2. Removal
  - 3. Duties

**F. Indemnification**

**XI. Colorado Fair Housing and Civil Rights Act (3 questions)**

- A. Protected classes
- B. Reasonable accommodations
- C. Reasonable modifications
- D. Assistance animals

**XII. Additional Colorado Statutes (4 questions)**

- A. Colorado Condominium Ownership Act
  - 1. Definition of condominium unit
  - 2. Applicability to condominiums and timeshares
- B. Colorado Titles and Interests in Land Statute
  - 1. Restrictions on installations of renewable energy devices.
- C. Colorado Water Conservation Board Statute
  - 1. Xeriscape protection
- D. Unauthorized Practice of Law
  - 1. What to avoid
- E. FCC - Over-the-Air Reception Devices
  - 1. Definition

**PAYMENT AND SCHEDULING**

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE REGISTRATION

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 5:30 am and 8:00 pm, or Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time.



To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

#### FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

#### EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

#### STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), money order, company check or cashier's check. Make money order or check payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

#### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.**

#### RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at [www.psiexams.com](http://www.psiexams.com). You may also call PSI at (800) 733-9267.

#### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

#### EXAMINATION ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

#### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## **COMPUTER EXAMINATION CENTER LOCATIONS**

The following are the examination centers where you may take the Colorado real estate licensing examination.

**Denver (Centennial)**  
**12200 E. Briarwood Ave, Suite 270**  
**Centennial, CO 80112**

*Exit I-25 at Arapahoe Road. Head east on Arapahoe (away from the mountains) to Peoria (5 traffic lights). Turn right on Peoria and left on Briarwood.*

**Denver (Wheat Ridge)**  
**4891 Independence St #220**  
**Wheat Ridge, CO 80033**

*From I-70W, Merge onto Kipling St/CO-391N. Turn right onto W 49th Ave. Take the 1st right onto Independence St.*

**Fort Collins**  
**3000 S. College Ave, Suite 206**  
**Fort Collins, CO 80525**

*From I-25N towards Fort Collins, take the Harmony Road exit. Turn left onto CO-68/County Hwy-38/E Harmony Rd. Turn right onto S College Ave/US-287 N. Go right on Swallow and enter the second driveway on the left. The test center is in the second building. Parking is in the back of the building.*





## Pueblo

803 West 4th Street, #803S

Pueblo, CO 81003

From I-25 South, take City Center Drive exit (Exit 98B/CO96). Turn left onto City Center Drive. Turn right onto N Santa Fe Ave. Turn left onto W 4th Street, stay on 4th St. After you pass West St, the location is on the right side of the street. Pueblo Central Plaza, large parking lot, across from Wayside Cross Gospel Rescue Mission. The office complex entry door is next to a large USPS mail box.

From I-25 North, take the 6th St exit, this exit turns into 6th St. Turn left onto N Santa Fe Ave. Turn right onto W 4th Street, stay on 4th St. After you pass West St the location is on the right side of the street. Pueblo Central Plaza, large parking lot, across from Wayside Cross Gospel Rescue Mission. The office complex entry door is next to a large USPS mail box.

## Colorado Springs

5050 Edison Avenue, #121

Colorado Springs, CO 80915

DRIVING DIRECTIONS COMING FROM DENVER, COLORADO (NORTH OF COLORADO SPRINGS) Take I-25 S / US-87 S toward COLO SPGS.

Merge onto N ACADEMY BLVD via EXIT 150 toward CO-83. Stay STRAIGHT to go onto N ACADEMY BLVD/CO-83 S. Turn LEFT to take the US-24-BL E ramp toward LIMON. Merge onto E PLATTE AVE / US-24 BL E. Turn LEFT onto WOOTEN RD. Turn RIGHT onto EDISON ST. End at Colorado Spring.

DRIVING FROM WOODLAND PARK, COLORADO (WEST OF COLORADO SPRINGS) Start out going EAST on US-24 E toward N PINE ST. Merge onto I-25 S / US-24 E. Merge onto US-24 E via EXIT 139 toward LIMON / AIRPORT. Turn LEFT onto S ACADEMY BLVD / CO-83 N. Take the US-24-BL E ramp toward LIMON. Merge onto E PLATTE AVE / US-24 BL E. Turn LEFT onto WOOTEN RD. Turn RIGHT onto EDISON ST. End at Colorado Springs.

DRIVING DIRECTIONS FROM PUEBLO, COLORADO (SOUTH OF COLORADO SPRINGS) Start out going NORTH on I-25 N / US-87 N / US-85 N. Take the CO-83 / ACADEMY BLVD exit- EXIT 135. Merge onto S ACADEMY BLVD / CO-83 N toward AIRPORT. Take the US-24-BL E ramp toward LIMON. Merge onto E PLATTE AVE / US-24 BL E. Turn LEFT onto WOOTEN RD. Turn RIGHT onto EDISON ST. End at Colorado Springs.

DRIVING DIRECTIONS FROM LIMON, COLORADO (EAST OF COLORADO SPRINGS) Proceed on US-24 W. Stay STRAIGHT to go onto E PLATTE AVE / US-24 BL W. Turn RIGHT onto BABCOCK RD. Turn LEFT onto EDISON ST. End at Colorado Springs.

## Grand Junction

743 Horizon Court, #203

Grand Junction, CO 81506

From I-70 West turn right onto Horizon Drive Exit, #31. Go for 0.3 miles turn right onto Horizon Ct.

From I-70 East turn left onto Horizon Drive Exit, #31 and turn right onto Horizon Ct.

From US-50 turn right on 32 RD. go for approximately 5 miles. Turn right onto I-70 Business Loop. Continue on I-70 Business Loop until it merges with US I-70. Take US I-70 West towards Greenriver. Take the Horizon Drive Exit #31. Turn right onto Horizon Dr and right onto Horizon Ct. The site is the last Building on your right. The door on the east side of the building is the entrance to use.

## Durango

799 East 3rd Street, Suite 3

Durango, CO 81301

From Hwy 550: Turn East on College Drive. Go straight then turn right on East 8th Avenue. Follow until East 3rd Street. PSI Testing is on the right in Suite 3.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the out-of-state request form found in the back of this bulletin.

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

### REQUIRED IDENTIFICATION

**You must provide 2 forms of identification.** One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name that you registered under.

You will be required to complete an affidavit, upon check in, before being allowed to sit for the exam.

### SECURITY PROCEDURES

- You will have access to an online calculator.
- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.



- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The "function bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

The screenshot shows a computer interface for a test. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this, a status bar displays 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 3:59'. The main area contains a question: '3. What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area, there are '<< Back' and 'Next >>' buttons.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXPERIMENTAL ITEMS

In addition to the number of examination items specified, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such non-scored experimental questions is an essential step in developing future certified examinations.

### EXAMINATION REVIEW

PSI, in cooperation with the Division of Real Estate, will be consistently evaluating the examination being administered to ensure that the examination accurately measure competency in the required knowledge areas. Your comments regarding the questions and the examination are welcomed. **This is the only review of examination materials available to applicants.**

**IMPORTANT:** You may review items and make comments during the time allotted for your exam. No review is available once the exam has been completed (scored) or time has expired. Comments submitted after the examination will not be reviewed.

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.



**DUPLICATE SCORE REPORTS**

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or call 800-733-9267.

**SCHOOL CODES**

School Code	Name of School
0101	American Real Estate College
0142	Colorado Real Estate School
2182	CAI - non-credentialed - m-100 Colorado version
0518	Institute of Real Estate Management (IREM)
2183	Real Estate Training Center of Colorado, Inc.
0705	Van Education Center - Boulder
8888	CMCA-AMS-PCAM

Note: select 8888 if you hold one of the following designations: CMCA, AMS, or a PCAM.



COLORADO COMMUNITY ASSOCIATION MANAGER EXAMINATION REGISTRATION FORM

Legal Name: Last Name First Name M.I. Social Security: (FOR IDENTIFICATION PURPOSES ONLY) Mailing Address: Number, Street Apt/Ste City State Zip Code Telephone: Cell Office Birth Date: M M D D Y Y Birth Place City State Email:

- Examination: (Check one) [ ] First Time Community Association Manager - General and State \$44.95 [ ] Retake Community Association Manager - General and State \$42.50 [ ] Retake Community Association Manager - General Only \$42.50 [ ] Retake Community Association Manager - State Only \$42.50 [ ] Reciprocity Community Association Manager - State Only \$42.50 [ ] CE Community Association Manager - State Only \$42.50

School/Provider Name: School/Provider Code: (Mandatory. Please see previous page for codes).

Total Fees Included: \$ Payment of fees may be made by credit card, company check, personal check, money order or cashier's check, made payable to PSI.

If paying by credit card, check one: [ ] VISA [ ] MasterCard [ ] American Express [ ] Discover

Card No: Exp. Date:

Card Verification No: The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: Billing Zip Code:

Cardholder Name (Print): Signature:

[ ] From time to time community association managers or others may request lists of persons who have taken the Colorado Community Association Manager exam. Check this box if you do not want PSI to share your information with third parties. Please note that PSI will NOT release social security numbers to 3rd parties.

Complete and forward this registration form with the applicable examination fee to: PSI licensure:certification \* ATTN: Examination Registration CO CAM\* 3210 E Tropicana Ave \* Las Vegas, NV\* 89121 Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929 \* www.psiexams.com





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## EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

### Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE  
REQUESTING EXAMINATION ACCOMMODATIONS**

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121