



# CAAM® Recertification Application

- **E-mail** to your company's CAAM® Contact at least 30 days prior to CAAM® Certificate expiration date. They will return this form via email to AACM.
- A Recertification Application **must** be submitted to receive a new valid CAAM® Certificate.
- All fields are **REQUIRED**. Incomplete forms will be returned and may result in delay of new CAAM® certificate.

## Name Information

Full Name as shown on **Expiring** Certificate:

<i>Last</i>	<i>First</i>	<i>Middle (or Initial)</i>
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Full Name as desired on **New** Certificate (if different from above):

<i>Last</i>	<i>First</i>	<i>Middle (or Initial) – if desired</i>
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## Home Contact Information (used to contact you if you change companies and we cannot locate you through work)

**Current Home Address:**

<i>Street Address</i>	<i>Apt/Unit #</i>
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<i>City</i>	<i>State</i>	<i>ZIP</i>
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If home address is NOT in Arizona, are you still employed by a management company or community located in Arizona? Yes  No

<i>Home Phone Number</i>	<i>Mobile Phone Number</i>
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*Home Email Address*

## Employer Information

**Current Employer:**

<i>Business Name</i>	<i>Start Date at Current Employer</i>
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<i>Street Address</i>	<i>Suite #</i>
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<i>City</i>	<i>State</i>	<i>ZIP</i>
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<i>Employer Main Phone Number</i>	<i>Direct Phone # / Extension</i>
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**Former Employer(s)** (if you received CAAM® Certification while working for a different employer):

<i>Business Name</i>	<i>Last Date of Employment</i>
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<i>Business Name</i>	<i>Last Date of Employment</i>
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**TWO PAGE APPLICATION – PLEASE SIGN NEXT PAGE AND RETURN.**

**APPLICATIONS SUBMITTED WITHOUT SIGNATURE WILL BE RETURNED AND MAY DELAY RE-CERTIFICATION.**

**Criminal, Civil and Disciplinary Actions**

Please answer the questions below. **If you answer “yes” to any of the questions, please provide an attached detailed explanation.**

Yes No

- Within the past ten (10) years, have you been convicted or plead guilty or no contest, in criminal legal proceedings involving a felony?
- Within the past five (5) years, have you been involved in civil legal proceedings in which there was a final decision by a court concluding that you or were responsible for misrepresentation, dishonesty, fraud, violations of fiduciary duty, misappropriation of funds or property, or other serious misconduct?
- Within the past five (5) years, have you been refused bonding, fidelity or crime insurance, or had any such coverage canceled or suspended?
- Within the past five (5) years, have you had any professional license or certification suspended or revoked?
- Within the past five (5) years have you been subject to disciplinary action by any licensing or regulatory agency or any industry association?

**Applicant has submitted this Re-certification Application to AACM with the understanding that:**

1. AACM will use the information provided in judging the Applicant’s eligibility for CAAM® Re-certification.
2. Applicant will promptly provide any additional information that AACM requests.
3. Applicant is at least 18 years of age.
4. The information provided is complete and correct to the best of the Applicant’s knowledge.
5. AACM will use reasonable efforts to keep the information confidential, except as may be required to process and review the application or if AACM is ordered by an authority having jurisdiction (such as a court, arbitrator or government regulator) to disclose the information.
6. Applicant has truthfully answered all questions contained in the application and has accurately disclosed all information requested in, or relevant to, the application.
7. Applicant subscribes to and agrees to comply with the AACM Code of Professional Ethics and Standards of Practice (available for review at www.aacmonline.org).
8. Applicant accepts and acknowledges Applicant’s responsibility to comply with all AACM financial obligations and all educational requirements for the CAAM® Program.
9. Applicant will provide AACM with Applicant’s current place of business and home address and will promptly notify AACM of any change thereto.
10. Applicant consents to any investigation AACM deems necessary as part of its evaluation for this application. Applicant consents to AACM’s completion of criminal background checks, civil litigation searches, credit report and credit score reviews, third-party interviews and other information gathering (the “background reviews”), to the extent AACM deems such background reviews necessary or appropriate. Applicant acknowledges that AACM may carry out background reviews either when objective information in the application raises questions or on a random basis.
11. Applicant releases any claim Applicant might otherwise have against AACM or any third party arising out of any information or comment furnished to AACM in connection with this application or any background review. All information supplied by third parties will be deemed privileged and will not establish a basis for any action by the Applicant for slander, libel, defamation of character or any other damage and Applicant specifically releases all such claims.
12. Applicant waives any and all claims against AACM, its officers, directors, employees, agents, attorneys, committees and members arising out of any act or omission in connection with the consideration, rejection or acceptance of this application, the completion of any background reviews, or any act or omission by AACM in disappointing the Applicant if the application is not approved, including any suspension or expulsion of the Applicant as a CAAM® program participant.
13. Applicant agrees that AACM will be solely responsible for accepting or rejecting this application and that the decision of AACM’s Board of Directors with respect to the Application is final and not subject to any appeal. Applicant further agrees that AACM will be solely responsible for deciding any other matters or sanctions arising in connection with this application and that the decision of AACM’s Board of Directors with respect to such matters is also final and not subject to appeal.
14. Applicant acknowledges that, if the application is accepted, Applicant (as well as each other person certified in the CAAM® Certification Program) has the duty and responsibility to arbitrate controversies arising out of management contracts and the community association management business as specified in the Code of Professional Ethics and Standards of Practice.

Electronic submittal of this application to AACM via email constitutes Applicant’s signature verifying the accuracy of this application and acknowledging that Applicant has read and agrees to the terms stated above, and authorizes AACM to conduct any background review it deems necessary to verify all items stated in this application.

**Date Electronically Submitted to AACM:** \_\_\_\_\_ (pdf form submitted via email to leigh@aacm.com) OR

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (Print for signature, then scan and email to leigh@aacm.com)