

COMMON INTEREST COMMUNITY BOARD

Training Program Approval Information Sheet

ALL APPLICATIONS, FORMS, AND REGULATIONS OF THE COMMON INTEREST COMMUNITY BOARD ARE AVAILABLE ON THE WEB AT http://www.dpor.virginia.gov/dporweb/cic_main.cfm.

Applicants for a common interest community manager license must complete a training program in accordance with 18 VAC 48-50-30. J of the Board's Common Interest Community Manager Regulations. In addition, certified principal or supervisory employees must complete two hours of Board-approved common interest community fair housing training and two hours of common interest community law and regulation training as a condition of renewal. (NOTE: The certification requirements for principal or supervisory employees will not be effective until July 1, 2012. In addition, certified individuals must complete such training during the two year certificate period immediately prior to the expiration date on the certificate.) A training provider may obtain Board approval of a training program that meets the requirements of Part VI of the regulations. There are four types of training programs that may be submitted for approval.

1. Comprehensive training program – 80 contact hours in accordance with 18 VAC 48-50-250.
2. Introductory training program – 16 contact hours in accordance with 18 VAC 48-50-250.
3. Fair housing training program encompassing Virginia fair housing laws related to common interest community management – two contact hours in accordance with 18 VAC 48-50-255.
4. Virginia common interest community law and regulation training program - two contact hours in accordance with 18 VAC 48-50-253.

INSTRUCTIONS FOR SUBMITTAL

Completed applications must be received no later than three weeks before the next scheduled meeting of the Common Interest Community Board. A listing of the Board's scheduled meeting dates is available on the Board's website (http://www.dpor.virginia.gov/dporweb/cic_meet.pdf). All applications for training program approval will be reviewed by the Board. All providers seeking approval of a training program must complete a *CIC Manager Training Program Approval Application*. If a training provider is seeking approval of more than one training program, a separate application must be completed for each. The following attachments must be provided for each training program. Please include a spacer page to label each attachment according to the number listed below. For example, "Attachment #1: Training Program Syllabus"; "Attachment #2: Instructor Information"; etc. Please note that the information listed below is required, and applications that do not contain all of the required attachments, in the format and order listed below, will be returned.

- **Attachment # 1: Training Program Syllabus** – Provide a training program syllabus that lists the purpose of the training program and the main topics covered in the training program.
 - For comprehensive and introductory training programs, the syllabus must include coverage of the subject areas contained in 18 VAC 48-50-250.C of the *Common Interest Community Manager Regulations*. For each main topic in the syllabus, include the amount of time that will be devoted to that topic during the training program.
- **Attachment # 2: Instructor Information** – Provide a one-page resume with a list of trade-appropriate designations, a summary of teaching experience, subject-matter knowledge, and qualifications, for each instructor.
- **Attachment # 3: Training Program Materials and Fees** – Provide information pertaining to any materials used or distributed during the training program, including copies of books, handouts, pamphlets, and slide presentations/overheads. Please indicate the fees that will be assessed for the

training program and whether or not the fees include any materials for the training program and, if not, the materials that students are required to furnish.

- For comprehensive and introductory training programs, a copy of the final, written examination and question item bank must be provided.
- **Attachment # 4: Schedule of Training Program Dates and Locations** – Provide information pertaining to the anticipated schedule and location(s) for the training program. If a schedule has not been developed, please provide an anticipated start date for the program.
- **Attachment # 5: Training Program Completion Certificate/Documentation** – Provide a copy, marked “sample”, of the certificate of completion or other documentation to be provided at the end of the training program to verify successful completion.
- **Attachment # 6: Online/Correspondence Training Program Information** – If an online or correspondence training program, please provide information on the security procedures to be utilized. In addition, provide information on the examination that will be given at the end of the training program and security related to the examination. Online training providers must provide the website address, a user ID, and a password to be utilized by the Board during the review process in order to access the training program. Correspondence training program providers must provide a copy of the packet that will be distributed to students.

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**Common Interest Community Board
 COMMON INTEREST COMMUNITY MANAGER
 TRAINING PROGRAM APPROVAL APPLICATION**

A check or money order payable to the *TREASURER OF VIRGINIA* or a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

Select ONE of the following:

Initial CIC Manager Training Program Approval	<input type="checkbox"/>	\$100.00
Training Program Provider Additional Program	<input type="checkbox"/>	\$50.00
CIC Manager Training Program Provider Number: <u>05</u>		

- Name of Training Program Provider _____
- Street Address (PO Box not accepted) _____
 City, State, Zip Code _____
- Mailing Address (PO Box accepted) _____
 City, State, Zip Code _____
- E-mail Address _____
- Web Address (if applicable) _____
- Telephone and Facsimile Numbers () - () - _____
 Telephone Facsimile
- Individual Responsible for Training Program Administration
 _____ () - _____
 Name Title Telephone
- Method of instruction (select **all** that apply)
 Classroom Correspondence Online
 Other distance learning, describe _____

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	TRAINING PROVIDER NUMBER	ISSUE DATE
	COMMITTEE REVIEW DATE	BOARD ACTION DATE		EFFECTIVE DATE OF APPROVAL	
			05		

9. Type of training program (only **one** per application)
- Introductory (16-hour minimum) Virginia fair housing laws related to CIC management (2-hour minimum)
- Comprehensive (80-hour minimum) Virginia common interest community law and regulation training (2-hour minimum)

10. Please provide the name of the training program and the number of contact hours.

Training Program Name

Contact Hours

11. List **all** instructors that will provide instruction in the training program. Trade-appropriate designations, as well as a professional resume with a summary of teaching experience and subject matter knowledge and qualifications will need to be submitted as Attachment #2 (see below). Attach an additional page that provides the information below if more space is needed to list instructors.

The subject area will be the number that corresponds with the following:

Comprehensive and Introductory Training Required Program Subject Areas:	
1. Governance, legal matters, and communications	5. Management ethics for common interest community managers
2. Financial matters, including budgets, reserves, investments, internal controls, and assessments	6. Facilities maintenance
3. Contracting	7. Human resources
4. Risk management and insurance	
Virginia Fair Housing Laws and CIC Laws and Regulations Subject Areas:	
8. Virginia fair housing laws related to common interest community management	
9. Virginia common interest community laws and regulations	

Name of Instructor	CIC Manager License # (if applicable)	Subject area referenced above (insert appropriate number(s))
_____	05	_____
_____	05	_____
_____	05	_____
_____	05	_____
_____	05	_____

12. Please summarize the applicant's qualifications and experience in providing training for common interest communities. You may attach additional pages if needed.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that the training provider has complied with all the laws of Virginia related to the training provider requirements under the provisions of Title 54.1, Chapter 23.3 of the *Code of Virginia* and all regulations of the Common Interest Community Board.

Responsible Person's Name _____ Title _____
(Printed)
Responsible Person's Signature _____ Date _____