

**COMMUNITY ASSOCIATIONS INSTITUTE**  
San Diego Chapter

*Inspiring Excellence in Community Management*



**EDUCATION SCHOLARSHIP  
APPLICATION PACKAGE**

# COMMUNITY ASSOCIATIONS INSTITUTE SAN DIEGO CHAPTER

## EDUCATION SCHOLARSHIP

Community managers are the professional backbone of the communities they serve, providing the knowledge and expertise that is crucial to the successful management and operation of associations.

The mission of the San Diego Chapter of Community Associations Institute Education Scholarship is to support CAI members in their pursuit of education and professional development opportunities who would otherwise not be able to do so on their own.

The CAI San Diego Education Scholarship Fund was established in 2007 to provide CAI members with access to top-level education courses and programs. The scholarship will benefit those individuals who are currently members of CAI and have been working in the community management industry for at least 6 months.

### **AVAILABLE SCHOLARSHIPS**

#### **M-100 Course - The Essentials of Community Association Management**

A successful management career begins with knowing the essentials of Community Association Management. CAI offers a comprehensive community association management course that provides a practical overview for new managers. This course is known as the M-100 Course - The Essentials of Community Association Management.

Successful completion of M-100 course will allow managers to obtain the CMCA certification. The CMCA program is the only national certification program designed exclusively for condominium, cooperative, and homeowner association managers. Certification requires completing the M-100 course and passing the exam, completing the CMCA application process, passing the National Certification examination, and adhering to standards of professional conduct.

The San Diego Chapter of CAI will offer up to three (3) scholarships each year for this course to CAI (Manager) members who have worked in the CID industries for not more than 12 months. The scholarship is for the cost of the course only and does not include travel or accommodation expenses.

#### **California Common-Interest Development Law Seminar**

The most comprehensive law course available for professional managing community Associations. This seminar gives a comprehensive overview of California and federal laws affecting community associations. Participants will gain a clear understanding of the Davis-Sterling Act, California Corporations Code and Common Law and they relate to CIDs.

Successful completion of this seminar and passing the exam fulfills the legal requirements for the Manager Certification Titling Act.

The San Diego Chapter of CAI will offer up to five (5) scholarships each year for this seminar to CAI (Manager) members who have worked in the CID industries for not more than 12 months. The scholarship is for the cost of the course only and does not include travel or accommodation expenses.

### **SCHOLARSHIP FUNDS ELIGIBILITY**

Scholarship eligibility is based on the following criteria:

- Must be a member of CAI
- Must have worked as a CID Manager for less than 12 months
- Must provide proof that employer's policy does not provide for tuition reimbursement for education or professional development opportunities. (Partial employer tuition reimbursement will be considered).
- Must not receive duplicate tuition reimbursement from employer

### **SCHOLARSHIP APPLICATION**

To apply for a scholarship a one-page essay on "Why I should be considered for a scholarship", must be submitted with the Applicant Information Form and a letter of recommendation from your employer (please include a current business card if possible). Your essay must be typed on one 8 ½ X 11 sheet, single spaces, one side only. Candidates generally address the need for career advancement and professional development.

### **SCHOLARSHIP SELECTION CRITERIA**

The Manager Member Scholarship Committee determines each award primarily on the merit of the points address in the essay and the material contained in the letter of recommendation from your employer.

The Manager Member Scholarship Committee consists of members of the Board of Directors of the San Diego Chapter of Community Associations Institute.

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**EDUCATION SCHOLARSHIP**

**Application Information Form**

**M-100 - The Essentials of Community Association Management**

Each Scholarship Application Form Must Include

- Application Information Form
- Essay
- Employer Letter of Recommendation

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please list previously attended courses or seminars related to the management of common interest developments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mail application to: San Diego Chapter - Community Association Institute  
1081 Camino del Rio South, Ste. 207  
San Diego, CA 92108  
Or Fax to: 619/299-1377

Attendance at this M-100 course is subject to available space. If space is not available at this course, scholarship approval will apply to the next M-100 course held in San Diego, Orange County or Riverside.

The scholarship is for the cost of the course only and does not include travel or accommodation expenses.

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SAN DIEGO CHAPTER**

**EDUCATION SCHOLARSHIP**

**Application Information Form**  
***California Common-Interest Development Law Seminar***

Application Deadline  
TBD Based on Seminar Schedule

Each Scholarship Application Form Must Include

- Application Information Form
- Essay
- Employer Letter of Recommendation

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please list previously attended courses or seminars related to the management of common interest developments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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