

# You may now pay this fee Online!



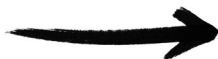
Beginning June 5, 2024, this new payment option will be available for Division of Real Estate licensure related fees.

Applicants and licensees may submit one-time payments online in place of sending a check or money order.

To pay online, please visit <https://idfpr.illinois.gov/epay.html>.

Once paid, complete the Payment Method section below and email your application, supporting documents, and this page to [fpr.realestateeducation@illinois.gov](mailto:fpr.realestateeducation@illinois.gov).

Access the  
ePay site via  
QR Code here



**Important:** Please complete the "Payment Method" section below for each application to ensure proper handling:

## Payment Method

\_\_\_ Online – Paid Online at: <https://idfpr.illinois.gov/epay.html> in the amount of \_\_\_\_\_. Approved # \_\_\_\_\_

\_\_\_ Check/Money Order. Check# \_\_\_\_\_

Application Type: "Non Exam"

# COMMUNITY ASSOCIATION MANAGER EDUCATION SPONSOR REGISTRATION APPLICATION

## APPLICATION INSTRUCTIONS

### EDUCATION SPONSOR APPLICATION REQUIREMENTS

An entity seeking approval as an Education Sponsor shall submit to the Department:

1. A completed Community Association Manager Education Sponsor Application (this form)
2. A non-refundable fee payment of \$100 (see payment options at the bottom of this form)
3. A completed Pre-license Course Application for each pre-license course offered and fee payment required by Section 1445.100
4. A completed Continuing Education Course Application for each CE course offered and fee payment required by Section 1445.100

#### Mail application materials to:

IDFPR - Division of Real Estate  
Education Section  
PO Box 7570  
Springfield, Illinois 62791-7570

Upon receipt of a completed Sponsor and course application(s), along with the requisite fee payments, the Department will review the applications and will notify the applicant of its decision.

### RESPONSIBILITIES OF EDUCATION SPONSOR

1. It shall be the responsibility of the sponsor to verify attendance for courses presented in a classroom, by interactive webinar, or by online distance education, and to provide each participant in an approved program with a Certificate of Attendance that sets forth the information listed in Administrative Rule Sections 1445.200 & 1445.220.
2. The sponsor shall maintain attendance records and course materials for not less than five (5) years.
3. The sponsor shall be responsible for assuring that no renewal applicant receives course credit for time not actually spent attending a program that is an approved course.
4. Every sponsor shall fulfill, within 14 days, student or Division requests for course completion certificates.
5. Approval of education sponsors and courses shall be effective for a period of 24 months following the date of approval. Courses and education sponsors are required to apply for subsequent approval no later than 90 days prior to the date of expiration of their then-current approval period for education sponsors and courses.

### CAM PRE-LICENSE & CE REQUIREMENTS:

For a description of the Pre-License education requirements for licensure as a Community Association Manager, please refer to Administrative Rule Section 1445.40.

For a description of the continuing education requirements for renewal of a Community Association Manager license, please refer to Administrative Rule Section 1445.200.



## COMMUNITY ASSOCIATION MANAGER EDUCATION SPONSOR REGISTRATION APPLICATION

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**Important Notice:** Completion of this form is necessary to satisfy the requirements set forth in the Community Association Manager Licensing and Disciplinary Act {225 ILCS 427}. Disclosure of this information is REQUIRED. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

1. EDUCATION SPONSOR NAME:	2. SPONSOR FEIN/TAX ID NUMBER:
3. SPONSOR ADDRESS: (Include Street, City, State, and Zip Code)	4. SPONSOR TELEPHONE NUMBER (Include Area Code)
	5. SPONSOR WEB ADDRESS/URL (where course offerings are located):
6. NAME AND TITLE OF PERSON RESPONSIBLE FOR EDUCATION PROGRAM(S):	7. TELEPHONE NUMBER OF PERSON RESPONSIBLE:
	8. EMAIL ADDRESS OF PERSON RESPONSIBLE:

9. FORM OF BUSINESS ENTITY (Check One):

- ☐ Domestic Corporation, Partnership, or LLC\*  
☐ Professional Association  
☐ College/University

- ☐ Foreign Corporation, Partnership, or LLC\*  
☐ Other (Describe) \_\_\_\_\_

\*If the Education sponsor is a foreign or domestic corporation, partnership, or LLC, attach copies of filed Articles of Incorporation/Organization from the State of original jurisdiction and/or a filed Authorization to Transaction Business in Illinois issued by the Illinois Secretary of State.

10. LOCATION WHERE RECORDS WILL BE MAINTAINED (Include Street, City, State, and ZIP Code):

11. TYPE OF EDUCATION PROGRAM OFFERED BY THIS SPONSOR (check all that apply):

☐ PRE-LICENSE\*\*

☐ CONTINUING EDUCATION

\*\*Pre-license course curriculum is described in  
Administrative Rule Section 1445.40(b)

Continued on next page

## AFFIDAVIT

I hereby certify that I am the individual responsible for the education program and course(s) offered by this sponsor and I acknowledge that:

1. all courses offered for pre-license or continuing education credit shall comply with the criteria in 68 Ill. Adm. Code, Section 1445.40 & Section 1445.200, and shall:
  - a. be developed and presented by persons with education and/or experience in the subject matter of the course;
  - b. specify the course objectives, course content, and teaching methods to be used;
  - c. foster the enhancement of the community association management practice and values;
2. this sponsor will be responsible for verifying attendance at each course and provide a certificate of attendance to both the student and the IDFP - Division of Real Estate ("the Division") that meets the requirements of Section 1445.200(b)(9) & Section 1445.220(c), and maintaining attendance records for not less than 5 years;
3. this sponsor shall fulfill, within 14 days, student or Division requests for course completion certificates.
4. the Division or Board may evaluate any sponsor or any approved education program at any time to ensure compliance with requirements of 68 Ill. Adm. Code, Part 1445.
5. this sponsor is aware that the Department shall have the authority to rescind its approval of this sponsor and its courses for failure to comply with the requirements of the Act, Part 1445, or for other reasons as the Department may deem appropriate.

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Signature of Person Responsible for Education Program

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Print Name

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Date

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\_\_\_ Check/Money Order. Check# \_\_\_\_\_

Licensure Method: "License by Non-Exam"