**Section 1445.10 Definitions**

"Act" means the Community Association Manager Licensing and Disciplinary Act [225 ILCS 427].

*"Address of record" means the designated street address, which may not be a post office box, recorded by the Department in the applicant’s or licensee’s application file or license file maintained by the Department.* [225 ILCS 427/10]

"Affiliation agreement" is any binding agreement between a community association management firm or an unaffiliated community association manager and an entity under common ownership pursuant to which the firm or unaffiliated community association manager receives some form of compensation or benefit in exchange for the affiliate offering or providing goods or services to a community association managed by the community association management firm or an unaffiliated community association manager.

*"Board" means the Community Association Manager Licensing and Disciplinary Board.* [225 ILCS 427/10]

"CE" is an abbreviation for continuing education.

*"Community association management firm" means a company, corporation, limited liability company, partnership or other entity that engages in community association management.* [225 ILCS 427/10]

*"Community association manager" means an individual who:*

*has an ownership interest in or is employed by a community association management firm, or is directly employed by or provides services as an independent contractor to a community association; and*

*administers for remuneration the financial, administrative, maintenance, or other duties for the community association, including the following services:*

*collecting, controlling or disbursing funds of the community association or having the authority to do so;*

*preparing budgets or other financial documents for the community association;*

*assisting in the conduct of community association meetings;*

*maintaining association records;*

*administering association contracts or procuring goods and services in accordance with the declaration, bylaws, proprietary lease, declaration of covenants, or other governing document of the community association or at the direction of the board of managers; and*

*coordinating financial, administrative, maintenance, or other duties called for in the management contact, including individuals who are direct employees of the community association.* [225 ILCS 427/10]

"Credit Hour" means a minimum of 50 minutes of instruction through a course approved by the Division in a classroom, by interactive webinar, online distance education, correspondence, or a home study course.

"Department" means the Department of Financial and Professional Regulation.

*"Designated community association manager" means a licensed community association manager who:*

*has an ownership interest in or is employed by a community association management firm to act as a controlling person;*

*is the authorized signatory or has delegated signing authority for the firm on community association accounts; and*

*supervises, manages, and is responsible for the firm’s community association manager activities.* [225 ILCS 427/10]

"Director" means the Director of the Department of Financial and Professional Regulation-Division of Real Estate.

"Division" means the Department of Financial and Professional Regulation-Division of Real Estate with the authority delegated by the Secretary.

"Education Sponsor" means an entity approved by the Department offering courses in pre-license or continuing education.

*"Email address of record" means the designated email address recorded by the Department in the applicant’s application file or the licensee’s license file, as maintained by the Department.* [225 ILCS 427/10]

"Interactive Delivery Method" means delivery of a course approved by the Department through a medium allowing for interaction with the student.

"Interactive Webinar" means delivery of a course by a licensed instructor through a medium allowing for live 2-way communication between the licensed instructor and student in which either can initiate or respond to questions, including live instruction and real-time discussion via satellite, video or webcam that allows for student participation and comprehension.

"Learning Management System" means a software application used for the administration, documentation, tracking, reporting, and delivery of educational courses or training programs.

"Licensee" means a person who holds a license to act as a community association manager under the Act or other authority to practice issued under the Act.

"Online Distance Education" means education courses that are interactive, but not in real time, in which students independently learn and review material online, and, for verification of the student’s participation and comprehension, interact with an Illinois licensed instructor or Learning Management System.

"Person" means and includes individuals, entities, corporations, limited liability companies, registered limited liability partnerships, foreign and domestic partnerships, and other business entities, except that when the context otherwise requires, the term may refer to a single individual or other describe entity.

"Pre-licensing Hours" means participation in an actual classroom setting, or its equivalent, or via an interactive delivery method or an interactive webinar.

"Secretary" means the Secretary of the Department of Financial and Professional Regulation or the Secretary’s designee.

"Unaffiliated Community Association Manager" means a community association manager who is not associated with a community association management firm by virtue of direct employment, an independent contractor agreement, or otherwise.

(Source: Amended at 47 Ill. Reg. 8409, effective June 2, 2023)