**Section 1445.30 Application for Licensure as a Community Association Manager**

a) An applicant for a license as a Community Association Manager shall file an application, on forms supplied by the Division, that includes the following:

1) verification that the applicant is at least 18 years of age;

2) successful completion of a 4-year course of study in a high school, secondary school, or an equivalent course of study approved by the state in which the school is located, or possession of a high school equivalency certificate, which shall be verified under oath by the applicant.

3) satisfactory evidence of having completed at least 20 hours in community association management courses as set forth in Section 1445.40;

4) successful completion of the examination in Section 1445.50; and

5) the fee required by Section 1445.100;

b) When the accuracy of any submitted documentation or the relevance or sufficiency of the course work or experience is questioned by the Division or the Board because of lack of information, discrepancies or conflicts in information given, or need for clarification, the applicant seeking licensure shall provide information as the Division, in its discretion, may find necessary.

c) Applicants have 3 years from the date of application to complete the application process. If the process has not been completed within 3 years, the application shall be denied and the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of reapplication.

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