

STATE OF CONNECTICUT
Regulation of
Department of Consumer Protection
concerning
Community Association Managers Continuing Education

Section 1. Sections 20-453-1 to 20-453-3, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:

Sec. 20-453-1. Initial educational requirements

(a) Nationally recognized courses on community association management, required pursuant to section 20-[]453 of the Connecticut General Statutes, shall be those courses approved by the Commissioner of Consumer Protection and published on the website of the Department of Consumer Protection.

(b) In lieu of nationally [approved] recognized courses on community association management, other courses taken by an applicant may be considered for credit, by the Connecticut Real Estate Commission, on an individual basis prior to issuance of registration. Requests for such other courses to be considered by the commission shall be submitted in writing to the Department of Consumer Protection, and shall include a summary description of the course, a detailed course outline including the content areas of instruction, course duration, the name of the institution that offered the course and the applicant's proof of completion.

Sec. 20-453-2. Continuing education

(a) Continuing education courses shall be approved by the Connecticut Real Estate Commission as set forth in section 20-453-3 of the Regulations of Connecticut State Agencies.

(b) In lieu of continuing education courses previously approved by the Connecticut Real Estate Commission, other courses taken by a registrant may be considered by the Connecticut Real Estate Commission for continuing education credit on an individual basis. Requests for such other courses to be considered by the commission shall be submitted in writing to the Department of Consumer Protection not less than ninety (90) days prior to the end of the two (2) year continuing education period, and shall include a summary description of the course, a detailed course outline including the content areas of instruction, course duration, the name of the institution that offered the course and the applicant's proof of completion.

(c) A licensee shall not be required to comply with the continuing education requirements of this section until after the licensee's first license renewal.

Sec. 20-453-3. Course approval

(a) Connecticut Chapter of the Community Associations Institute courses in community association management techniques and common interest community law shall not require submission or review by the Commissioner of Consumer Protection or the Connecticut Real Estate Commission. Such courses shall be deemed approved as a nationally recognized course.

(b) For any course not approved pursuant to subsection (a) of this section, ~~[Prior]~~ prior to offering or advertising a community association manager course for initial registration or continuing education credit, each school, institution or organization shall submit an application for course approval in a form and manner prescribed by the Commissioner of Consumer Protection. Information submitted for consideration shall include a summary description of the course, a detailed course outline including the content areas of instruction, course duration, the name of the school, institution, or organization that will offer the course and a template certificate of completion.

~~[(b)]~~ (c) The Commissioner of Consumer Protection or the Connecticut Real Estate Commission, as appropriate shall review and decide upon the approval or rejection of such applications. An application may be rejected in the event that:

- (1) The application is incomplete;
- (2) the course is judged to lack relevancy to the educational topics required for a community association manager;
- (3) the course material is judged to be lacking sufficient educational content; or
- (4) a previous course or courses offered by the applicant was or were subject to a revocation of course approval.

~~[(c)]~~ (d) Courses of less than one (1) hour shall not be approved.

~~[(d)]~~ (e) Distance education and online courses shall be permitted.

~~[(e)]~~ (f) Each school, institution or organization shall submit an updated course outline highlighting any changes from the previous offering within each two (2) year period from the original approval date.

~~[(f)]~~ (g) There shall be no change or alteration in any approved course without prior written notice to the Department of Consumer Protection.

~~[(g)]~~ (h) The Commissioner of Consumer Protection may revoke a course approval when, upon investigation by the Department of Consumer Protection, the commissioner determines that the offeror has engaged in mismanagement or fraud related to the teaching or administration of said course.

Statement of Purpose

This proposed regulation amends the current regulation to clarify that a new licensee is not required to comply with the continuing education requirements until the licensee's first renewal. This change clarifies an unintended consequence of the original language that would have required an individual who is new to the trade to take continuing education courses that are only intended for those in the trade who seek renewal and are required to demonstrate that they are current with any changes in the practices of the trade.