

**Sec. 20-453-3. Course approval**

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

(b) For any course not deemed approved pursuant to subsection (a) of this section, 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.

(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.

(d) Courses of less than one (1) hour shall not be approved.

(e) Distance education and online courses shall be permitted.

(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.

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

(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 the course.

(Effective March 8, 2023; Amended April 2, 2025)