



Florida Community Association Management (CAM) Pre-Licensure Course (16 Hours)

Thank you for registering for the FL CAM Pre-Licensure Course. Below is information that will assist you through this process.

Each applicant must be at least 18 years old; pass the exam within 12 months of completing the CAM 16-hour course; and be of good moral character, which is verified by your fingerprints and your application information.

****Florida residency is NOT required.**

Here is a quick punch list for CAM that **must** be completed:

- ✓ ***You've just accomplished the first task! DONE!*** Register for the class - <https://www.gulfcoast.edu/community/continuing-education/community-association-manager/index.html>
- ☐ **Attend the 16-hour class** and you will receive your Course Completion Certificate.
- ☐ **Submit a license application** to the Department of Business and Professional Regulation (DBPR) through the [Online Application](#) or through a [Printable CAM Application](#) and submit the application fee of \$205.50.
- ☐ **Register for electronic fingerprinting.** PearsonVUE via online [Online Fingerprint Reservation](#) or call customer support is 877-238-8232. Some Florida Sheriff's Departments will also assist you with your electronic fingerprints.
- ☐ **Submit your course Completion Certificate to:**
 - Department of Business and Professional Regulation
2601 Blair Stone Rd.
Tallahassee, FL 32399
- ☐ **Schedule and Pass the State Exam**
 - Once you submit your Course Completion Certificate, it takes 10-30 days to complete the approval.
 - Once approved, you will receive an "Authorization to Test" email from PearsonVue.
 - You will be assigned a 9-digit Candidate ID number. You will use this number when signing up for the exam.
 - You can schedule the exam by calling 888-204-6230 or visiting [PearsonVUE.com](#).
 - The exam fee is \$31.50 and is payable when you register for the class.
 - You must have a passing score of 75 out of 100 answered correctly.
- ☐ All exam material is covered in our 16-hour CAM Pre-Licensure Course.

For additional information, you can visit the DBPR web page -

https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1010&clientCode=3801&XACT_DEFN_ID=6440.