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Final Regulation
Agency Background Document

Agency name	Common Interest Community Board
Virginia Administrative Code (VAC) Chapter citation(s)	18 VAC 48-50
VAC Chapter title(s)	Common Interest Community Manager Regulations
Action title	General Review of Common Interest Community Manager Regulations
Date this document prepared	January 27, 2026

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 19 (2022) (EO 19), any instructions or procedures issued by the Office of Regulatory Management (ORM) or the Department of Planning and Budget (DPB) pursuant to EO 19, the Regulations for Filing and Publishing Agency Regulations (1 VAC 7-10), and the *Form and Style Requirements for the Virginia Register of Regulations and Virginia Administrative Code*.

Brief Summary

Provide a brief summary (preferably no more than 2 or 3 paragraphs) of this regulatory change (i.e., new regulation, amendments to an existing regulation, or repeal of an existing regulation). Alert the reader to all substantive matters. If applicable, generally describe the existing regulation.

The Common Interest Community Board ("the Board") has undertaken a general regulatory review of the Common Interest Community Manager Regulations. The regulation establishes (i) the entry requirements for licensure of common interest community manager firms, and certification of principal or supervisory employees; (ii) requirements for maintaining and renewing a common interest community manager license or principal or supervisory employee certificate; (iii) standards of conduct and practice; and (iv) requirements for approval of training programs.

This action includes substantial amendments to the regulation, particularly Parts I (General), II (Entry), IV (Renewal and Reinstatement), V (Standards of Conduct and Practice), and VI (Training Programs and Examination).

Acronyms and Definitions

Define all acronyms used in this form, and any technical terms that are not also defined in the "Definitions" section of the regulation.

"AAMC" means Accredited Association Management Company, which is a credential issued to community management companies by CAI.

"AMS" means Association Management Specialist, which is a credential issued to community managers by CAI.

"APA" means Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia.)

"CAI" means Community Associations Institute.

"CAMICB" means Community Association Managers International Certification Board.

"CIC" means common interest community.

"CMCA" means Certified Manager of Community Associations, which is a credential issued to community managers by CAMICB.

"DPOR" means Department of Professional and Occupational Regulation.

"PCAM" means Professional Community Association Manager, which is a credential issued to community managers by CAI.

"POA" means property owners' association.

"UOA" means condominium unit owners' association.

Statement of Final Agency Action

Provide a statement of the final action taken by the agency including: 1) the date the action was taken; 2) that the agency has "adopted final amendments" to the regulation; 3) the name of the agency taking the action; and 4) the title of the regulation. A suggested statement is, "On [insert date] the Board/Department of [insert name] adopted final amendments to the [title of regulation(s)]."

On January 15, 2026, the Common Interest Community Board adopted final amendments to the Common Interest Community Manager Regulations.

Mandate and Impetus

List all changes to the information reported on the Agency Background Document submitted for the previous stage regarding the mandate for this regulatory change, and any other impetus that specifically prompted its initiation. If there are no changes to previously reported information, include a specific statement to that effect.

In addition to the information reported for the previous stage:

In March 2025, the Governor approved Chapter 505 (SB 826) of the 2025 Acts of Assembly, which prohibits the use of "vague or arbitrary terms" by a regulatory board within DPOR when refusing a person a license, certificate, or registration to practice, pursue, or engage in any regulated occupation or profession. Such terms include "good moral character" and "moral turpitude." The amendments to statute became effective on July 1, 2025.

Provisions in the regulation that might permit the Board to refuse a license, certification, or registration based on "moral turpitude" are removed from the regulation.

There are no other changes to information previously provided.

Legal Basis

Identify (1) the promulgating agency, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia and Acts of Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating agency to regulate this specific subject or program, as well as a reference to the agency's overall regulatory authority.

The promulgating agency is the Common Interest Community Board. Chapter 23.3 of Title 54.1 of the Code of Virginia enumerates the legal authority for the Board to administer the licensure program for common interest community managers and principal or supervisory employees. Section 54.1-2349 of the Code of Virginia states, in part:

> A. The Board shall administer and enforce the provisions of this article. In addition to the provisions of §§ 54.1-201 and 54.1-202, the Board shall:
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> 1. Promulgate regulations necessary to carry out the requirements of this article in accordance with the provisions of the Administrative Process Act (§ 2.2-4000 et seq.), including the prescription of fees, procedures, and qualifications for the issuance and renewal of common interest community manager licenses.
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> 2. Establish criteria for the licensure of common interest community managers to ensure the appropriate training and educational credentials for the provision of management services to common interest communities.
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> 3. Establish criteria for the certification of the employees of common interest community managers who have principal responsibility for management services provided to a common interest community or who have supervisory responsibility for employees who participate directly in the provision of management services to a common interest community to ensure the person possesses the character and minimum skills to engage properly in the provision of management services to a common interest community.
>
> 4. Approve the criteria for accredited common interest community manager training programs;
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> 5. Approve accredited common interest community manager training programs;
>
> 6. Establish, by regulation, standards of conduct for common interest community managers and for employees of common interest community managers certified in accordance with the provisions of this article;

In addition, § 54.1-201 of the Code of Virginia provides:

A. The powers and duties of regulatory boards shall be as follows:

1. To establish the qualifications of applicants for certification or licensure by any such board, provided that all qualifications shall be necessary to ensure either competence or integrity to engage in such profession or occupation.

4. To levy and collect fees for certification or licensure and renewal that are sufficient to cover all expenses for the administration and operation of the regulatory board and a proportionate share of the expenses of the Department of Professional and Occupational Regulation and the Board for Professional and Occupational Regulation.

5. To promulgate regulations in accordance with the Administrative Process Act (§ 2.2-4000 et seq.) necessary to assure continued competency, to prevent deceptive or misleading practices by practitioners and to effectively administer the regulatory system administered by the regulatory board. The regulations shall not be in conflict with the purposes and intent of this chapter or of Chapters 1 (§ 54.1-100 et seq.) and 3 (§ 54.1-300 et seq.) of this title.

Purpose

Explain the need for the regulatory change, including a description of: (1) the rationale or justification, (2) the specific reasons the regulatory change is essential to protect the health, safety, or welfare of citizens, and (3) the goals of the regulatory change and the problems it is intended to solve.

The General Assembly has charged the Board with the responsibility for regulating those who provide management services to CICs by requiring that common interest community managers obtain a license in order to provide management services to CICs, and that employees of managers who have principal responsibility for providing management services, or have supervisory responsibility for those that directly provide management services, are certified as having the character and minimum skills to provide management services.

Millions of Virginians are residents of CICs. CICs include property owners' associations (POAs), condominium unit owners' associations (UOAs), and proprietary lessees' associations in real estate cooperatives. Data from Community Associations Institute (CAI), a trade group for community associations, indicate there are over 9,200 CICs in the Commonwealth.[1] An estimated number of 2+ million residents in Virginia, approximately 23.9% of the state's population, live in CICs.[2] CAI estimates the value of association housing services in Virginia in 2020 was $3,653,000,000.[3]

The governing board of a CIC has a fiduciary duty to the members of the association to ensure the proper management and maintenance of their community. This includes ensuring the association complies with various laws and regulations, including (i) common interest community specific statutes, such as the

[1] Source: Foundation for Community Association Research. (2024). *Virginia Community Associations Facts & Figures*. https://foundation.caionline.org/wp-content/uploads/2025/09/Virginia-StateFactsFiguresOnePagers2025-1.pdf-1.pdf

[2] Source: Foundation for Community Association Research. (2024). *Fact Book 2024 Dashboard.* https://foundation.caionline.org/publications/factbook/fact-book-2024-dashboard/

[3] These include: operations, physical asset management, major repairs and replacements, capital improvements, conservation & sustainability, and contingencies. Source: Foundation for Community Association Research. (2021). *Virginia State Summary: Community Association Fact Book 2020*. https://foundation.caionline.org/wp-content/uploads/2021/08/VA2020.pdf

Property Owners' Association Act or the Virginia Condominium Act; (ii) federal and state tax laws; and (iii) laws governing corporations (if the association is incorporated). Further, governing boards are also responsible for ensuring that the association and its members comply with the various covenants established by the community's governing documents, and rules and regulations adopted for the community.

Generally, governing boards of CIC associations are comprised of volunteers who reside in their communities. Though many communities choose to be self-managed, many others are professionally managed by common interest community managers. According to the Board's records, there are at least 6,554[4] CIC associations registered with the Board. Most of these are professionally managed by a management company. The governing boards of communities that choose to employ a community manager are relying on the expertise and experience of the community manager to ensure the community is properly managed and maintained.

Managers provide a variety of services to CICs. These include management of the real and personal property belonging to the association, and management over the association's financial accounts. Community managers are often responsible for negotiating contracts and arranging for services on behalf of the community. Such services might include grounds maintenance, trash removal, and orders for ordinary repairs. Managers may also be involved in selecting contractors and administering contracts for more significant capital projects, such as replacement of roads in a community or replacement of building components. In the financial sphere, community managers are often responsible for collecting the assessments imposed on association members for common expenses, making payments to contractors or other vendors hired by the association, managing the association's bank and other financial accounts, and reporting on the association's finances. Managers are also often responsible for preparing an association's budget. They may also be responsible for obtaining insurance on behalf of the association.

Community managers may be the custodian of an association's books and records, and, therefore, are responsible for ensuring the association complies with legal requirements for members' access to books and records. Managers may assist the association in the conduct of meetings, including annual meetings of the membership and governing board meetings, and assist in the administering of elections for directors or other association votes. Managers may also assist the association in meeting other legal obligations, such as the preparation of resale packets when a lot or unit in the community is sold.

Community management companies are entrusted with the valuable property and funds of CICs. Management services performed by individuals who lack sufficient training and expertise expose the public to the risk for harm. Mismanagement of a community by a management company may (i) imperil an association's finances, requiring the association to impose costly special assessments on its members; or (ii) expose the association to legal liability. Mismanagement of an association may also affect the perceived value of the community in the marketplace, thereby reducing property values for owners in the community. Moreover, due to the significant amount of control a management company may exercise over the funds of associations, ensuring those who provide management services meet a minimum level of competency provides a safeguard to the public welfare.

As mandated by the General Assembly, the Board protects the public welfare, in part, by establishing through regulation the minimum qualifications for entry into the profession, as well as the minimum requirements for the provision of management services.

The goals of this regulatory action are:

1. Updating and clarifying the provisions of the regulation. This includes incorporating into the regulation the Board's previous interpretive guidance regarding insurance requirements for

[4] Note: This number reflects CIC's with active, current registrations as of January 1, 2026. Under applicable provisions of statute, CICs are required to register with the Board. However, not all CICs are in compliance with registration requirements.

management companies. It also includes ensuring the regulation reflects current agency procedures and practices;
2. Ensuring the regulation complements current Virginia law, and is clearly written and understandable;
3. Removing requirements in the regulation that are not necessary to protect the public welfare;
4. Reducing regulatory burdens by allowing for a longer period of licensure for common interest community managers, and allowing for a longer reinstatement period for licenses and certificates;
5. Enhancing training for individuals engaged in the profession to better ensure compliance with CIC laws and regulations; and
6. Enhancing standards of conduct and practice that will better serve to protect members of the public.

Substance

Briefly identify and explain the new substantive provisions, the substantive changes to existing sections, or both. A more detailed discussion is provided in the "Detail of Changes" section below.

Part I of the regulation is amended to:

1. Add a definition for "qualifying individual." This term refers to the individual who is designated by a common interest community manager as having the requisite training and experience to qualify the firm for licensure when the firm does not have an AAMC designation from CAI.
2. Revise the definition for "responsible person" to remove the requirement that the sole proprietor of a sole proprietorship have the responsibilities of the responsible person.
3. Add a new section addressing the necessity for licensure of common interest community manager firms, and the certification of principal or supervisory employees as required under the applicable provisions of § 54.1-2346 of the Code of Virginia. The new section incorporates existing provisions in sections -30 and -35 which stipulate that firms and principal or supervisory employees obtain the appropriate license or certification.

Part II of the regulation is amended to:

1. Revise section -20 pertaining to application procedures to add a provision that an applicant must immediately report all changes in information supplied with the application prior to issuance of a license or certificate.
2. Revise provisions in section -30 to remove the requirement that an applicant provide the address from which the firm provides management services to Virginia CICs.
3. Revise provisions in section -30 pertaining to the disclosure of criminal convictions. Applicants will now be required to disclose the criminal history of the firm's qualifying individual. These provisions are also revised to clarify that the Board may deny licensure in accordance with § 54.1-204 of the Code of Virginia.
4. Revise section -30 to move provisions pertaining to insurance requirements to a new section -33, and clarify that proof of insurance provided by an applicant must acceptable to the Board.
5. Revise provisions in section -30 pertaining to disclosure of prior disciplinary actions to make these provisions clearer. Applicants will be required to disclose any disciplinary action taken against a professional or occupational license issued to the applicant, its principals, the qualifying individual, and the responsible person. These provisions are also clarified to provide that the Board may deny licensure to an applicant based on disciplinary action taken by any board or administrative body in any jurisdiction.
6. Revise section -30 to remove provisions requiring disclosures about individuals who may have ownership interest in other firms that were subject to administrative discipline.
7. Revise section -30 to remove provisions that were applicable to applicants for licensure prior to the requirement for firms to have certified principal or supervisory employees, as such provisions are no longer needed.

8. Revise section -30 to clarify that a firm which does not have an active designation as an AAMC may designate a qualifying individual in order to qualify the firm for licensure.
9. Revise section -30 to require that the responsible person and qualifying individual (when applicable) complete a Board-approved training module on Virginia CIC laws and regulations.
10. Revise section -30 to provide that the Board may consider management experience other than providing management services to CICs, provided the experience is substantially equivalent in nature to management services that are provided to CICs.
11. Revise section -30 to require that an applicant disclose all employees of the firm who have principal responsibility for management services, or supervisory responsibility for employees who participate directly in the provision of management services, along with their dates of employment.
12. Add a new section -33 to provide for the requirements for the blanket fidelity bond or employee dishonesty insurance policy that a common interest community manager must obtain pursuant to § 54.1-2346(D) of the Code of Virginia. The new section incorporates previous Board guidance regarding these insurance requirements, including what constitutes acceptable proof of insurance.
13. Revise section -35 pertaining to the disclosure of criminal convictions. These provisions are also revised to clarify that the Board may deny certification in accordance with § 54.1-204 of the Code of Virginia.
14. Revise provisions in section -35 pertaining to disclosure of prior disciplinary action to make these provisions clearer. Applicants will be required to disclose any disciplinary action taken against a professional or occupational license issued to the applicant. These provisions are also clarified to provide that the Board may deny certification to an applicant based on disciplinary action taken by any board or administrative body in any jurisdiction.
15. Revise section -35 to remove provisions that require an applicant to have experience in providing management services immediately preceding their application to the Board.
16. Revise section -35 to require that an applicant must complete a Board-approved training module on Virginia CIC laws and regulations.
17. Clarify section -37 by removing language referring to licensure or certification by reciprocity.
18. Revise section -40 to provide that an applicant has the right under APA to request review of an action to refuse licensure or certification.

Part III of the regulation is amended to:

1. Adjust application fees for initial licensure as a common interest community manager, and for renewal of a common interest community manager license. The fees are adjusted to account for an amendment that extends the period of licensure from one year to two years.

Part IV of the regulation is amended to:

1. Revise section -90 to extend the period of licensure for common interest community managers from one (1) year to two (2) years.
2. Add a new section -95 to provide for training requirements for renewal of principal or supervisory employee certificates. Certificated employees will be required to complete six (6) contact hours of training during a certificate renewal cycle (every two years), up from the current requirement of four (4) contact hours. The additional two contact hours of training may be in any of several approved topics as related to CICs.
3. Revise section -100 to provide that the Board will send, instead of mail, a renewal notice to a regulant.
4. Revise section -100 to provide that the date on which a renewal application is received determines whether the application was received on time.
5. Revise section -100 to provide that the Board may conduct an audit of a regulant to ensure the regulant's continued compliance with requirements for licensure or certification.
6. Revise section -110 to increase the period for reinstatement of a license or certificate from six (6) months to one (1) year.

7. Revise section -130 to provide that an applicant has the right under APA to request review of an action to refuse renewal or reinstatement of a license or certificate.

Part V of the regulation is amended to:

1. Revise section -150 to provide that a regulant must report any change of name, including any trade or fictitious name in the case of a CIC manager, within 30 days of the change.
2. Revise provisions in section -150 pertaining reporting of address changes to remove the requirements that a regulant (i) inform the Board of all licenses affected by the address change, and (ii) return the license or certificate when there is an address change; and add a provision to clarify that the Board is not responsible for a regulant's failure to receive notices and correspondence from the Board due to a failure to report an address change.
3. Revise section -150 to provide that a CIC manager must report any change in the firm's principals, qualifying individual, or responsible person within 30 days of the change.
4. Revise section -150 to provide that a licensee who has qualified for licensure based on having an active designation as an AAMC must report any change to the status of this designation, including loss of the designation, within 30 days of the change.
5. Revise section -160 to clarify that a licensee must maintain all funds received and held on behalf of an association to which it provides management services in accordance with the requirements of § 54.1-2353(A) of the Code of Virginia; and that funds that belong to an association or funds held as a result of the fiduciary relationship with an association must be labeled as such to clearly distinguish funds that belong to others from those of the CIC manager.
6. Revise section -170 to clarify that suspension, revocation, cancellation, or termination of a business entity by the SCC voids the license issued to a common interest community manager.
7. Revise section -170 to replace the requirement that a CIC manager which changes its business entity return its license to the Board with a requirement to notify the Board of the business entity change.
8. Revise provisions in section -180 pertaining to requirements for a common interest community manager to report adverse actions to require reporting disciplinary actions or criminal convictions against the firm's qualifying individual.
9. Revise provisions in section -180 pertaining to the reporting of criminal convictions. Regulants will now be required to disclose misdemeanor convictions involving fraudulent or dishonest acts, instead of convictions involving moral turpitude. These provisions are also revised to make the regulation more consistent with the provisions of § 54.1-204 of the Code of Virginia pertaining to criminal history.
10. Revise section -180 to clarify that a certified employee must provide notice of adverse action to the responsible person of their employing common interest community manager within 30 days of the adverse action.
11. Significantly revise the prohibited acts in section -190. Subdivisions outlining specific prohibited acts are reordered to group similar types of offenses together. Several prohibited acts are revised. Prohibited acts addressing standards for management services contracts are removed from this section and moved to a new section establishing the standards.
12. Add a new section -195 to provide for standards for management services contracts. The new section incorporates current standards outlined in section -190, and adds requirements that (i) a licensee promptly deliver a fully executed copy of the management services contract to the association prior to providing management services; and (ii) any modification to the contract which changes the cost, term of the contract, cancellation rights of the parties, and scope of management services be in writing and signed by all parties. The new section adds additional requirements for minimum provisions to be included in a management services contract.
13. Add a new section -205 to stipulate that a common interest community manager, unless authorized by the governing board of the association, is prohibited from accepting remuneration from vendors, contractors, service providers, and others who provide goods or services to the association.
14. Add a new section -225 to establish a regulant's professional responsibilities to the public. The new section provides that a regulant's primary obligation is to the public. The section also

provides a regulant must not knowingly associate in a venture with a person, or permit use of the regulant's name, where there is reason to believe the person is engaged in fraudulent or dishonest activity, or is violating a law or regulation of the Board. The section also requires a regulant to inform the Board, and cooperate in providing information or assistance to the Board, when the regulant has direct knowledge that another firm or individual is violating CIC laws and regulations.

Part VI of the regulation is amended to:

1. Revise provisions to reflect the addition of the Virginia CIC laws and regulations training module. The specific requirements for this training module are outlined in a new section -252.
2. Revise provisions to reduce the minimum length of training programs required for renewal of a principal or supervisory employee certificate from two (2) contact hours to one (1) contact hour.
3. Revise provisions to reflect the addition of the miscellaneous topics training program. The specific requirements for this training program are outlined in a new section -256.
4. Revise the CIC law and regulation training program for renewal of principal or supervisory employee certificates. The revisions allow for these training programs to include CIC-related legal topics beyond updates to CIC laws and regulations.
5. Revise the fair housing training program to only require the program provide updates to fair housing law.
6. Revise the requirements for training programs to clarify that programs may be delivered virtually.
7. Revise the requirements for training programs to remove the requirement a training program provide the Board with, and provide updates to, a training schedule for the training program.
8. Add a new section -275 to provide that the Board may conduct an audit of a training program or provider to ensure the continued compliance with the requirements for training programs.
9. Repeal section -290 related to the administration of examinations.

Issues

Identify the issues associated with the regulatory change, including: 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions; 2) the primary advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public. If there are no disadvantages to the public or the Commonwealth, include a specific statement to that effect.

The primary advantages to the agency, the Commonwealth, the public, and the regulated community are that the amendments to the regulation will:

1. Provide needed updating and clarification, including incorporating the Board's previous interpretive guidance;
2. Remove regulatory requirements that are not necessary to protect the public welfare;
3. Reduce regulatory burdens by expanding the period of licensure for common interest community managers; and by expanding the period for reinstatement of licenses and certificates;
4. Enhance training of individuals engaged in the profession to better ensure compliance with Virginia CIC laws and regulations; and
5. Enhance standards of conduct and practice that will better serve to protect members of the public.

There are no identifiable disadvantages to the public, the agency, or to the Commonwealth. It is not anticipated that the regulatory change will create any substantial disadvantages to the regulated community.

Requirements More Restrictive than Federal

List all changes to the information reported on the Agency Background Document submitted for the previous stage regarding any requirement of the regulatory change which is more restrictive than applicable federal requirements. If there are no changes to previously reported information, include a specific statement to that effect.

There are no changes to previously reported information.

Agencies, Localities, and Other Entities Particularly Affected

List all changes to the information reported on the Agency Background Document submitted for the previous stage regarding any other state agencies, localities, or other entities that are particularly affected by the regulatory change. If there are no changes to previously reported information, include a specific statement to that effect.

There are no changes to previously reported information.

Public Comment

Summarize all comments received during the public comment period following the publication of the previous stage, and provide the agency's response. Include all comments submitted: including those received on Town Hall, in a public hearing, or submitted directly to the agency. If no comment was received, enter a specific statement to that effect.

Commenter	Comment	Agency response
Anonymous (Town Hall)	The commenter made several inquiries regarding the proposed language in subsection A of 18VAC48-50-15 (Necessity of licensure of firms and certification of employees). The commenter asked the following: 1. Was it the Board's intent to further highlight the exemption available under § 54.1-2347? 2. If so, is it the intent to further highlight the exemption for firms specified in § 54.1-2347(A)(9) of the Code of Virginia? 3. If not, is the Board's intent to require licensed real	The Board thanks the commenter. The Board's intention in including the proposed new section 18VAC48-50-15 is to make the regulation clearer to the regulated population and members of the public as to who is required to be licensed and certified. The change was made, in part, due to inquiries received by the Board's office over the years regarding the applicability of licensure and certification requirements. The General Assembly, through § 54.1-2346 of the Code of Virginia, establishes the requirement for entities offering management services to a common interest community to be licensed by the Board. Section 54.1-2347 of the Code of Virginia enumerates several exemptions to this licensure requirement. Virginia Code § 54.1-2347(A)(9) provides an exemption for "[a] duly licensed real estate broker or agent from selling, leasing, renting,

	estate brokerage firms, brokers, and salespersons to also be licensed with the Board when providing management services to CICs? 4. Will the Board's enforcement standards for firms who are required to be licensed change if or when the new regulations take effect?	or managing lots within a common interest community." This exemption applies to regulated real estate activity that requires a license from the Real Estate Board. It does not apply to the offering of management services to common interest communities, which is regulated by the Common Interest Community Board and requires a common interest community manager license. Licensed real estate brokerage firms, if offering management services to a common interest community, must hold a license issued by the Common Interest Community Board. The standards for enforcement of applicable laws and regulations pertaining to activity regulated by the Common Interest Community Board are not anticipated to change as a result of the regulatory change.
Paul L. Orlando (Town Hall)	The commenter questioned the necessity of the following provision in subsection B of 18VAC48-50-33: "The board may require a certified statement from the surety company or insurance carrier that the common interest community manager has sufficient coverage." The commenter inquired as to what information a surety or insurance company can "certify" than is already required by the provisions of the subsection. The commenter indicated that a surety or insurance company may be reluctant, and may even decline, to interpret statute and provide such a statement to an insured party.	The Board thanks the commenter. The proposed provision in subsection B of 18VAC48-50-33 incorporates existing Board guidance (Guidance Document 4190) regarding evidence of proper fidelity bond or dishonesty insurance coverage. The provision allows for the Board to obtain from the surety or insurance company certification that the coverage provided to the common interest community manager is sufficient to meet statutory requirements.
Paul L. Orlando (Town Hall)	The commenter questioned whether the subject of "communications" in the proposed miscellaneous training topic in 18VAC48-50-95.C.1 – "Governance, legal matters, and communications" is intended to be directly related to "governance and legal matters." The commenter suggested that, if not, then remove "communications" from this topic and create a new topic of	The Board thanks the commenter. The topics in the proposed miscellaneous training in 18VAC48-50-95.C are based on the topics established by the Board for introductory and comprehensive training programs in 18VAC48-50-250.C. The topic of "communications" 18VAC48-50-95.C.1 is intended to be related to the topics of "governance" and "legal matters."

	"Communications and customer service." The commenter suggested combining the topics in 18VAC48-50-95.C.4 (Contracting) and 18VAC48-50-95.C.7 (Facilities maintenance) as these relate to one another and any training regarding one will bring up the other.	The topics of "contracting" and "facilities maintenance" are intended to be discrete subjects.
Paul L. Orlando (Town Hall)	The commenter made several inquiries regarding the following proposed language in 18VAC48-50-100.F: "The board may conduct an audit of any regulant to ensure the regulant's continued compliance with the requirements for licensure or certification, as applicable, established by Chapter 23.3 (§ 54.1-2345 et seq.) of Title 54.1 of the Code of Virginia and this chapter." The commenter inquired as to the Board's meaning of the term "audit." The commenter questioned when the Board might invoke the process and how it would go about conducting the process. The commenter questioned whether the provisions of 18VAC48-50-220 would possibly apply.	The Board thanks the commenter. The proposed provision in 18VAC48-50-100.F permits, but does not mandate, the Board to audit a regulant to ensure compliance with applicable statutes and regulations for licensure or certification. It is anticipated that an audit process may be used if Board staff have reason to believe that there may be non-compliance with applicable statute or regulation, including in the event of a regulatory investigation resulting from a complaint filed with the Board. Board staff anticipate developing a process for conducting an audit as part of implementation of the final regulation. Section 18VAC48-50-220 would be applicable in the event of an audit of a regulant.
Paul L. Orlando (Town Hall)	The commenter suggested removing the word "improper" from the prohibited act in subdivision 15 of 18VAC48-50-190. The commenter stated the term "improper" is subjective. The commenter indicated that if the Board is attempting to insert language related to proper conduct in providing management services, then the Board should use language that refers to "generally accepted standards" as is being removed from subdivision 10 in 18VAC48-50-190.	The Board thanks the commenter. The proposed prohibited act is intended to allow the Board to address bad conduct that may not necessarily be fraudulent or dishonest but is nonetheless harmful to the public. The Board would, through case decisions, interpret the prohibition on improper conduct and determine the type of bad conduct that violates this provision of the prohibited acts. A prohibition on "improper conduct" is a standard used by other regulatory boards at DPOR.

Detail of Changes Made Since the Previous Stage

*List all changes made to the text since the previous stage was published in the Virginia Register of Regulations and the rationale for the changes. For example, describe the intent of the language and the expected impact. Describe the difference between existing requirement(s) and/or agency practice(s) and what is being proposed in this regulatory change. Explain the new requirements and what they mean rather than merely quoting the text of the regulation. * Put an asterisk next to any substantive changes.*

Current chapter-section number	New chapter-section number, if applicable	New requirement from previous stage	Updated new requirement since previous stage	Change, intent, rationale, and likely impact of updated requirements
50-10	N/A	The section incorporates by reference applicable definitions from § 54.1-2345 of the Code of Virginia. Adds definitions that are necessary to make the regulation clear and understandable, and provides definitions for other specific terms used throughout the regulation. This action proposed to organize the section into subsections. The action also proposed to (i) add the term "qualifying individual" to refer to the person who, on behalf of the common interest community manager firm, has the requisite knowledge and experience to qualify the firm for licensure in lieu of the requirement for a firm to be credentialed with an AAMC; (ii) revise the definition of "regulant" to remove the reference to §	N/A	An additional minor stylistic change is made.

		54.1-2345 of the Code of Virginia as it pertains to the meaning of the term "common interest community manager;" (iii) revise the definition of "responsible person" to remove the provision that the sole proprietor of a sole proprietorship will have the responsibilities of the responsible person; and (iv) make other minor stylistic changes.		
50-180	N/A	This section provides for notification of adverse actions against a regulant. This action proposed to revise subsection A of the section, which outlines adverse actions that a CIC manager must report, to include the qualifying individual of the licensee. The provisions in subdivision A 2 were proposed to be revised to be consistent with the provisions in subdivision A 1 that actions taken by any jurisdiction, board, or administrative body of competent jurisdiction be reported by the licensee. The requirements for reporting of misdemeanor criminal convictions in subdivisions A 3	*The proposed revisions to subdivisions A 3 and B 3 that would have replaced the existing provision that specified certain types of misdemeanor offenses be reported with a requirement that any misdemeanor, other than marijuana convictions, be reported is not being made. The existing provisions were instead revised to provide that regulants report any misdemeanor conviction involving "fraudulent or dishonest act" rather than any conviction involving "moral turpitude."	As revised, subdivisions A 3 and B 3 will require that a licensee or certificate holder report any misdemeanor conviction involving (i) fraudulent or dishonest acts; (ii) sexual offense; (iii) non-marijuana drug distribution; or (iv) physical injury, except for marijuana convictions. The Board determined that the proposed change to require regulants to report any misdemeanor conviction, instead of those involving specified types of offenses, was overly burdensome. The change to replace the requirement to report any conviction involving moral turpitude with a requirement to report any conviction involving fraudulent or dishonest acts was made to conform the regulation to Chapter 505 (SB 826) of the 2025 Acts of Assembly, which prohibits the use of "vague or arbitrary terms" by a regulatory board within

		and B 3 were proposed to be revised to remove the provision that specified certain types of misdemeanor offenses be reported. A regulant would have been required to report any misdemeanor conviction, with the exception of marijuana convictions. Subsection B was proposed to be revised to make clear that a certificate holder is to notify the responsible person of the employing firm. The section was also proposed to be revised to remove language that (i) provided that a plea of *nolo contendere* is considered a conviction; and (ii) a certified record of conviction is *prima facie* evidence of guilt of a criminal conviction. *Subsection C was also proposed to be revised to clarify that a certificate holder must provide notice of an adverse action to both the Board and the responsible person of the employing firm within 30 days. Minor changes were proposed for		DPOR when refusing a person a license, certificate, or registration to practice, pursue, or engage in any regulated occupation or profession. The legislation specifically prohibits the use of the term “moral turpitude.” The change removes the ability for the Board to refuse a license or certificate due to a conviction involving moral turpitude, while still protecting the public welfare.

		purposes of clarity or style.		
50-9998	N/A	N/A	The forms section is revised to update applications to reflect changes made to the regulation.	The forms section is revised to update applications to reflect changes made to the regulation.

Detail of All Changes Proposed in this Regulatory Action

*List all changes proposed in this action and the rationale for the changes. For example, describe the intent of the language and the expected impact. Describe the difference between existing requirement(s) and/or agency practice(s) and what is being proposed in this regulatory change. Explain the new requirements and what they mean rather than merely quoting the text of the regulation. * Put an asterisk next to any substantive changes.*

Current chapter-section number	New chapter-section number, if applicable	Current requirements in VAC	Change, intent, rationale, and likely impact of updated requirements
50-10	N/A	Incorporates by reference applicable definitions from § 54.1-2345 of the Code of Virginia. Adds definitions that are necessary to make the regulation clear and understandable, and provides definitions for other specific terms used throughout the regulation.	The section is organized into subsections. Subsection A provides for statutory terms that are incorporated by reference. Subsection B provides for additional terms used in the regulation. *The section is revised to add the term "qualifying individual" to refer to the person who, on behalf of the common interest community manager firm, has the requisite knowledge and experience to qualify the firm for licensure in lieu of the requirement for a firm to be credentialed with an AAMC. Creating a definition for this person makes the regulation clearer and more understandable. *The definition of "regulant" is revised to remove the reference to § 54.1-2345 of the Code of Virginia as it pertains to the meaning of the term "common interest community manager." Since the statutory definition of this term is incorporated by reference into the regulation, citing the code section in the definition for regulant is redundant and unnecessary.

			*The definition of "responsible person" is revised to remove the provision that the sole proprietor of a sole proprietorship will have the responsibilities of the responsible person. This provision was removed because it may pose an unnecessary burden on a common interest community manager who is organized as a sole proprietorship firm. Other minor stylistic changes are made.
N/A	50-15	N/A – No current requirements.	*This new section provides that firms which offer management services to CICs, unless exempted by applicable statute, must have a common interest community manager license. This requirement is derived from the provisions of § 54.1-2346(A) of the Code of Virginia which establish the licensure requirement. The change effectively relocates a provision currently in section -30. *The new section also provides that employees who have principal responsibility for management services provided to CICs, or who have supervisory responsibility for employees who participate directly in the provision of management services to CICs must be certified as a principal or supervisory employee, or be under the direct supervision of a certificated person. This requirement is derived from the provisions of § 54.1-2346(C) of the Code of Virginia. The purpose of including this new section is to make the regulation clearer to the regulated population and members of the public as to who is required to be licensed and certified. This change was made, in part, due to inquiries received by the Board's office over the years regarding the applicability of licensure and certification requirements. This change was also made to make the regulation consistent with other DPOR licensure regulations which contain similar provisions regarding the necessity for licensure or certification.

50-20	N/A	This section establishes the basic procedures for submission and review of an application for licensure or certification. The section provides that applications must be completed in accordance with application instructions and that an application is not complete until all required documents are received by the Board. The section also provides that applications will be reviewed within 30 days of receipt, and that an applicant has 12 months to complete the application process. An applicant that fails to complete the application process must submit a new application and fee. The section further provides that the Board may make further inquiries and investigations regarding an applicant's qualifications.	The section is organized into subsections. *The section is revised to add a requirement an applicant to immediately report in writing all changes in information provided in the application prior to a license or certification being issued. This change was made to make the regulation consistent with other DPOR regulations. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-30	N/A	This section establishes the requirements for licensure of common interest community managers. These licenses are issued to firms. The section provides that any firm offering management services must hold a license as a common interest community manager. An applicant must submit an application on a Board-prescribed form and meet the requirements established in § 54.1-2346 of the Code of Virginia. An applicant is required to be organized as a business entity under applicable Virginia law or otherwise authorized to transact business in Virginia. An applicant must disclose all names under which it conducts business, including trade or	*The provision requiring the applicant to submit an application on a Board-prescribed form is removed because it is duplicative of the same requirement which is outlined in section -20. *The provision requiring firms that offer management services be licensed is removed. This requirement is now reflected in the new section -15. *Provisions requiring an applicant to disclose the names under which it conducts business and holds itself out to the public; and for any trade or fictitious names to be registered with the SCC are removed from subsection B and included in a new subsection C. Subsection B will only address the requirement that firms be organized as business entities under Virginia law, or otherwise authorized to transact business in Virginia. This change was made to make this section of the regulation clearer.

		fictitious names. Trade or fictitious names must be properly registered with the SCC. An applicant is required to provide both a mailing address and physical address, as well as the address of the office from which it provides management services to CICs in Virginia. An applicant is required to designate a responsible person, who is an employee, officer, manager, owner, or principal of the firm who will be responsible for receiving notices and correspondence from the Board on behalf of the firm, and will be responsible for ensuring the firm's compliance with applicable statues and Board regulations. An applicant is required to provide evidence of having obtained a blanket fidelity bond or employee dishonesty insurance policy that meets the requirements outlined in § 54.1-2346(D) of the Code of Virginia. The insurance must insure the firm against losses resulting from theft or dishonesty committed by the officers, directors, and persons employed by the firm. The insurance must include coverage for losses of the associations who are clients of the firm resulting from such theft or dishonesty. The insurance must provide coverage in the amount equal to the lesser of $2 million or the highest aggregate amount of the operating and reserve balances of all associations under the control of the common interest community manager during the prior fiscal year. The minimum amount of required coverage is $10,000. An applicant is required to disclose (i) prior criminal convictions, and (ii) prior administrative discipline for the	*Provisions pertaining to the firm's address are revised to remove a requirement that the firm disclose the address of the office from which it provides management services to Virginia CICs. This change was made to reduce regulatory requirements. *Provisions pertaining to the requirement for a fidelity bond or employee dishonesty insurance were revised to remove requirements that the proof of insurance reflect the firm as the named bondholder or insured, and that the insurance be in force no later than the effective date of the license and through the expiration date of the license. These requirements are moved to a newly created section -33 that addresses specific requirements for the insurance a firm must obtain and maintain in order to hold a license. The insurance provisions are revised to clarify that the evidence of insurance must be acceptable to the Board, and must meet the requirements of the new section -33, in addition to the requirements contained in the statute. *Under the current regulation, a firm that does not hold an AAMC must have at least one supervisory employee, officer, manager, owner, or principal that meets certain educational and experience criteria. As this regulation has been implemented, this person is referred to as the "qualifying individual" in the agency's licensing process and forms. One of the changes in this action is to formalize this designation into the regulation. *Provisions regarding the "qualifying individual" path to qualifying for licensure are revised to clarify that the firm must designate a qualifying individual if seeking to qualify for licensure without having an AAMC. The term "qualifying individual" is defined in section -10. These provisions outline the criteria by which the qualifying individual may qualify the firm for licensure.

		firm, any of its principals, and the responsible person. An applicant is required to disclose all felony convictions for the firm, the firm's principals, and the responsible person; and is required to disclose any misdemeanor convictions, except marijuana convictions, for the same for the three years preceding the date of application. An applicant is required to be in good standing in every jurisdiction where licensed; and must be in compliance with the standards of conduct and practice outlined in Part V of the regulation while the application is pending, and while licensed. The Board may deny an application if the firm or its principals have been subject to regulatory discipline. This authority to deny a license also applies to principals of the firm who have had at least a 10% ownership interest in another firm that was the subject of regulatory discipline. The applicant must also disclose any outstanding judgments, past-due tax assessments, defaults on bond, or pending or past bankruptcies for the firm, any of its principals, or the responsible person for the seven (7) years preceding the application; and must provide all relevant adverse financial information related to providing management services. An applicant must also disclose whether any of the firm's principals have had at least a 10% ownership interest in another firm that was subject to disciplinary action during the 7 years preceding the application. In order to qualify for licensure, an applicant must have an active designation as an AAMC by CAI.	A qualifying individual may qualify the firm for licensure if the individual holds an active designation as a PCAM from CAI. This is a current requirement, and is not changed. A qualifying individual may also qualify if they have completed either a Board-approved comprehensive training program or introductory training program, and meet certain experience requirements. The experience requirements are not changed. *A provision was added that permits the Board to consider other types of management experience that are substantially equivalent to management services as defined in the statute to allow a proposed qualifying individual to meet the experience requirement. This provision was added to address a potential barrier to licensure for individuals who are outside the community management profession. *The section is revised to add a requirement that the responsible person and qualifying individual, when applicable, must complete a Virginia CIC laws and regulations training module. During review of the regulation, members of the regulatory review panel indicated that individuals who are providing management services to CICs in Virginia, particularly those who are newer to the community management profession, were lacking in knowledge about Virginia CIC laws and regulations, including requirements pertaining to resales of lots and units in CICs, and requirements for association complaint procedures. Most individuals who serve on association governing boards are volunteers, and rely on the professionals who provide management services to help ensure the association complies with CIC laws and regulations. To the extent that the professionals providing management

		In lieu of such accreditation, the firm must have at least one supervisory employee, officer, manager, owner, or principal who meets certain education and experience requirements. The individual must be accredited as a PCAM; or must have completed (i) a Board-approved comprehensive training program and have at least three (3) years of experience in providing management services, or (ii) a Board-approved introductory training program and have at least five (5) years of experience in providing management services; or must have completed training that is equivalent to a Board-approved comprehensive training program and have 10 years of experience in providing management services. The applicant must also attest that all employees of the firm who have principal responsibility for providing management services to CICs, or who have supervisory responsibility over employees who directly provide management services to CICs will hold a certificate as a principal or supervisory employee within two (2) years after becoming employed, or will be under the direct supervision of someone who holds a certificate.	services do not know, or misunderstand, CIC laws and regulations, the public is exposed to the risk for harm. Such potential harm can include civil liability for the association in the event of a lawsuit, or regulatory liability before the CIC Board. Adding the training module requirement is intended to address this concern. *Provisions pertaining to the disclosure of criminal history are revised to require the firm disclose the criminal history for the firm's qualifying individual. These provisions are also revised to remove language that (i) provided that a plea of *nolo contendere* is considered a conviction; and (ii) a certified record of conviction is *prima facie* evidence of guilt of a criminal conviction. Provisions regarding *nolo contendere* pleas and certified record of conviction as being *prima facie* evidence of guilt appear to be contrary to the provisions of § 54.1-204 of the Code of Virginia. Under the regulation, any conviction of a regulant must be considered in accordance with § 54.1-204 of the Code of Virginia. *The provisions regarding disclosure of criminal history were also revised to include a provision that the Board may deny licensure to an applicant in accordance with § 54.1-204 of the Code of Virginia. This change was made to make the regulation consistent with other DPOR regulations. *Provisions pertaining to disclosure of past regulatory discipline are also revised. Language requiring the applicant be "in good standing" in all jurisdictions where licensed was removed to align the regulation with other DPOR regulations, in which this is not required for a license to be issued. An applicant must disclose any disciplinary action taken in any jurisdiction, which may be a basis for

			denial of a license at the Board's discretion. *In addition, language detailing the Board's authority to deny licensure to a firm when the principals to the firm who hold 10% or greater interest in a firm that was subject to regulatory discipline was removed in order to reduce regulatory requirements. *The provisions regarding disclosure of past regulatory discipline will require that the applicant disclose any disciplinary action taken against a professional or occupational license issued to the firm, the firm's principals, the qualifying individual, and the responsible person; and specify that disciplinary action includes (i) suspension; (ii) revocation; (iii) surrender; (iv) imposition of monetary penalty; (v) requirement for remedial education; (vi) requirement for other remedial action; or (vii) reprimand. These provisions were also revised to clarify that the Board may deny licensure based on any prior disciplinary action taken by any board or administrative body. These revisions make the regulation clearer as to what disciplinary matters an applicant is required to report to the Board, and make clearer the scope of the Board's authority to deny an application based on prior disciplinary action taken against a professional or occupational license issued to an applicant. *Provisions pertaining to disclosure of adverse financial actions (outstanding judgments, past-due tax assessments, defaults on bond, or pending or past bankruptcies) are revised to remove language requiring disclosure of whether principals in the firm who have at least 50% ownership, individually or collectively, or at least 10% interest in any other Virginia-licensed entity, were subject to any adverse disciplinary action within the seven years preceding the date of application.

			These provisions were removed to reduce regulatory requirements. *The adverse financial action disclosure requirements were revised to add the qualifying individual as one of the individuals about whom this information must be disclosed. Since the qualifying individual is an integral component of the firm license when a firm is not qualifying on the basis of being an AAMC, the Board has an interest in ensuring the individual has the fitness to qualify the firm for licensure. A past criminal history may indicate the individual lacks the minimum character or fitness to engage in the profession, and may pose a risk to the public welfare. Similarly, an individual who has been previously subject to regulatory discipline against a professional or occupational license may lack the fitness to engage in the profession, and may pose a risk to the public welfare. *Certain provisions particular to license applicants prior to July 1, 2012, were removed as these are no longer applicable. *The provisions requiring an applicant to attest that all employees of the firm who have principal responsibility for management services provided to CICs, or supervisory responsibility for employees who participate directly in the provision of management services to CICs will be certified within two years after beginning employment with the firm were removed. These provisions were replaced with a requirement that the applicant disclose and provide the dates of employment for all employees with such responsibilities. This change was made to make the regulation clearer and to align the regulation with current agency practice. Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate. Other minor

			changes are made for purposes of clarity or style.
N/A	50-33	N/A – No current requirements.	*This new section outlines requirements pertaining to insurance a common interest community manager must obtain in accordance with § 54.1-2346(D) of the Code of Virginia. *Subsection A requires that a common interest community manager obtain and maintain a fidelity bond or employee dishonesty insurance policy that insures the firm against losses resulting from the theft or dishonesty committed by the officers, directors, and persons employed by the firm. The insurance must include coverage for the losses of the firm's clients resulting from theft or dishonesty committed by the officers, directors, and persons employed by the firm. The amount of coverage must be the lesser of $2 million or the highest aggregate amount of the operating and reserve balances of all associations under the control of the firm during the firm's prior fiscal year. The minimum amount of coverage must be $10,000, and the surety company or insurance company must be authorized to do business in Virginia. The provisions in subsection A reflect the requirements for insurance stipulated in the applicable section of the statute. *Subsection B provides that a common interest community manager must provide proof of current insurance in order to obtain or renew a license; and that such insurance must be in force no later than the effective date of the license and during the period of licensure. These provisions are in the current regulation at subsection E of 18VAC48-50-30. *Subsection B also provides for the minimum requirements for proof of insurance, which include (i) the name of the surety company or insurer; (ii) the dollar amount of the bond or policy; (iii) a description of the coverage; and (iv) the expiration date of the bond or policy. The subsection also specifies

			the Board may obtain certification from the surety company or insurer as to whether there is sufficient coverage. This change incorporates requirements regarding the minimum requirements for proof of insurance that are currently in a guidance document (Guidance Document 4190: Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant.) *Subsection C provides that the bond or insurance policy obtained by the common interest community manager is separate from insurance policies that are required to be obtained by associations under the POA Act or the Virginia Condominium Act. This change incorporates interpretive guidance regarding the insurance requirement for common interest community managers that is currently in a guidance document (Guidance Document 5049: CIC Manager Requirement to Obtain and Maintain a Separate Fidelity Bond or Insurance Policy to Comply with Section 54.1-2346.D of the Code of Virginia and 18 VAC 48-50-30.E of the Board's Regulations.)
50-35	N/A	This section establishes the requirements for certification of principal or supervisory employees. These certificates are issued to individuals. An applicant who requires certification must submit an application on a Board-prescribed form and obtain a certificate. An applicant is required to be at least 18 years of age and have a high school diploma or equivalent. An applicant is required to provide a mailing address. An applicant must provide a physical address if the applicant's mailing address is a post office box.	*The provision requiring individuals who require certification to obtain a certificate is removed. This requirement is now reflected in the new section -15. *The provision requiring the applicant to submit an application to the Board is removed because it is duplicative of the same requirement which is outlined in section -20. *The section is revised to provide that an applicant for a certificate must meet the requirements established in § 54.1-2346 of the Code of Virginia and meet the qualifications established in this section. *Provisions pertaining to the disclosure of criminal history are revised to remove language that (i) provided that a plea of *nolo contendere* is

		An applicant is required to disclose (i) prior criminal convictions, and (ii) prior administrative discipline. An applicant is required to disclose all felony convictions; and is required to disclose any misdemeanor convictions, except marijuana convictions, for the three years preceding the date of application. An applicant is required to be in good standing in every jurisdiction where licensed; and must be in compliance with the standards of conduct and practice outlined in Part V of the regulation while the application is pending, and while licensed. An applicant must disclose whether the applicant was subject to any adverse disciplinary action. The Board may deny an application if the applicant has been subject to regulatory discipline. The applicant must also disclose any outstanding judgments, past-due tax assessments, defaults on bond, or pending or past bankruptcies as related to providing management services for the seven (7) years preceding the application. In order to qualify for certification, an applicant must either (i) have an active credential as a PCAM and have provided management services for at least three (3) months immediately preceding application; (ii) have an active credential as a CMCA and two (2) years of experience providing management services, at least six (6) months of which immediately precede application; (iii) have an active credential as a AMS and two (2) years of experience providing management services, at least three (3) months of which	considered a conviction; and (ii) a certified record of conviction is *prima facie* evidence of guilt of a criminal conviction. Provisions regarding *nolo contendere* pleas and certified record of conviction as being *prima facie* evidence of guilt appear to be contrary to the provisions of § 54.1-204 of the Code of Virginia. Under the regulation, any conviction of a regulant must be considered in accordance with § 54.1-204 of the Code of Virginia. *The provisions regarding disclosure of criminal history were also revised to include a provision that the Board may deny licensure to an applicant in accordance with § 54.1-204 of the Code of Virginia. This change was made to make the regulation consistent with other DPOR regulations. *Provisions pertaining to disclosure of past regulatory discipline are being revised. Language requiring the applicant be “in good standing” in all jurisdictions where licensed was removed to align the regulation with other DPOR regulations, in which this is not required for a license to be issued. An applicant must disclose any disciplinary action taken in any jurisdiction, which may be a basis for denial of a license at the Board’s discretion. *The provisions regarding disclosure of past regulatory discipline will provide that the applicant disclose any disciplinary action taken against a professional or occupational license issued to the applicant; and specify that disciplinary action includes (i) suspension; (ii) revocation; (iii) surrender; (iv) imposition of monetary penalty; (v) requirement for remedial education; (vi) requirement for other corrective action; or (vii) reprimand. These provisions were also revised to clarify the Board may deny certification based on any prior disciplinary action

		immediately precede application; or (iv) have completed either a Board-approved introductory or comprehensive training program, including examination, and have two years of experience providing management services, at least six (6) months of which immediately precede application. The applicant must also provide the name of the applicant's employing common interest community manager, when applicable.	taken by any board or administrative body. These revisions make the regulation clearer as to what disciplinary matters an applicant is required to report to the Board, and make clearer the scope of the Board's authority to deny an application based on prior disciplinary action taken against a professional or occupational license issued to an applicant. *Provisions pertaining to disclosure of adverse financial actions (outstanding judgments, past-due tax assessments, defaults on bond, or pending or past bankruptcies) are revised to remove language that require an applicant to disclose whether the applicant was subject to any adverse disciplinary action for the seven-year period immediately preceding application. Applicants are required to disclose any prior regulatory discipline. *The provisions pertaining to education and experience qualifications for certification are revised to remove requirements that applicants have experience providing management services immediately preceding application to the Board for certification. These provisions were removed to reduce regulatory requirements. Under the amendments, an applicant for certification may have an active designation as a PCAM with no additional experience requirement. The change makes this part of the regulation consistent with requirements in section -30 which permit the qualifying individual of a common interest community manager to qualify on the basis of having an active designation as a PCAM alone. In order to receive a PCAM from CAI, an individual must have at least five (5) years of experience in community management. Individuals who seek to qualify on the basis of having an active designation

			as a CMCA or an AMS will still need to have at least two years of experience providing management services. The provision pertaining to qualification on the basis of having a CMCA is revised to update the name of the organization that issues this credential. An applicant may qualify for certification if the individual has completed either a Board-approved comprehensive training program or introductory training program, and has two (2) years of experience in providing management services. *The section is revised to add a requirement that an applicant must complete a Virginia CIC laws and regulations training module. During review of the regulation, members of the regulatory review panel indicated that individuals who are providing management services to CICs in Virginia, particularly those who are newer to the community management profession, were lacking in knowledge about Virginia CIC laws and regulations, including requirements pertaining to resales of lots and units in CICs, and requirements for association complaint procedures. Most individuals who serve on association governing boards are volunteers, and rely on the professionals who provide management services to help ensure the association complies with CIC laws and regulations. To the extent that the professionals providing management services do not know, or misunderstand, CIC laws and regulations, the public is exposed to the risk for harm. Such potential harm can include civil liability for the association in the event of a lawsuit, or regulatory liability before the CIC Board. References to the July 1, 2012 effective date for this section, were

			removed as these are no longer applicable. Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate. Other minor changes are made for purposes of clarity or style.
50-37	N/A	This section allows the Board to waive the requirements for qualifications for licensure outlined in 18VAC48-50-30.I (requirement to hold an AAMC) and 18VAC48-50-30.L (designation of a qualifying individual) if a common interest community manager is licensed in another state which has licensure requirements that are substantially equivalent to those in the Board’s regulation. Similarly, this section allows the Board to waive the requirements for qualification for certification outlined in 18VAC48-50-35.I if an individual is licensed in another state which has requirements that are substantially equivalent to those in the Board’s regulation.	The catchline of this section is revised to remove reference to the term “reciprocity.” The Board does not have reciprocal licensure with any other state. Use of the term “reciprocity” has caused confusion to applicants who perform community management outside of Virginia and seek licensure in Virginia. This change will make the regulation clearer that this section provides for a waiver rather than reciprocal licensure. The section is revised to be consistent with the revisions made to section -30 pertaining to qualifications for licensure for common interest community managers. The section is revised to remove reference to the July 1, 2012 effective date for provisions in subsection B, as this is no longer applicable.
50-40	N/A	This section provides that the Board may refuse an application for licensure or certification if an applicant fails to meet entry requirements, or for any reason that the Board may discipline a licensee or certificate holder.	The section is revised to organize the section into subsections. *The section is revised to add a provision that an applicant has the right to request further review of an application in accordance with the provisions of the APA. This change was made to make the regulation consistent with other DPOR regulations.
50-50	N/A	This section provides for general requirements applicable to fees received on behalf of the Board. Fees are non-refundable and the date on which a fee is received determines whether the fee was received on time.	Minor stylistic changes, including to replace the word “shall” with “must” or “will” where appropriate are made.
50-60	N/A	This section outlines the application fees for an initial	*The application fee for initial licensure of a common interest community

		license or certificate, renewal of a license or certificate, or reinstatement of a license or certificate; and fees for approval of a training program.	manager is changed from $100 to $200. The application fee for renewal of a common interest community manager license is changed from $100 to $200. This change is made in conjunction with a revision to section -90 which extends the period of licensure for common interest community managers from one year to two years. The change in application fee results in no net change to cost for a license and is not considered an increase. The change is necessary to ensure continued compliance with the Callahan Act (§ 54.1-113 of the Code of Virginia). *The section was revised to reflect the addition of training modules. Training providers of training modules will pay the same application fee as those seeking approval of a training program. *The section is also revised to clarify that applicants for an initial common interest community manager license must pay an assessment, not a fee, toward the Common Interest Community Management Recovery Fund as required by § 54.1-2354.5 of the Code of Virginia.
50-90	N/A	This section provides that a common interest community manager license expires one year from issuance, and that a principal or supervisory employee certificate expires two years from issuance. The section also provides that a fee is required for renewal.	*The section is revised to stipulate that both common interest community manager licenses and principal or supervisory employee certificates will expire two years after issuance. The regulation initially established a one-year term of licensure for common interest community managers because when the regulation was created managers were required by § 54.1-2349(A)(1) of the Code of Virginia to pay an annual assessment to the Board based on gross receipts received by the management company during the preceding year. The Board tied license renewal and payment of the assessment together. In 2019, the General Assembly repealed the requirement for managers to pay an annual assessment. As a result, there is no longer a need to limit the period of licensure to one year. The change

			makes the regulation consistent with other DPOR regulations, which provide for a two-year period of licensure. *The section is revised to remove a redundant provision specifying that a fee is required for renewal. This requirement is addressed in section -100. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
N/A	50-95	N/A – No current requirements.	*This new section provides for training requirements for renewal of principal or supervisory employee certificates. Section -100 in the regulation currently provides training requirements for certificate holders to renew a certificate. Certificate holders are currently required to complete a total of four (4) contact hours of training per certificate cycle (two years) as follows: • Two (2) contact hours of CIC law and regulation training; and • Two (2) contact hours of fair housing training. *Under the amendment, the number of training hours required for renewal of a certificate will be increased to six (6) contact hours per certificate cycle as follows: • Two (2) contact hours of CIC legal updates; • Two (2) contact hours of fair housing; and • Two (2) contact hours of miscellaneous CIC training. *The miscellaneous CIC training may cover any of several topics as related to CICs. The eligible topics are: • Governance, legal matters, and communications; • Financial matters;

			• Reserves, reserve studies, and investments; • Contracting; • Risk management and insurance; • Management ethics; • Facilities maintenance; and • Human resources.
50-100	N/A	This section outlines the procedures for renewal of a license or certificate. The Board will mail a renewal notice to a regulant prior to the expiration date on the license or certificate. A regulant is required to return a completed renewal application along with the appropriate renewal fee. In addition, a licensee is required to provide proof of current bond or insurance policy; and a certificate holder is required to provide proof of having completed required training. The section also provides that a regulant's failure to receive the renewal notice does not relieve the regulant of the obligation to renew, and prescribes how a regulant may renew when the regulant does not receive the renewal notice. The section further provides that a regulant must continue to meet the applicable qualifications for licensure or certification. The section further provides that by submitting an application for renewal, a regulant certifies the regulant's continued compliance with the standards of conduct and practice in the regulation.	The section is revised to clarify the procedures for renewal of a license or certificate by stipulating that a licensee or certificate holder who wishes to renew a license or certificate must return to the Board (i) a completed renewal application; (ii) the required renewal fee; and (iii) proof of bond or insurance, or proof of training completion, as applicable. *The provisions regarding a regulant's failure to receive the renewal notice are revised to clarify that a regulant must submit any other required documentation (such as proof of bond or insurance) when submitting a copy of their license or certificate in lieu of returning the renewal notice. *The section is also revised to add a provision stipulating that the date on which the renewal application is received will determine whether the renewal application was received on time. These revisions are intended to make these provisions of the regulation clearer and consistent with similar provisions in other DPOR regulations. *The section is revised to provide that the Board will send, instead of mail, a renewal notice to a regulant. This change is made to allow for other forms of delivery of renewal notice, including by email. Citations in this section are revised to reflect changes in the regulation relating to the requirements for bond or insurance required for a licensee, and requirements for training for certificate holders.

			*The section is revised to add a provision that the Board may conduct an audit of a regulant to ensure the regulant is in compliance with the requirements for licensure or certification. This could include review of a licensee's bond or insurance policy to ensure the bond or policy meets the requirements in statute or the regulation, or review to determine a licensee's compliance with employee certification requirements in statute in order to renew a license. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-110	N/A	This section outlines the requirements for reinstatement of a license or certificate that has expired. A regulant that does not renew the license or certificate within 30 days after the expiration date of the license or certificate must pay a reinstatement fee and meet all requirements for renewal of a license or certificate. A regulant has six (6) months from the expiration of the license or certificate to reinstate a license or certificate, after which time the firm or individual would be ineligible to reinstate the license or certificate, and must apply as a new applicant. The section provides that any regulated activity conducted subsequent to the license expiration date may constitute unlicensed activity and subject to prosecution under applicable law.	*The section is revised to increase the reinstatement period from six (6) months to one year. This change was made to reduce regulatory burdens, and to make the reinstatement provisions consistent with those for other DPOR programs. *The provision pertaining to regulated activity occurring after the expiration date of the license is being relocated from this section to section -120. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-120	N/A	This section provides that a regulant who applies to reinstate an expired license or certificate will be regarded as having been continuously licensed or certified and is subject to the Board's	The section is revised to organize the section into subsections. *The section is revised to include a provision, relocated from section -110, that any regulated activity conducted subsequent to the expiration date of a

		jurisdiction while the license or certificate was expired.	license or certificate may constitute unlicensed activity and may be subject to prosecution under applicable provisions of the Code of Virginia. Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate. Other minor changes are made for purposes of clarity or style.
50-130	N/A	This section provides for the Board’s authority to deny renewal or reinstatement of a license or certificate. The Board may deny renewal or reinstatement for the same reasons as it may deny initial licensure or certification, or discipline a regulant. The section further provides that the Board may deny renewal or reinstatement of a license or certificate if the regulant has been subject to discipline by the Board, and has not met the terms of an agreement for licensure or certification, has not satisfied all sanctions, or has not fully paid monetary penalties and costs imposed by the Board.	The section is revised to organize the section into subsections. The section is revised to include citations of the applicable sections of the regulation which provide for the Board’s authority to deny initial licensure or certification, and the grounds for disciplinary action. *The section is revised to add a provision that a regulant has the right to request review of any action to deny renewal or reinstatement of a license or certificate in accordance with the APA. Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate. Other minor changes are made for purposes of clarity or style.
50-140	N/A	This section provides for the Board’s authority to impose regulatory disciplinary action against a regulant. The Board may place a regulant on probation, impose a monetary penalty, suspend, revoke, or refuse to renew a license or certificate, when a regulant violates any provision of the Board’s regulations, or applicable provisions of the Code of Virginia. The section also provides that the Board may assess a monetary penalty or issue a cease and desist order against a CIC manager for failure to deliver a resale certificate or updated resale certificate as required	The section is revised to clarify the Board’s authority to impose probation on a license or certificate by citing the applicable subdivision of § 54.1-201 of the Code of Virginia. Other minor changes are made for purposes of clarity or style.

		Chapter 23.1 of Title 55.1 (Resale Disclosure Act.)	
50-150	N/A	This section establishes requirements for a regulant to report certain changes to the Board. A regulant is required to report any change of address within 30 days of the change and must return the license or certificate to the Board. A regulant is required to provide a physical address for each license or certificate in addition to the mailing address of record. If a regulant holds more than one license, certificate, or registration, the regulant must inform the Board of all licenses, certificates, and registrations affected by the address change. A licensee is required to report changes to the licensee's bond or insurance policy, including cancellation, amendment, or expiration of the bond/policy within five (5) days of the change. A licensee is required to report the termination or change in active status of employees who hold a certificate. A certificate holder is required to report any change in their employing common interest community manager. These must be reported within 30 days of the change. A regulant is required to report any change in the regulant's qualifications for licensure or certification as outlined in the applicable sections of the regulation. Such changes are to be reported within 30 days of the change. The section also provides that a license or certificate issued by the Board cannot be assigned or otherwise transferred.	*The section is significantly revised. *The section is revised to provide for reporting requirements for CIC manager licensees. Licensees must report to the Board in writing the following changes within 30 days: • A change in the firm's name or trade or fictitious name; • A change in address, including a change in physical address as applicable; • Any change in the firm's principals, qualifying individuals, or responsible person; • Any change in active designation as an AAMC, to include loss of this designation; and • Discharge or termination of active status of an employee holding a certificate. *The section is revised to provide for reporting requirements for certificate holders. Certificate holders must report to the Board in writing the following changes within 30 days: • Any change in the certificate holder's legal name; • A change in address, including a change in physical address as applicable; and • A change in employing CIC manager. *The provisions pertaining to reporting change of address are revised to remove a requirement that the regulant return a license or certificate to the Board when a change of address is reported. This change is intended to reduce regulatory requirements, and to align the regulation with current agency practice. The address change provisions are also revised to remove a requirement that a licensee or certificate holder inform the Board of all licenses, certificates, or

			registrations affected by an address change. This provision is removed to reduce regulatory requirements, and to align the regulation with current agency practice. *The address change provisions include provision a new provision to stipulate that the Board is not responsible for a regulant's failure to receive notices and correspondence from the Board due to a failure to report a change of address. This provision is added to make the regulation consistent with other DPOR regulations. *The provisions requiring a regulant to report any change in the regulant's qualifications for licensure or certification are removed. The current requirement in the regulation is overly broad and unclear. *The requirement a licensee to report any change in the firm's principals, qualifying individual, or responsible person is added to make the regulation align with current agency practice, and to make the regulation consistent with other DPOR regulations where licenses are issued to business entities. *The requirement for a licensee to report any change in active designation as an AAMC is added to ensure that licensees who qualified on the basis of having an AAMC designation continue to meet the qualifications for licensure. A firm that qualified for licensure on the basis of being an AAMC which loses such designation may no longer meet the requirements for licensure, and would need to reestablish their qualification for licensure, which could include designation of a qualifying individual. *The provisions requiring a licensee to report a change in bond or insurance are revised to clarify that the change must be reported to the Board in writing.

			Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-160	N/A	This section provides for the minimum standards for a CIC manager who holds funds on behalf of a CIC. The section requires funds be maintained in accordance with § 54.1-2353(A) of the Code of Virginia, which requires that "…funds deposited with the common interest community manager shall be handled in a fiduciary capacity and shall be kept in a separate fiduciary trust account or accounts in an FDIC-insured financial institution separate from the assets of the common interest community manager;" and that "…funds…be segregated for each depository in the records of the common interest community manager in a manner that permits the funds to be identified on an association basis." The section requires that funds are to be labeled so as to clearly distinguish funds that belong to others from those of the common interest community manager.	*The section is revised to make the requirements for CIC managers clearer and to better conform to the provisions in the statute. *As revised, the section requires that a licensee must maintain all funds received and held on behalf of an association to which it provides management services in accordance with the requirements of § 54.1-2353(A) of the Code of Virginia. Funds that belong to such association or others held as a result of the fiduciary relationship must be labeled as such to clearly distinguish funds that belong to others from those of the CIC manager. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-170	N/A	This section provides that licenses are issued to firms, and that licenses may not be transferred. The section also provides that when the business entity that holds the license is changed to form a new type of entity, or is dissolved, that the license becomes void and must be returned to the Board within 30 days. The section outlines several of the applicable types of business entity changes, including (i) death of a sole proprietor; (ii) formation,	*Subsection A is revised to replace the requirement that a licensee return a license to the Board with a requirement that a licensee must notify the Board when there is a change of business entity. This change reduces the stringency of the regulation. *Subdivision A 4 is revised to clarify that changes to a firm include suspension, revocation, or cancellation by the SCC. This change is intended to cover the range of actions the SCC may take that invalidate an SCC registered business entity. Under section -30, a firm must be legally organized under Virginia law, or must

		reformation, or dissolution of corporate entities; or (iii) suspension or termination of the corporate entity's existence by the SCC. The section provides that the new entity must apply for a license on a form provided by the Board before engaging in regulated activity.	be legally authorized to conduct business in Virginia in order to qualify for a license. *Subsection B is revised to remove language specifying that a new firm must apply for a license on a form provided by the Board before engaging in regulated activity. A new firm must obtain a license before it may engage in regulated activity. This change is made to make this provision of the regulation clearer that a new entity must be licensed. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-180	N/A	This section provides for notification of adverse actions against a regulant. A licensee must notify the Board when the firm, the responsible person, or any principals of the firm have been (i) administratively disciplined by another board or administrative body; (ii) have voluntarily surrendered a license in connection with disciplinary action in another jurisdiction; or (iii) convicted of a felony, or misdemeanor for certain types of offenses. The section establishes the same requirement for individuals certified as a principal or supervisory employee. A certified principal or supervisory employee must also notify the responsible person of the employing firm, if applicable. Regulants must report any conviction, finding of guilt, or plea of guilty of (i) any felony; or (ii) any misdemeanor involving moral turpitude, sexual offense, non-marijuana drug distribution, or physical injury.	*Subsection A of the section, which outlines adverse actions that a CIC manager must report, is revised to include the qualifying individual of the licensee. Since the qualifying individual is an integral component of the firm license when a firm is not qualifying on the basis of being an AAMC, the Board has an interest in ensuring the individual has the fitness to qualify the firm for licensure. A criminal conviction may indicate the individual lacks the minimum character or fitness to engage in the profession, and may pose a risk to the public welfare. Similarly, an individual who has been subject to regulatory discipline against a professional or occupational license may lack the fitness to engage in the profession, and may pose a risk to the public welfare. *The provisions in subdivision A 2 are revised to be consistent with the provisions in subdivision A 1 that actions taken by any jurisdiction, board, or administrative body of competent jurisdiction be reported by the licensee. *The misdemeanor criminal conviction reporting requirements in subdivisions

		The section provides that any plea of *nolo contendere* is considered a conviction; and that the record of conviction, finding, or case decision is considered *prima facie* evidence of a conviction or finding of guilt. Review of any reported criminal convictions is subject to the requirements of § 54.1-204 of the Code of Virginia. The section further requires a regulant to notify the Board in writing of such adverse action within 30 days, and provide a copy of the order or other supporting documentation.	A 3 and B 3 were revised to replace the requirement to report misdemeanor convictions involving moral turpitude with a requirement to report misdemeanor convictions involving fraudulent or dishonest acts. As revised, a licensee or certificate holder will be required to report any misdemeanor conviction involving fraudulent or dishonest acts, sexual offense, non-marijuana drug distribution, or physical injury with the exception of marijuana convictions. Replacing the requirement to report convictions involving moral turpitude with a requirement to report convictions involving fraudulent or dishonest acts is made to conform the regulation to Chapter 505 (SB 826) of the 2025 Acts of Assembly, which prohibits the use of "vague or arbitrary terms" by a regulatory board within DPOR when refusing a person a license, certificate, or registration to practice, pursue, or engage in any regulated occupation or profession. The legislation specifically prohibits the use of the term "moral turpitude." The change removes the ability for the Board to refuse a license or certificate due to a conviction involving moral turpitude, while still protecting the public welfare. *Subsection B was revised to make clear that a certificate holder is to notify the responsible person of the employing firm. *The section is also revised to remove language that (i) provided that a plea of *nolo contendere* is considered a conviction; and (ii) a certified record of conviction is *prima facie* evidence of guilt of a criminal conviction. Provisions regarding *nolo contendere* pleas and certified record of conviction as being *prima facie* evidence of guilt appear to be contrary to the provisions of § 54.1-204 of the Code of Virginia. Under the regulation, any conviction of a regulant must be considered in

			accordance with § 54.1-204 of the Code of Virginia. *Subsection C was also revised to clarify that a certificate holder must provide notice of an adverse action to both the Board and the responsible person of the employing firm within 30 days. The regulation currently requires a certified employee notify the responsible person, but did not clearly establish a timeframe for doing so. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-190	N/A	This section establishes specific prohibited acts which may be grounds for disciplinary action against a licensee or certificate holder. Prohibited acts include (i) obtaining or attempting to obtain a license or certificate by false or fraudulent representation; (ii) failing to provide management services in such a manner as to safeguard the interests of the public; (iii) engaging in dishonest or fraudulent conduct in providing management services; (iv) intentional and unjustified failure to comply with the terms of a management agreement; (v) failing to handle association funds in accordance with applicable provisions of statute or regulation; (vi) failing to timely account for money or property for which the association has an interest; (vii) having been convicted, found guilty of criminal offenses or disciplined in any jurisdiction; and (viii) failing to report a conviction, finding of guilt, or disciplinary action within 30 days. The section contains prohibited acts pertaining to failing to adhere to certain standards and minimum	*This section is significantly revised. *Among other changes noted below, the subdivisions outlining the offenses are revised to group similar types of offenses together. The general "catch all" prohibited act is provided first, followed by (i) offenses related to obtaining and maintaining licensure, (ii) offenses related to the provision of management services to CICs; and (iii) offenses related to failing to respond to inquiries of the Board. *The prohibited act pertaining to obtaining a license by false or fraudulent representation is revised to include incomplete representation as a basis for disciplinary action. This change is made to address instances where a regulant may not act with a fraudulent intent, but nonetheless provides inaccurate or incomplete information to the Board that induces the Board to issue or renew a license or certificate. *The prohibited act pertaining to failing to report an adverse action (i.e. criminal conviction or administrative discipline) is revised to include failing to make such report to the responsible person of the employing firm, when applicable. This change is made to complement the requirement in section -180 that requires a certificate holder

		requirements for management agreements.	to provide notice to the responsible person of the employing common interest community manager within 30 days of an adverse action being taken against the certificate holder. *The current prohibited act pertaining to advertising in a name other than licensed is revised to include operating under a different name, and is revised to include certificate holders. The changes are intended to enhance the public welfare by ensuring that regulants both advertise and operate under the name in which the license or certificate was issued. *The current prohibited acts pertaining to management contracts are removed from this section. The provisions of these prohibited acts are placed in a new section -195, which provides for the minimum standards for management contracts. These changes were made to make the regulation clearer and consistent with regulations for other DPOR programs. *The prohibited act pertaining to egregious or repeated violations of generally accepted standards for the provision of management services is removed as this prohibited act is not needed. *The current prohibited acts pertaining to (i) failure to handle association funds in accordance with § 54.1-2353 of the Code of Virginia; and (ii) the commingling of funds are merged into a single prohibited act. *The commingling of funds prohibition is further revised to provide that the commingling of funds of any association by the firm's principals, employees, or associates with the principal's own funds, with the firm's funds, or with another association's funds is prohibited. This change is made to enhance protection of associations. *The current prohibited act pertaining to intentional and unjustified failure to

			comply with the terms of a management contract is revised to remove the term "intentional." This change was made following disciplinary case decisions by the Board in which it was determined that the licensee's actions in failing to comply with a management agreement were not deliberate, and, therefore, not a violation. This change will enable the Board to better address the public harm in instances where a licensee fails to comply with its management contract with an association. The term "operating agreement" was also removed from this prohibited act, as it was determined to be unnecessary. *The current prohibited act pertaining to fraudulent and dishonest conduct is revised to include the term "improper." This change is made to better enable the Board to address instances of bad conduct that may not necessarily be fraudulent or dishonest in nature. The change is intended to enhance protection of the public welfare. *The current prohibited act pertaining to failing to satisfy judgments or restitution orders is revised to include orders agreed upon in mediation. This change is intended to enhance protection of the public welfare.
N/A	50-195	N/A – No current requirements.	*This new section establishes standards for management services contracts. It incorporates the current provisions from subdivisions 19 and 20 of section -190. These include the requirement that a licensee make use of a legible, written contract that clearly specifies the terms and conditions of the management services to be performed; and that the contract be signed by the licensee and the client, or client's authorized agent, prior to the performing of management services or acceptance of payments. *In addition to the above requirements, the new section establishes that a licensee make prompt delivery to the association of a fully executed contract prior to the performing of management

			services. The section also establishes that any modification to the contract which changes the cost, term of the contract, cancellation rights of the parties, or scope of management services be made in writing and signed by all parties. These provisions have been added to help to protect the public, and also licensees, by ensuring that before money changes hands and management services provided that the contracting parties have memorialized their agreement, and that the client has a copy of the same. This will help to minimize disputes, and may help to resolve some disputes that might occur. For the same reasons, certain modifications to the contract should be reduced to writing and signed by the parties. These provisions are intended to enhance protection of the public welfare. *The new section also establishes minimum provisions that must be included in a management services contract. These include (i) the management company's license number; (ii) the beginning and end dates of the contract; (iii) the parties' cancellation rights; (iv) the management company's records retention policy, and (v) description of records to be kept and the bookkeeping system. Added to these are two new requirements: (i) insurance requirements for both the manager and the association; and (ii) disclosure of the management company's relationships with other firms that provide services to CICs or either of the parties, which may give rise to a conflict of interest for the manager. These provisions were added to enhance protection of the public welfare.
50-200	N/A	This section provides that a licensee establish a code of conduct for the firm, the firm's principals, and employees, and that the code of conduct be distributed.	Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.

		The code of conduct must address the appropriateness of giving and accepting gifts, bonuses, and other remuneration to and from CICs or providers of services to CICs. The code of conduct must also address disclosure of relationships with other firms that provide services to CICs which may give rise to a conflict of interest. The requirements of this section tie back to the provisions of § 54.1-2346(E) of the Code of Virginia, which require a common interest community manager certify the establishment of a code of conduct in order to obtain and renew a license.	
N/A	50-205	N/A – No current requirements.	*This new section prohibits a CIC manager from accepting money (such as commissions, finders fees, service fees, or discounts) from vendors, independent contractors, service providers, or others that provide goods or services to an association without the written permission of the association's governing board. The intent behind this provision is to address a practice employed by some in the community management industry in which a management company will charge a fee or commission to vendors that provide services to CICs (such as contractors or landscapers) in order to be on the management company's "approved" vendor list. The client association may be unaware of this practice or the arrangement between the vendor and the management company when a management company offers vendors for an association to select to provide services. The practice can artificially limit the vendor choices available to an association. In addition, this practice can result in the vendor that provides the service to the association increasing its price for services to cover the cost of the payment made to the management company in order to

			be approved. This provision was added to enhance protection of the public welfare.
50-210	N/A	This section provides that a common interest community manager must establish written internal accounting controls, in accordance with generally accepted accounting practices, to provide adequate checks and balances over the firm's financial activities and to manage the risk of fraud and illegal acts. The requirements of this section tie back to the provisions of § 54.1-2346(E) of the Code of Virginia, which require a common interest community manager certify the establishment of a system of internal accounting controls to manage the risk of fraud or illegal acts.	Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-220	N/A	This section establishes requirements for regulant to respond to inquiries of the Board or its agents, and to provide records upon request. The section requires a regulant to respond within 10 days of a request by the Board or its agent regarding any complaint filed with the Board. The section requires a regulant to produce records requested by the Board within 10 days of a request by the Board. The 10-day timeframe may be extended at the discretion of the Board based on extenuating circumstances. A regulant must otherwise respond to an inquiry of the Board within 21 days of the request. A regulant is prohibited from providing a false, misleading, or incomplete response to the Board or its agent seeking information in the investigation of a complaint.	*The section is revised in several places to clarify that the regulant must provide a response in writing. *Subsection B is revised to clarify that a regulant must produce records to the Board or its agent, and that an agent of the Board may extend the 10-day timeframe for provision of records. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate.

N/A	50-225	N/A – No current requirements.	*This new section establishes a regulant's obligations to the public. A regulant's primary obligation is to the public. *The section also prohibits a regulant from knowingly associating in a venture or allowing the use of the regulant's name when there is reason by the regulant to believe the person or firm is engaging in fraudulent or dishonest activity or is violating any law or regulation of the Board. *The section also requires a regulant who has direct knowledge that another individual or firm may have violated, or may be violating, CIC laws or regulations to inform the Common Interest Community Board in writing and cooperate with the Board in providing information or assistance the Board requires. This change reflects standards that are reflected in other licensure programs under DPOR. These provisions were added to enhance protection of the public welfare.
50-230	N/A	This section establishes the requirement that training programs which are proposed to meet the training requirements for issuance of a license or certificate, or renewal of the same, must be approved by the Board. Training programs may be delivered using distance or online education technology. Training programs may receive retroactive approval by the Board, but until such approval is granted, an applicant will not receive credit from the Board for having completed the training program.	*Part VI of the regulation, including this section, is revised to reflect the establishment of training modules, and specifically the Virginia CIC laws and regulations training module. The sections in Part VI are also revised to replace the word "student" with "participant" where applicable. *The section is revised to clarify that training may be delivered virtually. This change comes about partly as a result of the COVID-19 emergency declaration during 2020/2021 in which many training providers moved from in-person instruction to a virtual format. Virtual training is not prohibited by the regulation, however, adding a specific provision regarding virtual training will provide flexibility to training providers and those who seek to take a training program.

50-240	N/A	The section outlines the application requirements for approval of training programs. A training provider must submit an application for program approval on a Board-provided form and submit an application fee. The application must include: • The name of the provider; • Provider contact person, address, and telephone number; • Program contact hours; • Training program schedule, including dates, times, and locations if established; • Instructor information; • A summary of the provider's qualifications and experience in providing training; • Training program and material fees; and • Training program syllabus.	*The section is revised to remove a provision that requires the application to include a schedule of training dates, times, and locations. Given the growth of online and virtual options for providing training, this requirement is no longer necessary. *The section is revised to require that an application disclose the method of delivery for a training program (e.g. in-person, online, virtual). This change is made to reflect current agency practice which includes disclosure of this information on an application. *The section is revised to require that an application include proposed training materials for the training program. This change is made to reflect current agency practice which includes providing such materials as part of the application Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-250	N/A	This section establishes the minimum requirements for introductory and comprehensive training programs which may be taken by (i) a qualifying individual of a common interest community manager in order to qualify a firm for licensure; or (ii) an applicant for a principal or supervisory employee certificate to qualify the individual for a certificate. Introductory and comprehensive training programs must include the following subject areas as part of the curriculum: • Governance, legal matters, and communications; • Financial matters; • Contracting; • Risk management and insurance; • Management ethics; • Facilities maintenance; and	*The section is revised to tie the requirement for a final, written examination to the applicable provisions of § 54.1-2349 of the Code of Virginia. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.

		• Human resources. Introductory programs must be a minimum of 16 contact hours and cover all of the above subject areas. Comprehensive training programs must be a minimum of 80 contact hours, of which 40 must cover the above subject areas. The remaining 40 contact hours may be in other Board-approved subjects. All training programs must have a final, written examination. The time allotted for each subject area must be sufficient in the Board's determination to adequately cover the subject.	
N/A	50-252	N/A – No current requirements.	*This new section establishes the requirements for the Virginia CIC laws and regulations training module. Under the revised entry requirements for a CIC manager license, the responsible person and the qualifying individual (when applicable) must complete this training module. Similarly, an applicant for certification as a principal or supervisory employee must complete this training module. *The training module must be a minimum of four (4) contact hours. The training module must cover the following subject areas: • Overview of Virginia CIC laws and regulations, including the POA Act, Virginia Condominium Act, Common Interest Community Manager Regulations, and Common Interest Community Ombudsman Regulations; • Virginia fair housing laws as related to CICs; and • CIC association complaint procedure; *The training module may cover the following subject areas: • Virginia requirements for management of associations, including access to books and records, association meetings and

			governing board (i.e. board of directors) meeting, elections and voting, budgets and reserves, management of common areas, enforcement of rules; • Resale of lots or units, including requirements for resale certificates; and • Standards of conduct and practice for common interest community managers. *The time allotted for each subject area must be sufficient in the Board's determination to adequately cover the subject. During the regulatory review, multiple members of the regulatory review panel indicated that individuals who are providing management services to CICs in Virginia, particularly those who are newer to the community management profession, were lacking in knowledge about Virginia CIC laws and regulations. Most individuals who serve on association governing boards are volunteers, and rely on the professionals who provide management services to help ensure the association complies with CIC laws and regulations. To the extent that the professionals providing management services do not know, or misunderstand, CIC laws and regulations, the public is exposed to the risk for harm. Such potential harm can include civil liability for the association in the event of a lawsuit, or regulatory liability before the CIC Board. This change is intended to address this concern.
50-253	N/A	This section establishes the minimum requirements for a Virginia law and regulation training program. Those who hold a principal or supervisory employee certificate are required to complete two (2) contact hours of this training every certificate cycle (two years).	*This section is revised to clarify that the training program is specific to CIC legal updates. The name of the training program will be changed from Virginia CIC law and regulation training program to Virginia CIC legal updates training program. This change is made, in part, to distinguish this training program required for renewal of a principal or supervisory employee

		Virginia law and regulation training programs must include updates to Virginia laws and regulations directly related to common interest communities. This training program must be a minimum of two (2) contact hours.	certificate from the new CIC laws and regulations training module. *The section is revised to reduce the minimum length of the program from two (2) contact hours to one (1) contact hour. *The section is revised to clarify that the training program must include legal updates directly related to the governance, operations, or management of CICs to include (i) changes to statutes or regulations; (ii) recent court decisions; and (iii) statutory and regulatory violation determinations of the Common Interest Community Ombudsman, to the extent applicable. *These training programs may, but are not required, to include other legal topics or updates that pertain to CICs. *The time allotted for each subject area must be sufficient in the Board's determination to adequately cover the subject. The changes are intended to provide flexibility to training providers. The changes may also allow for more training providers to receive approval from the Board. Minor stylistic changes are made to replace the word "shall" with "must" or "will" where appropriate. Other minor changes are made for purposes of clarity or style.
50-255	N/A	This section establishes the minimum requirements for a fair housing training program. Those who hold a principal or supervisory employee certificate are required to complete two (2) contact hours of this training every certificate cycle (two years). Fair housing training programs must include fair housing laws and any updates to fair housing laws as related to common interest communities. This	*This section is revised to require that the training is specific to updates to Virginia fair housing laws as related to common interest communities. Currently, these training programs provide a general overview of federal and state fair housing laws, and also include updates. During regulatory review, concerns were raised that the general overview of fair housing laws should not be required in order to renew a certificate. This change limits the scope of the training program to just updates to fair housing laws.

		training program must be a minimum of two (2) contact hours.	*The section is revised to reduce the minimum length of the program from two (2) contact hours to one (1) contact hour. This change is intended to provide flexibility to training providers. The change may also allow for more training providers to receive approval from the Board. Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate. Other minor changes are made for purposes of clarity or style.
N/A	50-256	N/A – No current requirements.	*This new section establishes the requirements for the miscellaneous topics training program. As part of the amendment to the regulation, certified principal or supervisory employees will be required to complete two (2) additional contact hours of training per certificate cycle (two years). The additional two hours may be on a variety of subjects approved by the Board, which are outlined in the new section -95. *The training program must be a minimum of one (1) contact hour. The training program may cover any of several topics as related to CICs. The eligible topics are: • Governance, legal matters, and communications; • Financial matters; • Reserves, reserve studies, and investments; • Contracting; • Risk management and insurance; • Management ethics; • Facilities maintenance; and • Human resources. *The time allotted for each subject area must be sufficient in the Board’s determination to adequately cover the subject.

50-257	N/A	This section establishes the requirements for documentation of training program completion. Training program providers must provide each student with a certificate of training program completion or other documentation that may be used as proof of training program completion. The proof of training completion must contain the contact hours completed.	No substantive changes are made. The term “student” is replaced with “participant.” Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate.
50-260	N/A	This section outlines recordkeeping requirements for training providers of approved training programs. Training program providers are required to establish and maintain a record for each student. The student record must include the student’s name and address, the name of the program, the hours attended, the syllabus or outline of the program, the name of the instructors, the date of successful completion, and the identification number issued to the training program by the Board. The section also provides that records must be available for inspection during normal business hours by authorized representatives of the Board. Training providers must maintain records for a minimum of five (5) years.	No substantive changes are made. The term “training program code” in referring to the identifying program number issued by the Board is revised to “training program identification number” for purposes of clarity. The term “student” is replaced with “participant.” Minor stylistic changes are made to replace the word “shall” with “must” or “will” where appropriate.
50-270	N/A	This section establishes requirements for training providers to report training program changes to the Board. Training providers must report any change in information provided to the Board as part of the training program application	*The section is revised to remove the requirement that a training program report a change in the training program scheduled. This provision is removed as it is no longer necessary. The amendments remove the requirement for a training provider to submit a program schedule as a requirement for approval from the Board.

		within 30 days of the change. Such changes would include changes to the training program contact hours, instructor information, and program syllabus. However, training providers must report any change to the schedule of training program offerings within 10 days of the change. The section provides that any change in information will be reviewed to ensure compliance with the regulation.	*The section is revised to clarify that changes must be reported in writing.
N/A	50-275	N/A – No current requirements.	*This new section establishes the Board's authority to conduct an audit of a training program or module, or training program provider to ensure compliance with training program requirements. This change was made to make the regulation consistent with other DPOR regulations which allow for audits of training programs and providers.
50-280	N/A	This section provides for the Board's authority to withdraw its approval of a training program. The Board may withdraw approval when (i) the training program no longer meets the standards established by the Board; (ii) the training program provider advertises its services in a false or deceptive way; (iii) the training provider provides false information to the Board in its application or fails to produce records it is required to maintain; (iv) makes a change that results in its non-compliance with minimum program requirements; or (v) fails to report a required change.	*The section was revised to remove the reference to requirement for reporting an update to the training program schedule. This provision is removed as it is no longer necessary. The amendments remove the requirement for a training provider to submit a program schedule as a requirement for approval from the Board.
50-290	N/A	This section provides that examinations for licensure or certification be approved by the Board and administered by the Board or a testing service acting on behalf of the Board, or another	*This section is repealed. The provisions of section -250 were revised to include a reference to the requirement for an examination for introductory or comprehensive training programs.

		governmental agency or organization.	
50-9998	N/A	This section contains forms used to administer the regulation.	The forms section is revised to update applications to reflect changes made to the regulation.