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Welcome to the annual FCAP Directory. You will find a listing of the 2018 FCAP Service Provider Members along with their contact information. The directory is organized by category, so communities can quickly locate the services they need.

"PROFESSIONAL GROWTH THROUGH LEARNING"

Florida Community Association Professionals (FCAP) is the only statewide member organization dedicated to serving the community association industry. FCAP has more than 2,600 members located throughout the state, consisting of community association managers, volunteer leaders, and service providers.

The mission of FCAP is to train and equip Florida's community association professionals by providing the most thorough and up-to-date educational materials from the most knowledgeable sources.

MEMBERSHIP

FCAP has four types of membership:

- Managers
- Certified Florida Community Association Manager (CFCAM)
- Service Providers
- Board Members

UNIQUE CHARACTERISTICS

- **Full Statewide Participation:** FCAP has membership in every region of Florida. It is not a local organization.
- **Florida-focused:** Unlike other training or certification programs, all FCAP training, whether CEU or Advanced CAM Studies, is specific to Florida and the laws of Florida. Florida is a unique state in its multi-culturalism and geographic characteristics. Training on a national level has little application to the ever-changing laws and culture of Florida.
- **Manager-focused:** FCAP is primarily a managers' organization, with CEU training specific to their requirements and needs. FCAP offers the only exclusive online catalog with more than 100 hours of available courses.
- **Board Friendly:** FCAP recognizes that board members have the need for much of the same information as managers. For that reason, board members and other community leaders are able to access and audit all FCAP courses for free. (No test scoring or credit hours are available.)
- **Service Provider Participation:** Service providers are essential to the administration, maintenance, and efficient operation of Florida's community associations. These FCAP members bring their years of training and experience to the table and make that problem-solving information available to other FCAP members.
- **Magazine Support:** *FLCAJ* is the only monthly statewide publication in Florida specific to Florida. Having been published for more than 30 years, the magazine continues to be indispensible to managers and board members alike.

- **CondoJobs Support:** Members have the support of the oldest and most trusted statewide manager job referral program.

EDUCATIONAL OPPORTUNITIES

Training for CAMs is offered on two levels. Level one consists of our "CEUs from Home" online classes, which meet Florida's continuing education requirements for CAMs. The more in-depth level two is the Florida Advanced CAM Studies (FACS) course, the prerequisite for earning the Certified Florida Community Association Manager (CFCAM) professional designation.

CONTINUING EDUCATION—CEUS FROM HOME

FCAP currently offers more than 50 online CEU courses free for FCAP members. These courses are available 24 hours a day. The course materials are provided by the top professionals in the industry and are updated frequently. CEUs are available in all categories as well as the required legal update.

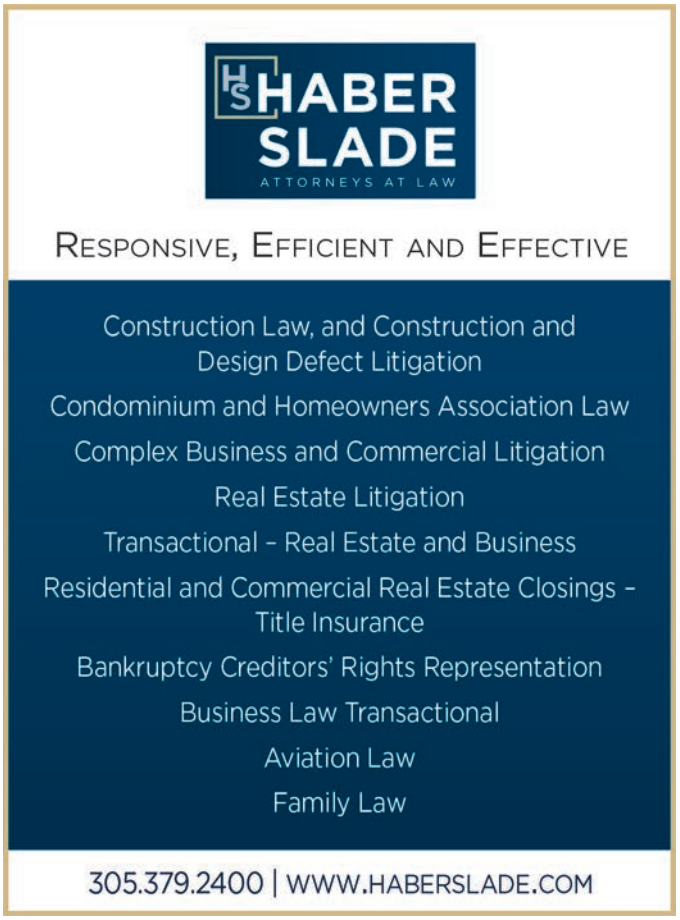
NEWLY REVISED AND UPDATED 2018 CFCAM PROGRAM

FCAP offers the only Florida-specific designation in the industry. The core of the certification is the Florida Advanced CAM Studies, the most comprehensive, systematic training program available for community association managers. Developed with the help of more than 140 Florida professional service providers, educators, and managers, the eight modules with approximately 175 study resources cover virtually every aspect of community association management. To earn the designation, a candidate is required to answer approximately 800 multiple choice questions, distributed throughout the curriculum at the end of each resource. For those in the community association industry in Florida, this is the "Master's Degree!"

FLEXIBILITY

FCAP understands the time demands placed on working managers. For that reason, the FACS online classes are divided into eight modules, which can be taken individually as time allows. The only time requirement is that all modules and tests must be completed within 12 months of starting. Modules are paid for as they are opened, which makes budgeting easy to manage.

CEUs are available for all courses. Please see the complete list on page 58.



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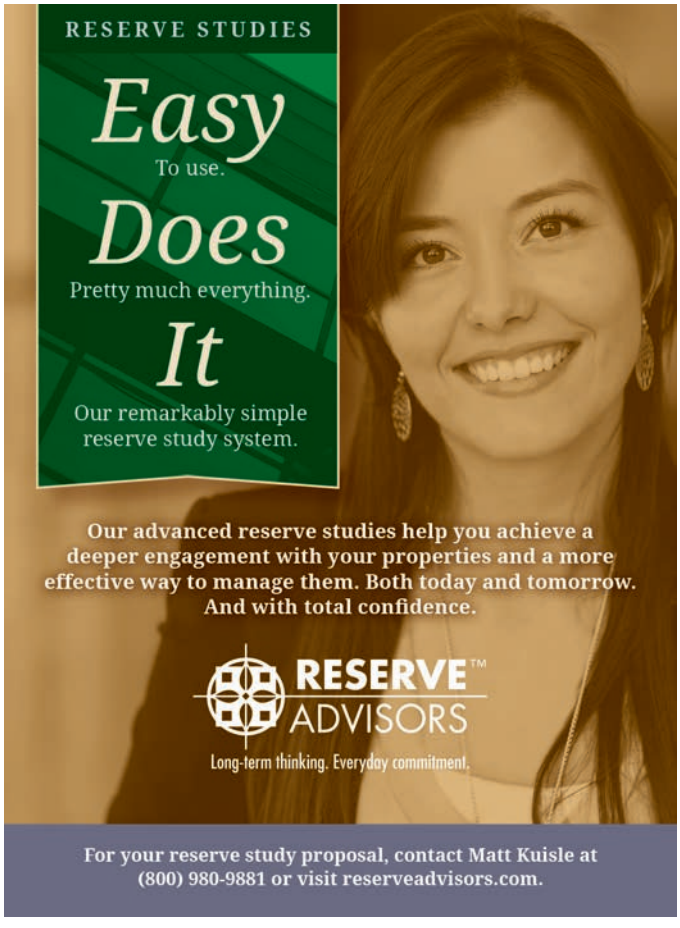

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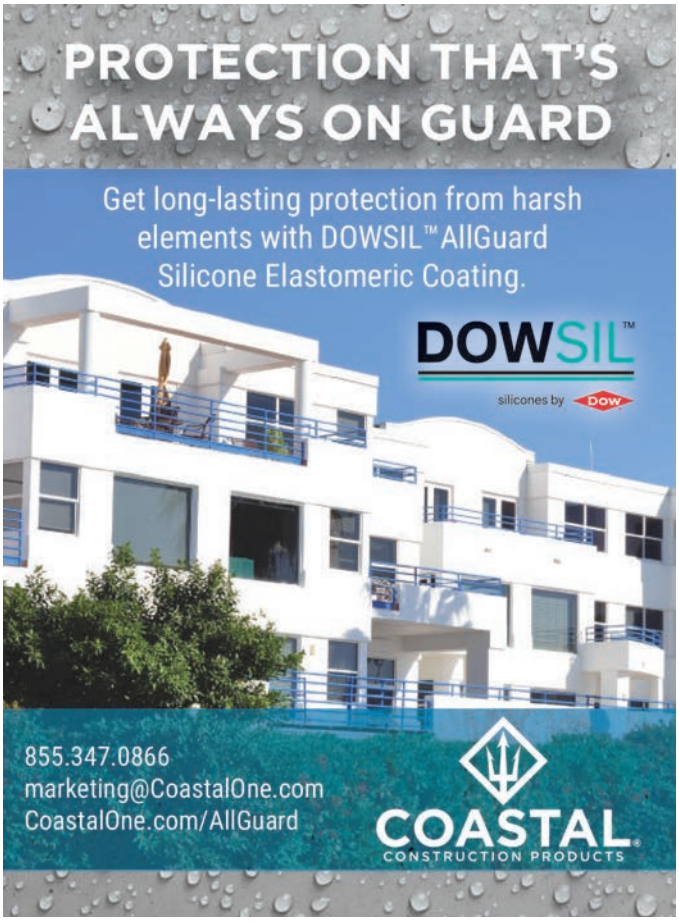

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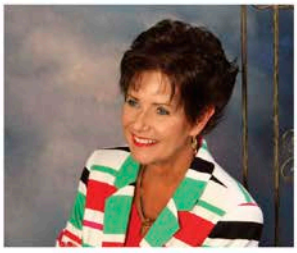

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Flexibility

FCAP understands the time demands placed on working managers. For that reason, the FACS online classes are divided into eight modules, which can be taken individually as time allows. The only time requirement is that all modules and tests must be completed within 12 months of starting. Modules are paid for as they are opened, which makes budgeting easy to manage.

The Modules and Chapters are listed below.

Florida Advanced CAM studies required online classes:

Module 1: The CAM Profession
CEUs – 4 Hours; Course #9627321

CHAPTER 1–Basics of the Community Association Industry in Florida
CHAPTER 2–The Manager's Job: An Inside Look
CHAPTER 3–Boardmanship
CHAPTER 4–Meetings

Module 2: People, Pets, and Parking
CEUs – 4 Hours; Course #9627324

CHAPTER 1–People
CHAPTER 2–Pets
CHAPTER 3–Parking

Module 3: Technology
CEUs – 4 Hours; Course #9627326

CHAPTER 1–Managing Technology in a Community Association
CHAPTER 2–New and Emerging Technology
CHAPTER 3–Email and Social Media
CHAPTER 4–Digital Security in Today's Workplace

Module 4: Financial Management
CEUs – 4 Hours; Course #9627325

CHAPTER 1–Community Association Financial Statements
CHAPTER 2–Budgeting
CHAPTER 3–Assessments, Accounts Receivables, and Collections
CHAPTER 4–Reserves
CHAPTER 5–Banking
CHAPTER 6–Insurance
CHAPTER 7–Managing Community Association Finances

Module 5: Building Maintenance & Construction
CEUs – 6 Hours; Course #9627328

CHAPTER 1–Building Maintenance
CHAPTER 2–Protecting Your Building from the Top Down
CHAPTER 3–Miscellaneous Building Pests
CHAPTER 4–Concrete
CHAPTER 5–Roofing
CHAPTER 6–Vendor and Contractor Management

Module 6: Landscape, Lakes, Pools, and Pavement
CEUs – 4 Hours; Course #9627327

CHAPTER 1–Landscape Management Basics
CHAPTER 2–Water: Lake, Wetland, and Irrigation Management
CHAPTER 3–Pool Management
CHAPTER 4–Asphalt and Paving

Module 7: Safety and Security
CEUs – 6 Hours; Course #9627329

CHAPTER 1–Physical Security - Part 1
CHAPTER 2–Physical Security - Part 2
CHAPTER 3–Disaster Preparedness
CHAPTER 4–Protecting the Community

Module 8: Legal

CHAPTER 1–Navigating FL Statutes 101
CHAPTER 2–Fair Housing
CHAPTER 3–Elections
CHAPTER 4–General Topics
CHAPTER 5–Legal Update 2017
CHAPTER 6–Legal Update 2018

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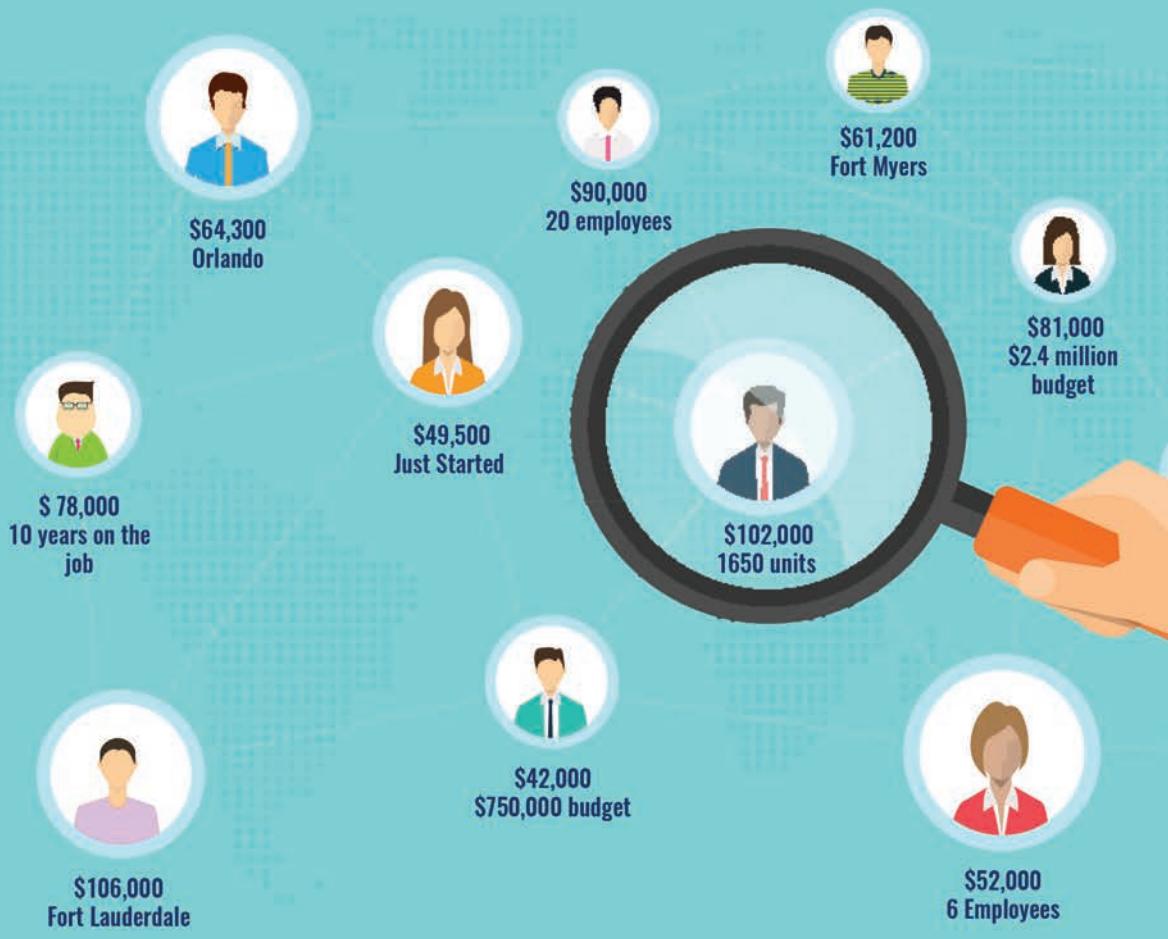

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Please check back often as courses will be added as they are approved by the DBPR.

Course	Title	Hours	Lic#	CEU
9627321	The CAM Profession: Why Do You do This?	4	3975	ELE
9627324	The Three P's - Pets, People, & Parking	4	3980	HR or ELE
9627325	Financial Management in Community Associations	4	3981	IFM or ELE
9627326	Managing Technology in Community Associations	4	3982	OPP or ELE
9627327	From Inside Out - Grounds Management	4	3983	ELE
9627328	From the Top Down - Building Management	6	3984	4 Hours OPP & 2 Hours HR
9627329	Keeping It Safe - CAM's Role in Community	6	3985	IFM, ELE, HR
9628122	Summer School: Best Practices	1	4833	ELE
9628123	Summer School: Disaster Resources	1	4834	HR or ELE
9628124	Summer School: Exterior Maintenance	1	4835	OPP or ELE
9628125	Summer School: Legal Corner	1	4836	ELE
9628126	Summer School: Financial Overview	1	4837	IFM or ELE
9627800	Pool Safety & Savings	1	4492	CEU OPP or ELE
9627828	Roofing	1	4521	OPP or ELE
9627829	Vendor and Contractor Management	1	4522	OPP or ELE
9627830	Protecting Your Building from the Top Down	1	4523	OPP or ELE
9627831	Elevator Essentials	1	4524	OPP or ELE
9627832	Cleaning and Building Maintenance	1	4525	OPP or ELE
9627833	Management Company's Role in Community Finances	1	4526	IFM or ELE
9627834	Insurance	1	4527	IFM or ELE
9627836	Banking	1	4529	IFM or ELE
9627837	Collections	1	4530	IFM or ELE
9627838	Preparing the Annual Budget	1	4531	IFM or ELE
9627839	Community Association Financial Statements	1	4532	IFM or ELE
9627840	Software Systems	1	4533	ELE
9627841	Websites and Email	1	4534	ELE
9627842	Managing Technology in a Community Association	1	4535	ELE
9627843	Parking Management	1	4536	ELE
9627844	Welcome on Board	1	4537	ELE
9627845	Meetings & Elections	1	4538	ELE

9627846	Florida-Friendly Landscaping	1	4539	ELE
9627847	Paving and Asphalt Management	1	4540	ELE or OPP
9627848	Physical Security of Facility and Grounds	1	4541	ELE
9627849	Access Control	1	4542	ELE
9627850	Disaster Preparedness	1	4543	ELE
9627851	Neighborhood Watch	1	4544	ELE
9627853	People Management	1	4547	CEU HR or ELE
9628048	Concrete	1	4759	OPP or ELE
9628049	Asphalt	1	4760	OPP or ELE
9628135	Environmental Stewardship	1	4846	OPP or ELE
9628136	Pest Control	1	4847	ELE
9628138	ABCs of Roofing	1	4849	OPP or ELE
9628139	Management Tools and Trends	1	4850	HR or ELE
9628267	Financial Best Practices, Part 1	1	4975	IFM or ELE
9628268	Financial Best Practices, Part 2	1	4976	IFM or ELE
9628403	Safety & Security: Prevention & Preparation	1	5108	HR or ELE
9628404	Board Service Guide	1	5109	HR or ELE
9628608	Pavement Preservation	1	5311	OPP or ELE
9628762	Financial Fitness	1	5463	IFM or ELE
9628764	Exterior Repairs & Maintenance	1	5464	OPP or ELE
9628765	Security	1	5466	HR or ELE

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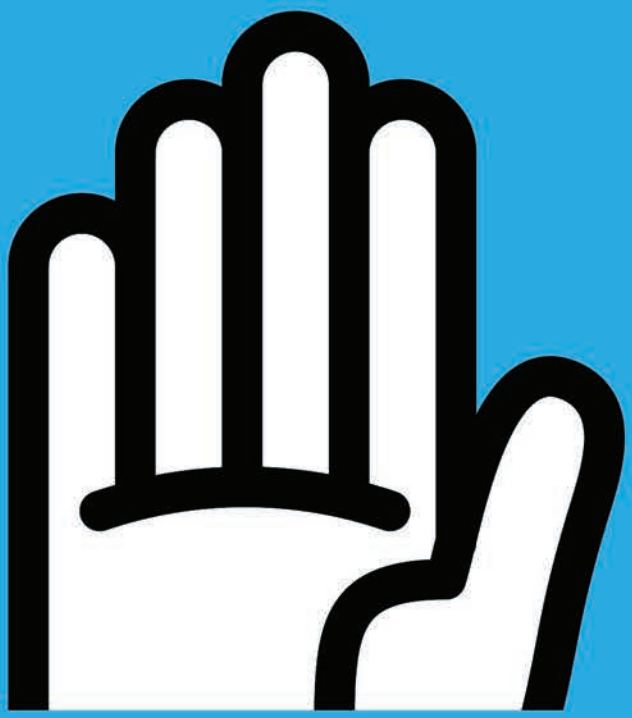

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