

Continuing Education



Instructions for accessing the online courses for:

**the Community Association
Managers Program – CAMP,**



**and the Community Association
Officers Forum – CAOOF**



To access the courses, go to the following link: <http://lifelonglearning.ecollege.com/>
(this is the link to be included on the AtHomeNet web site)

How to Select and Register for Courses:

- From the Lifelong Learning home page, select the “**Registration**” button.
- After reading the Registration Instructions screen, select Next.
- Select “**AtHomeNet**” from the list of Sponsor Organizations/Institutions and click Next at the bottom of the screen.
- Depending on which program you’re interested in, select either “**Community Association Managers Program - CAMP**”, or “**Community Association Officers Forum - CAOOF**” and click Next.
- At the bottom of the screen, select the course or courses for which you would like to register (\$35 per topic area) then click Next (see list of Available Courses at end of this document).
- After selecting the course or courses for which you would like to register, proceed to the **Personal Information** and **Payment** screens.
- Once the registrations steps are complete, the user can return to the Lifelong Learning home page at any time at: <http://lifelonglearning.ecollege.com/>
- From there, the user will be automatically taken to their courses which can be completed at any time at their own pace.

Note: There are several other online courses available through the CAMP program, and all of them can be accessed for registration at any time by selecting **–Edison State College** as the sponsor institution/organization.

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List of Available CAMP Courses:

ACCOUNTING FUNDAMENTALS: (includes each of the following courses)

Introduction to Community Association Accounting (1 of 3)

Income Statements (2 of 3)

Cash Flow Management (3 of 3)

BUDGETING BASICS: (includes each of the following courses)

The Budgeting Process (1 of 3)

Creating the Budget (2 of 3)

Reserves Budget (3 of 3)

COMMUNITY ASSOCIATION LANDSCAPING: (includes each of the following courses)

Introduction to Landscape Management (1 of 3)

Turf Management (2 of 3)

Maintenance of Landscaping (3 of 3)

EMPLOYMENT ESSENTIALS: (includes each of the following courses)

Basic Employment Law (1 of 3)

The Hiring Process (2 of 3)

Sexual Harassment (3 of 3)

HURRICANE SEASON! ARE YOU READY: (includes each of the following courses)

Smoke & Odor Damage Mitigation (1 of 3)

Disaster Preparedness (2 of 3)

After The Storm (3 of 3)

INSURANCE ESSENTIALS: (includes each of the following courses)

Introduction to Condo Insurance (1 of 3)

Directors & Officers Exposure (2 of 3)

Ordinance & Law Exposures (3 of 3)

ISSUES OF CONTROL: (includes each of the following courses)

Articles of Incorporation, Bylaws, Rules & Regulations (1 of 3)

Election and Recall of the Board (2 of 3)

Transition of Control (3 of 3)

KEEPING ASSOCIATIONS SAFE AND SECURE: (includes each of the following courses)

Storm Wise Landscapes (1 of 3; OP); Intro to Assoc Security (2 of 3; E); Safety

Procedures for CA (3 of 3; E)

MANAGING MEETINGS: (includes each of the following courses)

Roberts Rules of Order (1 of 3)

Meeting Management (2 of 3)

Alternative Dispute Resolution (3 of 3)

MOLD: THE SILENT KILLER: (includes each of the following courses)

Introduction to Mold (1 of 3)

Carpet Water Damage Mitigation (2 of 3)

Wood Flooring Damage Mitigation (3 of 3)

RULES AND RECORDS: (includes each of the following courses)
Recordkeeping and Member Access (1 of 3)
Enforcing Rules (2 of 3)
Collection/Foreclosure (3 of 3)

TECHNOLOGY TOOLS: THE WEB AND BEYOND: (includes each of the following courses)
Introduction to Web Site Terminology (1 of 3)
Introduction to the Association Website (2 of 3)
Technology Tools for Community Association Managers (3 of 3)

TURF & PLANTS: FERTILIZATION & PESTS: (includes each of the following courses)
Turf Fertilization (1 of 3)
Plant Pest Management (2 of 3)
Turf Pest Management (3 of 3)

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List of Available CAO F Courses:

ACCOUNTING FUNDAMENTALS: (includes each of the following courses)
Introduction to Community Association Accounting (1 of 3)
Income Statements (2 of 3)
Cash Flow Management (3 of 3)

BUDGETING BASICS: (includes each of the following courses)
The Budgeting Process (1 of 3)
Creating the Budget (2 of 3)
Reserves Budget (3 of 3)

COMMUNITY ASSOCIATION LANDSCAPING: (includes each of the following courses)
Introduction to Landscape Management (1 of 3)
Turf Management (2 of 3)
Maintenance of Landscaping (3 of 3)

EMPLOYMENT ESSENTIALS: (includes each of the following courses)
Basic Employment Law (1 of 3)
The Hiring Process (2 of 3)
Sexual Harassment (3 of 3)

HURRICANE SEASON! ARE YOU READY: (includes each of the following courses)
Smoke & Odor Damage Mitigation (1 of 3)
Disaster Preparedness (2 of 3)
After The Storm (3 of 3)

INSURANCE ESSENTIALS: (includes each of the following courses)
Introduction to Condo Insurance (1 of 3)
Directors & Officers Exposure (2 of 3)
Ordinance & Law Exposures (3 of 3)

ISSUES OF CONTROL: (includes each of the following courses)
Articles of Incorporation, Bylaws, Rules & Regulations (1 of 3)
Election and Recall of the Board (2 of 3)

Transition of Control (3 of 3)

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