



Community Associations Institute NJ Chapter
Jules C. Frankel
Manager Education Assistance Program

2025 PROGRAM

Jules C. Frankel was a long time member of CAI and was a key figure in the success and growth of our chapter. Jules was President of the New Jersey chapter in 2000. Jules also received the following awards from CAI-NJ: Speaker of the Year in 2003, Author of the Year in 2004 and the Jerry Fien Distinguished Service Award in 2015. Jules was inducted in the CAI-NJ Hall of Fame in 2003. Jules was a staunch advocate for manager education and training and was always willing to help with seminars and industry educational programs.

The Jules C. Frankel Manager Education Assistance Program (MAP) was developed to assist New Jersey managers in the common interest community industry in furthering their educational and professional development goals. The MAP provides the opportunity to any CAI-NJ manager member in good standing to apply for a scholarship.

CAI-NJ will provide a fifty percent (50%) reimbursement per course to selected managers for any of the 100, 200, or 300 courses offered by CAI. More than one award may be given per applicant.

To view available virtual courses, utilize the
QR Code or visit the link below to schedule:



<https://www.caionline.org/LearningCenter/Education-for-Managers/Pages/default.aspx>

All awards must be approved by the CAI-NJ Board of Directors. Accordingly, a submission does not guarantee any applicant assistance. Awards are at the sole discretion of the CAI-NJ Board of Directors.

Please review the attached guidelines and application. If you have any questions, please contact the CAI-NJ office at 609-588-0030 or info@cainj.org



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GUIDELINES AND APPLICATION PROCESS

AWARD:

- The MAP awards a deserving candidate \$250 per course (100, 200 and 300 level courses) towards the PMDP course of his/her choice. More than one award may be given during a calendar year.
- The Scholarship Review Group will award scholarships once per year no later than April 25th, 2025.
- Scholarships must be used for PMDP courses offered by any CAI Chapter or CAI National. All courses may be in person or online.

ELIGIBILITY:

- At the time of the application and the reimbursement, you must be a member in good standing with the Community Associations Institute and the New Jersey chapter of CAI.
- You must have attended at least two (2) CAI-NJ events during the last 12 months. (in-person or virtual)
- You may be asked to provide a follow up piece that will be printed in the *Community Trends*[®] magazine that summarizes your experience with the MAP and the ways that it has allowed you to advance your professional goals. CAI-NJ reserves the right to modify any content prior to print.

DEADLINES:

- All applicants must submit entry no later than March 28th, 2025 in order to be considered for a scholarship award. Selections will be made no later than April 25th, 2025.

PROCESS:

- Interested candidates must fill out the attached application and answer the questions for review prior to dates. All entries must be typed and complete to avoid disqualification. Entries must be mailed to the chapter office or printed to PDF and emailed to info@cainj.org.
- Anonymous essays are evaluated and award recipients will be selected by the Scholarship Review Group. Should there be a conflict on the committee (meaning that a company representative is evaluating an entry for the same company), that committee member will remove themselves from the process and not participate in the review/selection of the candidates. Since this is an anonymous process, the Chapter Executive Director will inform the Scholarship Review Group members of the conflict.
- Selected managers must submit verification of course completion to the CAI-NJ office within 30 days of conclusion of the course to receive the scholarship reimbursement.
- All course reimbursement requests must be submitted by December 31st, 2025.

To apply, fill out the application on the following pages.

Community Associations Institute, New Jersey chapter
500 Harding Road, Freehold, NJ 07728
Tel: 609-588-0030 | Fax: 609-588-0040
Email: info@cainj.org



Community Associations Institute NJ Chapter
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MANAGER EDUCATION ASSISTANCE PROGRAM APPLICATION - 2025

The information provided on this page will remain confidential until recipients are selected. Please complete the application and contact the chapter office if you have any questions.

APPLICANT INFORMATION

Name: _____

Work Street Address: _____

City/ State/ Zip: _____

Mobile Phone No: _____

Email Address: _____

EMPLOYMENT INFORMATION

Current Employer: _____

Number of Years in the Industry: _____ CAI Member Since: _____

Current CAI Certification/ Designations:

___ CMCA

___ AMS

___ PCAM

___ LSM

To ensure confidential and anonymous selection, please provide a confidential four-digit code that will be printed on your entry.

(Please avoid something like "1234" to avoid duplicating another entrant's code)



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MANAGER EDUCATION ASSISTANCE PROGRAM APPLICATION - 2025

Please provide your four-digit code here (from previous page) _____

I am applying for the following PMDP class (or classes):

Course Name and Number	Location (or online)	Date
_____	_____	_____
_____	_____	_____

Please provide answers to the following questions in essay form. Each answer should be 500 words or less. Please number your answers, and attach the separate page(s) to this page.

1. What personal and professional attributes make for a solid and effective community association manager?
2. The community association management field is constantly evolving. Please provide an example of a lesson-learned that has enabled you to grow professionally in the field and how that has allowed you to become more effective in your role.
3. Briefly explain why you make a good candidate to receive the manager scholarship and explain how the scholarship will foster the development of your career as a community association manager.
4. (Prior recipients only) How does applying for this scholarship benefit you and what would you tell others who would be interested in advancing their careers?

Please list all of the CAI events (in-person or virtual) that you have attended in the twelve months prior to this application. Also list any other CAI involvement during the last 3 years (committees, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____