

Applying for a Condo Manager's Licence

Required Experience

On Nov. 1st, 2017, will you have at least 2 years of condo management experience including:

- Planning/Participating in board meetings/AGM
- Preparing Condo budgets
- Interpreting financial statements
- Presenting to condo boards
- Overseeing the maintenance and repairs of units, common elements and assets

No

Yes

Educational Requirements

On Nov. 1st, 2017, will you have completed one of the following educational requirements?

Option A

Successfully completed the following courses:

- Condo Law
- Physical Building Management
- Financial Planning for Condo Managers
- Condo Administration and Human Relations

or Option B

Successfully completed the ACMO RCM Exams

or Option C

Successfully completed the 4 ACMO challenge exams (option is only available if you have 5 years or more of CM experience)

No

Yes

Transitional General Licence

- Must apply by Jan. 29, 2018
- Application cost: \$150
- Licence cost: \$607/year
- Police record check
- 3 years to fulfill the educational requirements (listed above) and apply for General licence

General Licence

- Must apply by Jan. 29, 2018
- Application cost: \$150
- Licence cost: \$607/year
- Police record check

Limited licence

- Must apply by Jan 29, 2018
- Cost of Application: \$150
- Cost of licence \$379/year
- You will require a Police record check
- You will have 5 years to apply for a General Licence

Limits of licence:

- Must be supervised by general licensee for many transactions
- Cannot sign a *Status Certificate*
- Cannot dispose of RF