



## APPLICATION FOR THE REGISTERED CONDOMINIUM MANAGER DESIGNATION

### The Applicant must:

- be an Individual member in good standing of the Association of Condominium Managers of Ontario – if not, attach the application and payment,
- have passed the RCM exam,
- hold a valid General Licence issued by CMRAO,
- be sponsored by the CEO/VP/Regional Manager of your company and one RCM individual who will attest that you have two (2) years within the last five years of full time experience in condominium property management having completed the tasks as outlined on page two of this application. Each of your sponsors are required to acknowledge and initial your experience below.

Name: \_\_\_\_\_  
(As you want it to appear on your certificate)

Current Employer: \_\_\_\_\_ Current position held: \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ Prov \_\_\_\_\_ P Code \_\_\_\_\_

Telephone: Business ( ) \_\_\_\_\_ Residence ( ) \_\_\_\_\_ E mail: \_\_\_\_\_

CMRAO General Licence Number: \_\_\_\_\_

Employed where?	Job Title	How long employed there? (please give specific dates, not just the year)	Sponsor Initials

### The Sponsors must:

- Attest to the accuracy of the information above regarding the applicant's experience in full-time condominium property management by signing below and initialing above. (Please understand that you are attesting to the applicant having completed the tasks on page two or the reverse of this application for the period of time for which you have direct knowledge.)

Sponsor 1. \_\_\_\_\_  
(Print) Title (Signature)  
\_\_\_\_\_

Tel No email: \_\_\_\_\_

Sponsor 2. \_\_\_\_\_  
(Print) Title (Signature)  
\_\_\_\_\_

Tel No email: \_\_\_\_\_

I hereby make application for the Registered Condominium Manager designation of the Association of Condominium Managers of Ontario and agree to abide by the Code of Ethics and the terms and conditions set, from time to time, by the Association governing the use of its name, professional designations, crests, logos and other identifying marks. I also agree that if I am successful in obtaining this designation I can only use it if I am an ACMO member in good standing.

The applicant has read ACMO's privacy policy and hereby consents to ACMO utilizing personal information for the purpose outlined therein including for the purpose of collecting payment, invoicing, creating a list of members, advising the party of information that may be of interest to him/her.

I hereby certify that the information provided herein is true, accurate and complete.

I hereby acknowledge and agree that ACMO, or its designated agent in its sole discretion, shall have the authority to contact any of the third parties, who have confirmed my working history, for the sole purpose of processing this application.

I hereby consent to ACMO's use of my personal information for the purpose of promoting me as a member of ACMO.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

## Experience Qualification for the RCM Designation

To the CEO/VP/Regional Manager, or RCM Members signing off experience qualifications.

Please confirm that the RCM candidate has completed all of the following experience requirements:

**The Candidate has had a minimum of 2 years of full-time, primary Property Management accountability/responsibility for at least 1 Condominium Corporation, 1 Shared Facility of 2 or more Condominium Corporations, or 1 phase of a Phased Condominium Corporation AND:**

- The Candidate is the primary contact person for the Board of Directors, Owners and Service Contractors for at least 1 Condominium Corporation, 1 Shared Facility of 2 or more Condominium Corporations, or 1 phase of a Phased Condominium Corporation.
- The Candidate has prepared and presented Property Management Reports and presented and interpreted Financial Statements for at least 8 meetings of a Board of Directors or a Shared Facilities Committee.
- The Candidate has taken steps to enforce the Corporation documents, and is familiar and fulfills their role in the procedures and dealing with the collection of arrears and Status Certificates.
- The Candidate has supervised Corporation Staff, Trades and/or Contractors as applicable to the property or properties that they manage.
- The Candidate has dealt with after hours and weekend emergencies.
- The Candidate has prepared or participated in the preparation of at least 1 Annual or Special General Meeting package and taken primary accountability/responsibility for the organization of the meeting.
- The Candidate has prepared or participated actively in the preparation of at least 2 annual Budgets and presented them to the Board of Directors for approval. The Candidate has prepared or participated actively in the preparation of at least 2 budget packages for Owners or, in the case of Shared Facilities, to the participating Corporations.
- The Candidate holds a valid General Licence issued by CMRAO.

Please note: Specific requests from individuals who do not meet all of the above criteria, or who cannot provide the specific sponsors required should contact ACMO's Director of Education for assistance.