

APPLICATION FOR THE REGISTERED CONDOMINIUM MANAGER (RCM) DESIGNATION (New Pathwav)

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 completed the following 5 certificate courses: (NOTE: Attach your certificates to your application):	

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	have completed the following 5 certificate courses: <i>(NOTE: A</i> o Advanced Ethics o Communications and Conflict Management o 3 electives	ttach your certificates to your application):	
	□ 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 three (3) 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:			
	Printed, as you want it to appear on your certificate		
Curren	t Employer:	Current Position:	
Busine	ss Address:	City:	

Where were you employed?	What was your job title?	How long were you employed there? (Please give specific dates, not just the year)	Sponsor's Initials*

Postal Code: ______ Business Phone: _____ Home Phone: _____

Email: _____ CMRAO General Licence Number: _____

SPONSOR ATTESTATION

To the CEO/VP/Regional Manager, or RCM Members attesting to experience qualifications, please confirm that the RCM candidate has completed <u>all of the following experience requirements</u>:

The candidate has had a minimum of 3 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.

^{*}Sponsors must attest to the applicant's experience in full-time condominium property management as noted above.

	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 Gen	eral Licence issued by CMRAC).			
Spon	SOR 1. Printed Name	Title	Signature			
	Phone Number	Email				
Spon	sor 2					
	Printed Name	Title	Signature			
	Phone Number	Email				
specific	ANT ATTESTATION I hereby make application for the I Managers of Ontario and agree to	ct ACMO's Manager of Education Registered Condominium Mana abide by the Code of Ethics all of sessional designations, crests,	ager designation of the Association of Condominium nd the terms and conditions set by the Association logos and other identifying marks. I also agree tha			
	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 on ACMO.	of my personal information for t	ne purpose of promoting me as a member of			
Date:		Signature of Applicant:				