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ACMO

# Do You Have a Transitional General Licence?

If you have a Transitional General Licence (TGL), you know that you must complete the educational requirements to get your General Licence prior to June 30, 2021. If you have not already done so, here is a summary of the options you have to complete the educational requirements.

### **You can complete the four ACMO courses.**

Successful completion of an ACMO course requires a grade of at least 51% on the final exam AND an overall course grade of 60%.

ACMO courses can be completed in-person at Humber College, George Brown College, Mohawk College and Conestoga College. In-person courses are offered three times per year, with classes starting in January, May and September. In order to meet the June 30th deadline, you must be enrolled in the last of your four courses for January 2021.

ACMO courses can be completed online through Ontario Learn. Online

courses are offered six times per year, with classes starting in January, March, May, July, September and November. In order to meet the June 30th deadline, you must be enrolled in the last of your four courses for March 2021.

Courses, both online and in-person, have limited class sizes and fill up quickly. It would be advisable NOT TO WAIT until 2021, but rather sign up now to ensure you can get the courses completed in the time left.

### **You can complete four challenge exams (in place of the ACMO courses).**

If you have at least five years of experience as a condominium manager prior to November 1, 2017, you can apply to write four challenge exams in the place of taking the four courses.

The challenge exam application is found at <https://acmo.org/licensing-education/challenge-exams>, and requires that you provide a resume plus either one senior manager from

your company who can confirm your experience, or two members of a condominium board for whom you have provided full-time condominium management experience who can also confirm your experience.

Once approved, you can place an order for the course manual for the first exam you wish to write, as the exams are based on the course manuals. When you feel you are prepared, you can either make an appointment to write your exam at the ACMO office, or you can make arrangements to write at a community college test centre. You would do this for each of the four exams.

Those taking challenge exams must achieve a grade of 75%; failure to do so requires that you must take the course for that subject area.

You should be sure to complete your last challenge exam prior to the deadlines listed for the courses above, should you not successfully complete the exam and have to take the course instead.

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