



Janice Schenk, BA, BEd
(Adult Education)
Director of Education,
ACMO

How to Earn Your RCM Designation

The steps to earn your RCM Designation depend upon the number of years of experience you have as a condominium property manager in Ontario. Experience for the RCM is defined on the second page of the RCM Designation application.

If you have less than five years of experience:

1. Complete the Condominium Management and Administration courses offered in-person at Humber College, George Brown College, Mohawk College, Conestoga College or online through Ontario Learn, hosted by Mohawk College, or in-house through your company (if approved by ACMO). There are four courses:

- Condominium Law
- Physical Building Management

• Financial Planning for Condominium Managers

• Condominium Administration and Human Relations

2. Write the comprehensive RCM exam and achieve an overall grade of at least 75%.

3. Have at least two consecutive years of experience in condominium property management in the last five years, completing the required tasks as outlined on the RCM Designation form.

4. Download, complete and submit the RCM Designation form.

If you have between five and ten years of experience:

1. Complete the Condominium Management and Administration courses offered in-person at Humber College, George Brown College,

Mohawk College, Conestoga College or online through Ontario Learn, hosted by Mohawk College, or in-house through your company (if approved by ACMO). There are four courses:

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

OR

• Write a Challenge exam for each of the four areas listed above (not required to complete the course). If you do not pass the Challenge exam for a particular subject area, you will be required to complete the ACMO course.

2. Write the comprehensive RCM exam and achieve an overall grade of at least 75%.





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3. Have at least two consecutive years of experience in condominium property management in the last five years, completing the required tasks as outlined on the RCM Designation form.

4. Download and complete the RCM Designation form.

If you have at least 10 years of experience:

1. Complete and submit the 10 year experience exemption application and be approved.

2. Write the comprehensive RCM exam and achieve an overall grade of at least 75%. If an applicant fails any subject area in the RCM exam (i.e., achieves less than 75% in any subject area), they are required to take the ACMO course in that subject area, or write the Challenge exam in that area. If an applicant elects to write the Challenge exam and fails, it is mandatory that they successfully complete the ACMO course in that subject area.

3. Download and complete the RCM Designation form. ■

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ACMO Education Partners

Throughout ACMO's 40 years, the Association has developed strong partner relationships with community colleges to administer its RCM courses. In that time new partnerships have also been formed. ACMO is extremely proud to have its courses offered with these institutions both in-class and online:



Humber College

humber.ca/education-training-solutions/condominium-management-and-administration-certificate



George Brown College

coned.georgebrown.ca/courses-and-certificates/condominium-management-certificate/



Mohawk College

mohawkcollege.ca/ce/programs/business/condominium-management-acmo-912



Conestoga College

conestogac.on.ca/continuing-education/courses/profassoc.jsp?CatalogCode=C08_T9151



Ontario Learn

hosted by Mohawk College
(online) ontariolearn.com