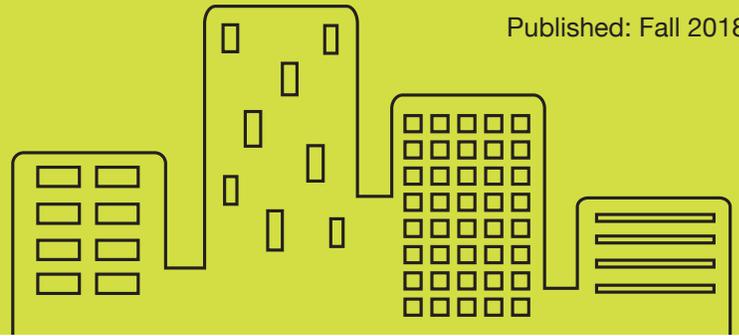


# FAST FACTS: Condo Management

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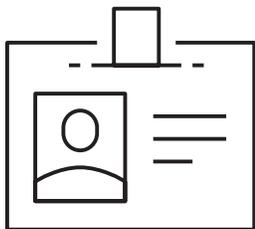


## Do I Need a Licence?

**Effective November 1, 2017**, a licence is required to provide condo management services. This is defined to mean the following services provided to or for a condo corporation:

- Collecting or holding corporation money (including contributions to the common expenses)
- Exercising delegated powers (including paying third parties, entering contracts and supervising employees/contractors)

Certain persons providing specialized services for a condo are **exempt from licensing**, such as: engineering, cleaning and landscaping services, etc.



## Which Kind Of Licences Are There?



### Limited Licence

As of November 1, 2017, for managers with **2 years or less** of work experience. Limited licensees have certain activity restrictions and must be supervised by a general licensee or transitional general licensee.



### Transitional General Licence

As of November 1, 2017, for managers with **more than 2 years** of work experience (within the last 5 years) and who have **NOT** completed the required education (see Education Requirements on next page).



### General Licence

As of November 1, 2017, for managers with **more than 2 years** of work experience (within the last 5 years) and who have successfully completed the **required education** (see Education Requirements on next page).



### Condo Management Provider Licence

For firms that provide (or claim to provide) condo management services.

# Education Requirements

## General Licences - Application Requirements

Applicants for a **General Licence** must successfully complete the following 4 courses (or challenge exams for these courses) developed by the Association of Condominium Managers of Ontario (ACMO). These courses are available online and at various colleges across Ontario:

Condominium  
Law

Condominium  
Administration and  
Human Relations

Physical Building  
Management

Financial Planning  
for Condominium

## \*NEW\* General Licence Renewal in 2019: Continuing Education Requirements

Effective October 18, 2018, condo managers who were granted a General Licence and completed educational and examination requirements prior to November 1, 2017, must complete the following continuing education requirements developed by ACMO: Continuing Education for Condo Manager General Licence Renewal (2019).

The continuing education program can be accessed online through [ACMO's website](#).

The new continuing education requirements help ensure that those holding a General Licence have up-to-date knowledge of recent condo law changes in Ontario, and understand their new obligations and responsibilities as licensed condo managers.

## Transitional General Licences - Application Requirements

Managers who hold a transitional general licence will meet the education requirements for a General Licence if they have successfully completed ACMO's above 4 courses (or challenge exams for these courses) or ACMO's Registered Condominium Manager (RCM) exam within three years from the date their licence was issued.

### Administrative Authority



On November 1, 2017, the **Condominium Management Regulatory Authority of Ontario (CMRAO)** became the administrative authority responsible for licensing and regulating the condo management sector.

For more information visit:  
[CMRAO.ca/Licensing](http://CMRAO.ca/Licensing)

### Fees

The CMRAO has set the following annual licensing fees (subject to change in the future):

- LL** **Limited Licence**  
\$379
- GL** **General Licence and Transitional General Licence**  
\$607
- TL**
- PL** **Condo Management Provider Licence**  
\$799 plus \$350 per employed manager

### Enforcement

Effective February 1, 2018, there are public complaints process and enforcement measures where the Registrar may, for example:

- **Require additional education**
- **Propose to suspend, revoke or add conditions to a licence**
- **Refer alleged Code of Ethics violations to a Discipline Committee**

**DISCLAIMER:** This resource has been prepared to help condo managers and condo management firms understand the new condo law changes related to regulation and licensing of the condo management sector. This is provided for information purposes only and is not legal advice. It is not intended to replace the Condominium Management Services Act, 2015 (CMSA) or regulations made under it and reference should always be made to the official version of the legislation. Although we endeavor to ensure that the information in this resource is as current and accurate as possible, errors may be present.