

Application for Professional Associate Accreditation Canadian Condominium Institute

- What is an ACCI?
- Eligibility Requirements
- ACCI Examination Format & Passing Requirements
- Suggested Readings for Professional Accreditation Examination
- Code of Ethics and Standards of Professional Conduct for Professional Associates of the Canadian Condominium Institute
- Application Form for Professional Associate Accreditation



Canadian Condominium Institute
2175 Sheppard Ave. E., Suite 310
Toronto, Ontario
Tel: (416) 491-6216
Fax: (416) 491-1670
E-mail: cci.toronto@taylorenterprises.com

Application for Professional Associate Accreditation

1. What is the A.C.C.I.?

Professional members of the Canadian Condominium Institute (CCI) are entitled to seek accreditation as *Professional Associates* and, if successful, to use the designatory letters A.C.C.I. (Associate of Canadian Condominium Institute). Accreditation is subject to the member successfully completing a written examination by CCI. To keep the A.C.C.I. designation, professional members must maintain an up-to-date membership with the Canadian Condominium Institute.

2. Eligibility Requirements

To become eligible, a Professional Member of CCI must be one of the following:

Professional Criteria:

- Property Management – must have five years' experience, of which three years must be in condominium management
- Law – must be a member of the applicable provincial law society
- Engineering – must have the P.Eng. Designation
- Accounting – must have one of the following accounting designations: CA, CPA, CGA or CMA
- Real Estate – must have a real estate licence from the applicable provincial licencing body
- Insurance – must have a licence

N.B. professions eligible: Appraisers, Architects, Certified Engineering Technologists, and Land Surveyors. Exams are in the development states.

Experience Criteria:

- Two year's membership in CCI
- Three year's professional condominium experience
- Experience in teaching or attending courses, and/or writing articles, or any combination thereof – all of which must be related to the realm of condominiums, be approved by the local chapter, and then submitted to the national board of directors for approval.
- Outstanding achievement in a condominium field and/or education, non-related background
- Names and addresses of two CCI members, unrelated to the applicant, who are well known to the applicant
Others may be considered in extraordinary circumstances at the discretion of the National CCI Board

3. ACCI Examination Format and Passing Requirements

Exam Format:

(Time to complete: 2-1/2 hours)

- Section I: **Take Home Research Question:** The candidate will be given a research question appropriate for their profession thirty (30) days in advance of the examination date. The essay must make specific reference to Provincial legislation where applicable. A passing grade for the Part I essay question is 80%.
- Section II: **True/False Questions:** The candidate must answer correctly at least twenty (20) of the true-false questions relating to the candidate's specific profession, and in total, must answer 80% of all of the true/false questions to receive a passing grade.
- Section III: **Ethics Question:** Part III will include a copy of CCI's Code of Ethics and Standards of Professional Conduct. The essay shall be between 300 and 500 words in length. A passing grade for the ethics question is 75%.
- Section IV: **Essay Questions:** The candidate should be given a list of six (6) essay questions, three of which should be specific to the candidate's profession and three of which shall be of a general nature. The candidate must choose two (2) topics, at least one of which must relate to their profession. Each essay question shall be between 300 and 500 words in length. The candidate is not required to quote specific sections of Provincial legislation in completing the essay, but should demonstrate a working knowledge of any legislation that may be applicable to their choice of topics. The candidate must receive a grade of 75% on each of the two essay questions to achieve a passing grade.

Passing Requirements:

- Part I – a minimum of 80% is required
- Part II – a minimum of 80% is required
- Part III – a minimum of 75% is required
- Part IV – a minimum of 75% is required



Re-writes & Appeals

- If a candidate fails to achieve a passing grade on one part of the ACCI examination, they are entitled to re-write that part at such time as may be agreed to by the Board of Directors of the Chapter to which this application has been made but in any event no later than 120 days from the date of the original examination, (the "re-write deadline"). If the candidate chooses not to re-write the failed part of the examination within this time they will be required to re-write the entire examination but will not be eligible to do so for a period of one (1) year from the last day of the date of the re-write deadline.
- If the candidate has re-written one part of the exam but fails again, or has failed to achieve a passing grade in two (2) or more parts of the exam, they may appeal the failing grade by submitting a written appeal and the sum of \$100.00 payable to the local chapter within two (2) weeks of receiving notice of the failing grade. The appeal process takes approximately eight weeks. If the appeal is successful the candidate may be reimbursed for part or all of the appeal fee at the discretion of the Professional Standards Committee. If the appeal is unsuccessful the candidate will not be eligible to re-write the examination for a period of one (1) year from the date of the appeal decision issued by the Committee.
- In the event that the candidate fails a second attempt to write the examination the Local Chapter may deny the candidate the ability to write the examination again for such period of time as the Local Chapter determines is appropriate, in its sole discretion.

National Board Approval

Upon meeting the qualification criteria and successfully completing the ACCI examination, the candidate's name will be forwarded to the National Board. The National Board reserves the right, in its absolute discretion, to refuse the request for accreditation.

To Maintain the ACCI Designation

Professional Members are entitled to use their designatory letters, A.C.C.I., provided that they maintain an up-to-date Professional Membership with the Canadian Condominium Institute.

Suggested Readings

4. Suggested Readings for Professional Accreditation Examinations

■ GENERAL ■

Provincial Condominium Legislation, available at Provincial Government Bookstores.

Hyman, Gerald D., *Condominium Handbook (ON)*, Canadian Condominium Institute, 1992

Loeb, Audrey, *Condominium: The Law and Administration*, Toronto: Carswell Legal Publications, Second Edition, 1989

■ PROPERTY MANAGEMENT ■

Drucker, Peter F., *Management: Tasks, Responsibilities, Practices*, Toronto: Fitzhenry and Whiteside Limited, 1974

Glassman, Sidney, *A Guide to Residential Management*, 2nd Edition, Washington, D.C., National Assn. Of Home Builders, 1975

Institute of Real Estate Management, *The Owner's and Manager's Guide to Condominium Management*

Institute of Real Estate Management, *Principals of Real Estate Management*, 12 Edition, Chicago: IREM, 1980

Shear, Mel A., *Handbook of Building Maintenance Management*, Reston Virginia: Reston Publishing Company Inc., 1983

Walters, William, *The Practice of Real Estate Management*, Chicago, Institute of Real Estate Management, 1979

Canadian Condominium Institute, *Directors' and Managers Course Materials*, contact local chapter for list of available resources.

■ LAW ■

Canadian Bar Association, Continuing Legal Education Dept., *The Condominium Practice Manual*, Third Edition

Jennings, W.H. and Zuber, T.B., *Canadian Law*, Third Edition, Toronto: McGraw-Hill Publishers

Lamond, D.H.I., *Residential Tenancies*, 4th Edition, Toronto: The Carswell Company Limited, 1983

McInnes, R., *Landlord-Tenant Rights in Ontario*, 4th Edition, Vancouver: Self-Counsel Books

Occupiers' Liability Act, R.S.O. 1980, c. 322

Rhodes, F.W., *The Canadian Law of Landlord and Tenant*, Fourth Edition, Toronto: Carswell Company Limited, 1973

■ ENGINEERING ■

Building Practice Notes, National Research Council (DBR/NRC)

Canada Mortgage and Housing Corporation, *Exterior Wall Construction in High-Rise Buildings*, C.M.H.C. Advisory Document

Canada Mortgage and Housing Corporation, *Ventilation: Health and Safety Issues*, 1986

Canada Mortgage and Housing Corporation, *Indoor Air Quality*, 1988

Canada Mortgage and Housing Corporation, *Condensation in the Home, Where, Why and What to Do About It*, 1982

Canadian Building Digest, National Research Council (DBR/NRC)

Marston, D.L. *Law for Professional Engineers*, Toronto: McGraw-Hill Publishing Company

National Research Council, *Exterior Walls: Understanding the Problems*, Building Science Forum, 1982, NRCC 21203

National Research Council, *Walls, Windows and Roofs for the Canadian Climate*, October 1973, NRCC 13487

Ontario New Home Warranties Program's Bulletin 19

Ontario New Home Warranties Program's Condominium Construction Guide, 1991

■ ACCOUNTING AND AUDITING ■

Institute of Chartered Accountants of Ontario, *Accounting and Auditing Guidelines for Ontario Condominium Corporations*, April 1982

Institute of Chartered Accountants of Alberta, *Account and Auditing Concerns for Alberta Condominium Corporations*, August 1989

■ INSURANCE ■

American Institute of Real Estate Appraisers, *The Appraisal of Real Estate*, 2nd Edition, Chicago: A.I.R.E., Education Committee, 1952

Insurance Bureau of Canada, *Agreement of Guiding Principles (Property Insurance)*, 1984

Oswald, Reavley, *Insurance*



5. Code of Ethics and Standards of Professional Conduct for Professional Associates of the Canadian Condominium Institute

The Professional Associate (A.C.C.I.) of the Canadian Condominium Institute shall:

1. Uphold and promote the objects of the Canadian Condominium Institute (hereinafter called the "Institute"), and participate in its activities;
2. Comply with the by-laws of the Institute and this Code of Ethics and Standards of Professional Conduct published by the Institute from time to time;
3. Generally promote and advance the interests of condominium owners in Canada;
4. Promote professionalism throughout the condominium industry and generally conduct his or her activities in a manner that will bring credit upon the Institute;
5. Carry out work in accordance with and maintain up-to-date knowledge of applicable statutes, regulations, by-laws and professional standards, as may govern the individual's profession, and as published, from time to time, by the professional bodies in which the individual is a member or actively involved;
6. Disclose any interest, direct or indirect, which might be construed as prejudicial to a professional engagement in rendering service to the client and shall not derive any other benefits from services contracted for or on behalf of the client without disclosing such benefits to the client;
7. Exercise integrity, experience and due diligence in all aspects of the work rendered to a client, with a view toward maintaining an effective and economical coordination of all activities undertaken on behalf of a client;
8. Cooperate with such other professional members as may be engaged on the same work and generally characterize his or her conduct towards other professional members by courtesy and good faith.
9. Have available the resources and capabilities reasonably required to competently discharge all obligations to the client.
10. Cooperate with the Institute in all matters to the investigation discipline or dismissal of professional members who by their conduct prejudice the reputation of the Institute.

Application for Professional Association Accreditation

(Must be submitted with the appropriate Examination Fee)

CATEGORY:

- Law
- Accounting
- Property Management
- Insurance
- Real Estate
- Engineering

Name: _____

Company: _____

NB: Exams for Appraisers, Architects, Certified Engineering Technologists, and Land Surveyors in the development state.

Accreditation is subject to a Professional Member successfully completing a written examination given by the Canadian Condominium Institute. A Professional Member will be entitled to take the examination if approved by the CCI Chapter Board of Directors to which the individual has applied and he/she has accumulated 100 points, based on the following.

Professional Members of the Canadian Condominium Institute are entitled to seek accreditation as Professional Associates (A.C.C.I.) by making application for A.C.C.I.

	Minimum	Maximum	Office Use Only
1. Three years professional condominium experience	30	60	
2. Teaching courses (up to 20 credits each), attending courses (up to 10 credits each) and/or writing articles (up to 10 credits each), or any combination thereof, all of which must be related to the realm of condominium and approved by the CCI Board of Directors of the Chapter to which this application is directed	20	50	
3. Successful completion of a CCI sponsored education course or a similar program sponsored by an association or professional body recognized by CCI (contact your local CCI Chapter for further information).	20	40	
4. Outstanding achievement in a condominium field and/or other educational, non-related background	10	20	
TOTAL	80	170	

The decision of the Chapter Board of Directors of the Canadian Condominium Institute as to whether a candidate qualifies to take the written examination and whether a candidate has successfully completed the examination, shall be final.

Upon meeting the qualification criteria and successfully completing the ACCI examination, the candidate's name will be forwarded to the National Board. The National Board reserves the right, in its absolute discretion, to refuse the request for accreditation.

Should you wish to seek accreditation as a Professional Associate of the Canadian Condominium Institute (A.C.C.I.), please *complete and return application form to CCI with the examination fee of \$100.* (The exam fee will be held pending approval of the application by the Board of Directors. The applicant will be notified of the status of their application and informed of the next examination date.)

I acknowledge all of the information contained in this application is accurate.

_____ Date

_____ Signature

We ask for your indulgence in completing the CCI application for professional accreditation. There are many candidates who will undoubtedly qualify and be accepted as professional associates. However in the interest of fairness, we feel that it is necessary to ask all candidates to complete the form in full. Thank you.

Personal

Surname _____ Given Name(s) _____

Address _____

Tel: (_____) _____

Business

Business/Employer _____

Address _____

Tel: (_____) _____ Fax: (_____) _____

E-mail: _____

Occupation _____ Present Title _____

Please indicate which address is to be used: Home or Business

OFFICIAL USE ONLY

Date received: _____ Fee received: \$ _____

Comments _____

APPROVED AT BOARD OF DIRECTORS MEETING: _____

Details of Education

Type of School	Name & Location	Attended From – to	Circle Last Complete GR/YR	Course Studied or Diploma/Degree	Obtained	
					Yes	No
Secondary			9 10 11 12 13		<input type="checkbox"/>	<input type="checkbox"/>
Trade or Technical			1 2 3 4 5		<input type="checkbox"/>	<input type="checkbox"/>
Business or Commercial			1 2 3 4 5		<input type="checkbox"/>	<input type="checkbox"/>
College or University			1 2 3 4 5		<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)			1 2 3 4 5		<input type="checkbox"/>	<input type="checkbox"/>

Condominium related Courses Attended	Year	No. of Weeks	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certificates, Licences, Professional Qualifications/Memberships

Names and Address of Organization	Aims and Objectives	Grade or Membership and Year Held

Condominium Experience

List data on any other position held, or condominium experience which you may consider to be relevant in the establishment of professional membership (eg. Consulting; lecturing; technical or scientific papers printed or presented).

Please indicate below your reasons for wishing to become a Professional Associate of the Canadian Condominium Institute:

References

Give the names and addresses of two members of CCI, unrelated to yourself, who are well know to you and could verify the contents of this application:

(Name) *(Address)* *(Telephone)*

(Name) *(Address)* *(Telephone)*

I hereby make application for Professional Associate status with the Canadian Condominium Institute, which membership the Institute may consider in its sole discretion, having regard to the details provided in this application. I understand that if not accepted I will not be entitled to apply again until twelve (12) months from the date of this application. My application fee of \$100.00, payable to CCI _____ Chapter is enclosed. I agree to not discuss the content of the examination with any party and understand that I may lose my A.C.C.I. accreditation if I do so.

Signature: _____ Date: _____