

## Attestation of Completion of Education Requirements for a General Licence

### About This Form

This form can be used by any individual who is applying for a General Licence and who:

1. currently holds an active Transitional General Licence that will expire June 30, 2021;
2. is currently registered for courses or challenge exams that are expected to be successfully completed prior to June 30, 2021; and
3. expects to complete all of the education requirements for a General Licence prior to June 30, 2021.

Upon successful completion of courses or challenge exams, you are required to submit supporting documentation satisfactory to the Registrar of the CMRAO demonstrating that you meet these requirements. If you do not provide this documentation to the Registrar, the Registrar will propose to revoke your General Licence.

For courses completed at an Ontario college, instruct your college to mail transcripts directly to the CMRAO. Transcripts should be mailed to:

CMRAO  
P.O. Box 48087 RPO Davisville  
Toronto, ON  
M4S 3C6

For courses completed in-house at an approved condominium management provider business, CMRAO requires confirmation directly from the business.

The CMRAO will confirm challenge exam completion directly with the Association of Condominium Managers of Ontario (ACMO).

### Education Requirements for a General Licence

In addition to all other requirements, in order to obtain a [General Licence](#), individuals must successfully complete the following four courses developed by ACMO:

1. Condominium Law
2. Physical Building Management
3. Financial Planning for Condominium Managers
4. Condominium Administration and Human Relations

Applicants who, prior to November 1, 2017, had five or more years' experience in providing condominium management services also have the option of taking any of the corresponding challenge exams in lieu of any individual course.

### Submitting This Form

This attestation form is considered **part** of your application for a General Licence. Please follow these steps to submit the form:

1. Submit your application for a General Licence online through your existing account on the CMRAO website.
2. Immediately after you have submitted your application for a General Licence, **email this completed form to [licensing@cmrao.ca](mailto:licensing@cmrao.ca). Include in the subject line of the email "Education Completion Form for (your name)."**

## Attestation of Completion of Education Requirements for a General Licence

1. Name:
2. Licence Number:
3. As of the date of this attestation, I have successfully completed the following courses or challenge exams provided by the Association of Condominium Managers of Ontario (check all that apply):

	Course	Challenge Exam
Condominium Law		
Physical Building Management		
Financial Planning for Condominium Managers		
Condominium Administration and Human Relations		

4. I am currently registered for and expect to successfully complete the following courses or challenge exams prior to June 30, 2021:

	Course	Challenge Exam
Condominium Law		
Physical Building Management		
Financial Planning for Condominium Managers		
Condominium Administration and Human Relations		

5. By signing this form, I hereby acknowledge that:

- ✓ I have read and understand the instructions accompanying this form.
- ✓ This completed form is considered part of my application for a General Licence.
- ✓ The information in this form will be used in assessing my eligibility for a General Licence.
- ✓ I am required to submit supporting documentation satisfactory to the Registrar that demonstrates that I have successfully completed the education requirements for a General Licence as soon as these documents become available and no later than September 30, 2021.
- ✓ If I am granted a General Licence and I have not provided supporting documentation satisfactory to the Registrar by September 30, 2021, the Registrar will issue a notice of proposal to revoke my General Licence.
- ✓ I will immediately notify the Registrar of the CMRAO if I learn that I have failed to satisfy one or more of the education requirements for a General Licence.

Signature: \_\_\_\_\_

Date: