

# Licensing Requirements for Existing Condominium Managers and Brokers/Managers

Condominium managers applying for a **condominium manager associate** licence:



**Exam Challenges and Courses**

- Must be completed within 12 months of the conditional licence being issued
- Failure to remove conditions within 12 months will result in suspension of licence until conditions have been met

Condominium manager brokers and managers applying for a **condominium manager broker or associate broker** licence:

There are a couple of different situations regarding brokers that must be considered when transitioning condominium management from a brokerage that currently provides **both** real estate services and condominium management services.

1. Broker of a real estate brokerage who has condominium management experience and oversees the condominium management operations of the brokerage. In this instance the broker would be eligible to apply for licensing under the blue stream in the following chart.
2. In some instances, a real estate brokerage may currently provide condominium management services in addition to real estate services, but the broker is not directly involved in the condominium management operations and does not have condominium management services. Often the brokerage has a senior condominium manager who runs the condominium management services of the brokerage.
  - a. The broker would not qualify for a condominium manager broker licence.
  - b. The brokerage would have to employ a licensee who has the appropriate experience to be a condominium manager broker. This could be the person who was managing the condominium management services on behalf of the brokerage.

Some brokerages and companies may have more than one person qualified at the broker level. As only one can be employed by the condominium management brokerage as the broker, the other(s) can apply to be licensed as an associate broker. The qualifications for a broker and an associate broker are the same.

- a. Existing licensees would follow the blue stream in the following chart.
- b. Persons not currently licensed who meet the broker/associate broker qualifications would follow the green stream in the following chart.

Brokers & Associate Brokers currently licensed in Property Management with condominium management experience

**Eligibility**

- NOT required

**Experience**

- Affirmation of condominium manager experience
- Details of condominium corporations managed

**Licence**

- Licence application completed
- Conditional licence issued effective December 1<sup>st</sup>, 2021
- Subject to successful exam challenge and completion of course if necessary

**Exam Challenge**

- Challenge Practice of Condominium Management exam

**Successful Challenge**

- Licence conditions removed
- No requirement to complete course

**Challenge Not Successful**

- Complete Condominium Manager Practices course
- Re-write exam
- Successfully pass the exam
- Licence conditions removed

Condominium Managers (Brokers) NOT currently licensed with RECA

**Eligibility**

- Proof of ability to work in Canada
- Personal identification
- Certified Criminal Record Check
- Be of good character
- Persons who have previously been subject to a Section 54 are not eligible for licensing

**Experience**

- Affirmation of condominium manager experience
- Details of condominium corporations managed

**Licence**

- Licence application completed
- Conditional licence issued effective December 1<sup>st</sup>, 2021
- Subject to successful exam challenges and completion of courses if necessary

**Exam Challenges**

- Fundamentals for Condominium Management exam
- Practice of Condominium Management exam
- Condominium Management Broker exam

**Successful Challenges**

- Licence conditions removed
- No requirement to complete courses

**Challenge(s) Not Successful**

- Complete required course(s)
  - Fundamentals for Condominium Managers course
  - Condominium Manager Practices course
  - Condominium Manager Broker course
- Re-write exam(s)
- Successfully pass the exam(s)
- Licence conditions removed

**Exam Challenges and Courses**

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