

Course Exam Blueprints

| Fundamentals of Condominium Management | | |
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| Unit | | Exam Weighting |
| Unit 1: Introductions to Condominium Management | | 2 |
| Unit 2: Regulation of Condominium Managers in Alberta | | 4 |
| Unit 3: <i>Real Estate Act</i> and Rules | | 18 |
| Unit 4: Agency Law and Representation Relationships | | 15 |
| Unit 5: Ethics, Professionalism, and Licensee Risk Reduction | | 13 |
| Unit 6: Effective Negotiations and Dispute Resolution | | 13 |
| Unit 7: Privacy and Confidentiality | | 13 |
| Unit 8: Contract Law | | 8 |
| Unit 9: Real Property Law | | 5 |
| Unit 10: Land Ownership and Registration in Alberta | | 4 |
| Unit 11: Building Design and Construction | | 5 |
| Total | | 100 |

| Practice of Condominium Management | | |
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| Unit | | Exam Weighting |
| Unit 1: Condominium Property Act and Regulations. | | 10 |
| Unit 2: Corporation, Board, and Owner Obligations | | 6 |
| Unit 3: Condominium Management Services | | 6 |
| Unit 4: Governance | | 7 |
| Unit 5: Condominium Management Services Agreements | | 7 |

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| Unit 6: Condominium Meetings and Communications | | 6 |
| Unit 7: Building Operations | | 8 |
| Unit 8: Building Maintenance and Enhancement | | 6 |
| Unit 9: Accounting and Financial Statements | | 6 |
| Unit 10: Reserve Fund | | 5 |
| Unit 11: Working with Service Providers | | 6 |
| Unit 12: OH&S, Employment, and Human Rights Legislation | | 6 |
| Unit 13: Risk Management | | 4 |
| Unit 14: Principles of Natural Justice, and Enforcement | | 4 |
| Unit 15: Insurance | | 5 |
| Unit 16: Documents and Records | | 5 |
| Unit 17: Working with Developers and Interim Boards | | 3 |
| Total | | 100 |

| Condominium Management Broker Course | | |
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| Unit | | Exam Weighting |
| Unit 1: The Real Estate Act, Rules, and Regulations | | 20 |
| Unit 2: Employment Legislation | | 20 |
| Unit 3: Planning a Condominium Management Brokerage | | 10 |
| Unit 4: Ethics and Professionalism | | 20 |
| Unit 5: Trust Accounting | | 10 |
| Unit 6: Risk Management | | 20 |
| Total | | 100 |