



CCI Chapter Contact Information

NAME: _____

Application for Renewal of Professional Associate Accreditation

Profession in which the applicant seeks accreditation:		
<input type="checkbox"/> Accounting	<input type="checkbox"/> Certified Engineering Technologist	<input type="checkbox"/> Land Surveyer
<input type="checkbox"/> Alternate Dispute Resolution	<input type="checkbox"/> Condominium Management	<input type="checkbox"/> Law
<input type="checkbox"/> Appraiser	<input type="checkbox"/> Engineering	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Architect	<input type="checkbox"/> Insurance	<input type="checkbox"/> Reserve Fund Study Provider

Business Information

Business/Employer _____		
Address _____		
City _____	Province _____	Postal Code _____
Tel () _____	Fax () _____	
Email _____		
Occupation _____	Present Title _____	

Renewal of ACCI Designation Requirements

Effective July 1, 2007 every professional member holding an ACCI designation shall declare they have fulfilled a minimum of 18 credits of continuing education and apply for the renewal of their ACCI designation every three years.

Guiding Points:

1. Professional development is interpreted as both continuing career education and service to the CCI. These terms include, but are not limited to: attending relevant courses, seminars, conferences, speaking engagements, active participation in the CCI chapter or National organization, article writing, professional mentoring, related professional development.
2. Each chapter shall organize and maintain a standing educational committee to maintain development records, promote the CCI designation, recommend activities for development credit, notify designates of their standing at the mid-point of each development cycle, receive and record activities, appraise designates of standing, evaluate activities within the guideline, warn designates of pending loss of status, and conduct a random annual audit.
3. Each chapter shall appoint a co-ordinator of professional development activities to lead the education sub-committee and administer the professional development activity on behalf of the chapter.

Credit Guidelines:

Activity	Credits	Check off as Appropriate
Board service, – 3-year mandate	15	<input type="checkbox"/>
Committee Service to Board	3-5	<input type="checkbox"/>
Speaking engagement	5	<input type="checkbox"/>
Panel: service to conference panel	2	<input type="checkbox"/>
Relevant short course (less than 1 day)	3	<input type="checkbox"/>
Relevant long course (example: 1 night per week/12 weeks.)	6	<input type="checkbox"/>
Development of learning materials	3-5	<input type="checkbox"/>
Independent Activity (to be evaluated prior to undertaking)	3-5	<input type="checkbox"/>
Conference attendance (1-2 days)	3	<input type="checkbox"/>
(3-more days) ...	5	<input type="checkbox"/>
Further credential education. (example: diploma-2 or 3 yrs. degree,		
Association of Condominium Managers of Ontario, Insurance Institute of Canada, Real Estate Institute of Canada	5-15	<input type="checkbox"/>
Teaching: to include instructional and/or personal mentoring. Per course ..	3-5	<input type="checkbox"/>
Article writing	5	<input type="checkbox"/>
	TOTAL	<input type="text"/>

- Formal courses may not be taken twice for credit within a 6-year (2 cycle) window.
- Level 1 and Level 2 Condominium courses are not accepted for credit.
- An activity used for credit in a three-year cycle may not be used again in the next cycle, with the exception of Board service which term exceeds the three-year period. Credit may be apportioned or claimed fully in one cycle.

Date you joined CCI? _____

Number of Years in the Condominium Industry? _____

Pledge and Acknowledgements

I hereby acknowledge that I have accumulated a minimum of 18 credits for reaccreditation and all of the information in this application is accurate. I agree to abide by the Canadian Condominium Institute Code of Ethics for Professionals.

Signature:

Date: