



Policy on Reinstatement of Formerly Accredited Members (AIHM, IHM(C), AIHM(R), FIHM(R))

Applicants Holding AIHM Designations

Any formerly accredited member of the Institute whose membership has lapsed may apply for reinstatement. To apply for reinstatement, the former member must:

- Apply for reinstatement in writing
- Provide his/her original certificate of accreditation or a notarized copy thereof
- Provide a current resume and job description for his/her current position
- Have been working in the property management field for at least four (4) consecutive years immediately preceding the application (see exception, below)
- Pay the full membership fee for the current year applicable to his/her level of accreditation
- Pay a non-refundable processing fee of \$35.00 plus HST

Applicants for reinstatement must satisfy the Education Committee and the Board that they are currently performing, and have performed for the four (4) consecutive years prior to their applications for reinstatement, the tasks of a property manager. Specifically, they must demonstrate that they have direct or oversight responsibility within their organizations for:

- On-site property administration
- Property maintenance
- Human resources
- Financial matters

Applications which do not include the above materials and fees will be returned and will not be considered until they have been properly completed by the applicant. The processing fee, however, will be retained. The applicant may, within six (6) months of his/her original submission, provide a completed application for the Institute's review. If more than six (6) months has elapsed since the original, incomplete, application and the applicant has not provided a complete application, the file will be closed, the application fee will be retained, the membership fee (if paid) will be returned, and the applicant will need to re-apply and pay a new processing fee.

Submission of an application for reinstatement does not permit the applicant to begin using his/her designation again; the application must be reviewed and approved by the Education Committee and approved by the Board before the applicant may begin using his/her designation. Approvals are considered on a case-by-case basis. The office will notify the applicant of the Board's decision. There are no appeals from that decision



Exception to Current Employment/Experience Requirement.

An applicant who is not, at the time of his/her application, employed in the property management field, or who has been employed in the field for less than four (4) consecutive years immediately prior to his/her application, may still apply for reinstatement but must either:

- Complete the Institute's Property and Building Administration course either through Humber College or the Institute's distance learning program, with a final mark of 60% or greater, or
- Challenge the examination for the Institute's Property and Building Administration course and achieve a mark of 100%

The challenge examination fee is \$250.00 plus HST. Applicants challenging the examination must achieve a mark of 100% on the exam to maintain parity with applicants taking the course (course work is worth 40% of the final mark, and the examination is worth 60%; a passing grade is 60%; an applicant challenging the examination is assigned 0% for course work and thus must achieve 100% on the examination).

Applicants Holding AIHM(R) or FIHM(R) Designations

Applicants who, at the time their memberships lapsed, held the AIHM(R) or FIHM(R) designations will not be reinstated with those designations. AIHM(R) and FIHM(R) are granted only to a person who, at the time of granting the designation, is an active AIHM or FIHM. Such members will, on application for reinstatement, only be granted Retired membership without designation.

Applicants Holding Candidate Honours (IHM(C)) Designations

Applicants who, at the time their memberships lapsed, held the IHM(C) designation will be reinstated with that designation provided they make application for reinstatement within five (5) years of the date of their program completion certificates. Applicants in this category who apply more than five (5) years after the date of their program completion certificates may apply for reinstatement as Candidate members and will not be granted permission to use the IHM(C) designation.

Denied Applications

Where the Board denies an application for reinstatement, the membership fee paid by the applicant will be returned and the processing fee will be retained.

If an applicant has challenged the Property and Building Administration course examination and has failed the examination, his/her application will be deemed to have been denied. The Institute will retain the challenge examination fee and processing fee and will return the membership fee.