



INSTITUTE OF HOUSING MANAGEMENT

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

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

1. Apply for reinstatement in writing
2. Provide his/her original certificate of accreditation or a notarized copy thereof
3. Provide his/her current business card
4. Provide a resume or listing (in reverse chronological order) of positions held and work performed in each, with the starting and ending year and employer name for each position
5. Provide a detailed description of his/her current position, including all duties and responsibilities
6. Have been working in the property management field for at least four (4) consecutive years immediately preceding the application
7. Sign a declaration that s/he has not used his/her accreditation since his/her membership lapsed
8. Pay the membership fee for the current year applicable to his/her level of accreditation (this fee is not pro-rated and must be paid for the full year)
9. Pay a non-refundable processing fee of \$35.00

Applications that 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 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.

Notwithstanding the applicant's declaration to the contrary, if it is determined that s/he used his/her designation after his/her membership lapsed, reinstatement will be refused and no further applications from that applicant, whether for reinstatement or for membership in another membership category, will be accepted. Submission of an application for reinstatement does not permit the applicant to begin using his/her designation again; the application must be approved by the Board before the applicant may begin using his/her designation.

Complete applications will be considered on a case-by-case basis by the Institute's Board of Directors at its first opportunity and in any case within six (6) months of submission. The office will notify the applicant of the Board's determination. There are no appeals from that determination.

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:

1. Complete the Institute's Property and Building Administration course either through one of the Institutes recognized colleges (Humber, George Brown or Conestoga), the Institute's distance learning program or the Institutes in-class program, with a final mark of 60% or greater, or
2. 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. 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 for reinstatement must satisfy 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:

1. On-site property administration
2. Property maintenance
3. Human resources
4. Financial matters
5. Tenancy law