

- APPLICANTS MUST BE EMPLOYED IN PROPERTY MANAGEMENT AT THE TIME OF APPLICATION.
- The Five compulsory AIHM courses are available through the distance learning alternative. Elective courses are widely available from all Ontario community colleges and universities and are, therefore, not currently offered through the Institute's distance learning program.
- To enroll in the program, complete the application form on this page and mail it, along with your payment, to the Institute's office. You will receive your instructional materials within a couple of weeks.
- With distance education, you can learn largely at your own pace, with a deadline of six months to complete each individual course. You will be assigned a distance learning instructor to whom you are required to submit chapter reviews, case studies and a final exam. You will be notified by mail of your final grade. Then, you're ready to move on to the next subject!
- In this way, you can complete your certificate program and, if you meet the experience requirements, qualify for accreditation and become entitled to use the Institute's designation, A.I.H.M.

The Institute's certificate program consists of Five compulsory courses, and two electives. For each course, students are expected to submit chapter reviews and assignments and pass a final examination. The compulsory courses are:

- 1. Property and Building Administration:** This course is designed to provide insight into the functions of management in the administration of large buildings and complexes. Topics will include the *Residential Tenancies Act*, lease negotiation, rent geared to income, breach of contract procedures, collection procedures, insurance and liability, management information systems, building start-up and take over and marketing/ advertising of rental units.
- 2. Building Maintenance for Property Managers:** The purpose of this course is to provide an understanding of maintenance management services, for those involved in the property management sector or a related field. It will give a general overview of management systems, such as the principles of residential construction, building science(s), specification writing, management's responsibility for the management of life safety systems, contract management, and the impact of the *Construction Lien Act*.
- 3. Strategic and Financial Planning for Property Managers:** This course is designed to provide a complete review of the accounting process and principles, the managerial use of accounting and financial statements and their analysis, and budget preparation procedures for property managers. In addition, the techniques and approaches for establishing and organizing objectives and implementing strategies will be discussed.
- 4. Human Relations for Property Managers:** Property Managers must develop the analytical and behavioural skills related to supervision of employees. In addition, they must also interact with tenants, owners, subcontractors and the general public. Topics will include decision making, leadership, delegation, team building, motivation, counselling and coaching, evaluation, discipline, personnel procedures, recruitment, public relations, client/tenant services, owner/board liaison and business ethics.
- 5. Tenancy Law in Ontario:** The intent of this course is to introduce the student to the law of residential tenancies governing landlords and tenants in Ontario. The course is designed to give the student a firm understanding of the basic legal principles articulated in the legislation. It will also focus on the practice and procedures at the Landlord and Tenant Board. The student will gain practical hands-on experience ranging from filing and serving legal documents to advocacy skills.

Electives

To request consideration or an exemption for an elective, please provide details with your request. Items required: a course outline, proof of completion, proof of mark or transcript (if applicable) and information as to the length of time that the course runs.

Courses to be considered must be a minimum of 30 hours in duration. Two or more courses may be combined to count as one elective.

Distance Learning Application Form/ Manual Order Form

COURSE / MANUAL TITLE	DISTANCE LEARNING COURSE	MANUAL ONLY
	Includes Electronic Manual & Full Year Membership	
Human Relations for Property Managers	<input type="radio"/> \$500.00*	<input type="radio"/> \$75.00*
Property & Building Administration for Property Managers	<input type="radio"/> \$500.00*	<input type="radio"/> \$75.00*
Strategic & Financial Planning for Property Managers	<input type="radio"/> \$500.00*	<input type="radio"/> \$75.00*
Building Maintenance for Property Managers	<input type="radio"/> \$500.00*	<input type="radio"/> \$75.00*
Tenancy Law in Ontario	<input type="radio"/> \$500.00*	<input type="radio"/> \$75.00*

* HST must be added

Please note all fields must be completed.

Full Name _____

Company Name _____

Title/Position _____

Address _____

City _____ Prov _____ Postal Code _____

Telephone _____ Fax _____

E-mail Address _____

Do you want your contact information included in the IHM Membership Directory:

Yes No

Cheque enclosed for \$ _____

GST/HST # 130216567 RT0001



Please make cheque payable to:

Institute of Housing Management

2800 14th Avenue, Suite 210, Markham, ON L3R 0E4

Tel: 416-493-7382 • Toll Free: 1-866-212-4377

Fax 416-491-1670

Email: info@ihmcanada.net

Website: www.ihmcanada.net

Register online at: <https://ihmcanada.net/EDUCATION/distancelearning.php>