ACoM®

ACoM® Checklist

This simple checklist outlines the path to earning your ACoM. Make sure you review all four steps below to get a full understanding of your journey, and the time and cost commitments involved. Those seeking the ACoM should follow the steps and tasks in the exact sequence outlined below.

Step 1: Learn — Time: 5 days, Cost: $1,220[1]

Take 2 ACoM certification courses via the ACoM Track

Registering is easy – ACoM Track (ACMTRK). It combines the courses below with the ACoM Certification Exam.

- [ ] **1.** Ethics for the Real Estate Manager in the classroom (ETH800) –OR– Real Estate Management Ethics Online (ETH001) if not taking the ACoM track
- [ ] **2.** Managing Commercial Properties (CML201)

Waive an ACoM course with the ACoM Fast Track

Those seeking the ACoM can waive CML201 if you meet either of the following criteria.

- Hold a CPM, CCIM, CSM, PCAM, or RPA designation, and take ETH800 or ETH001

  -OR-

- Have a bachelors or graduate degree with major, minor or concentration in real estate or property management – or an associate's degree in a non-residential property or real estate management program, and take ETH800 or ETH001

Alternative learning options for the ACoM

- MNT402, HRS402, FIN402 or ASM603, MKL410, and ETH800 (recommended if you intend to earn CPM®)
- MXD201 and ETH001 or ETH800

Step 2: Test — Time: 1/2 day, Cost: Included in ACoM Track fees

Pass the ACoM Certification Exam via the ACoM Track[2]

- [ ] **1.** Pass the ACoM Certification Exam (CMLEXM), an open-book exam covering all coursework and acquired skills

Step 3: Apply — Time: 1 hour, Cost: $160[3]

Complete your ACoM application with the ACoM Experience Form

- [ ] **1.** Download and complete the official ACoM application
- [ ] **2.** Have 12 months of qualifying experience managing a commercial or mixed-use portfolio of a minimum size – and record it on your ACoM Experience Form in the ACoM application
- [ ] **3.** Pay the $160 non-refundable application fee

Ethics and IREM

IREM was born out of a duty to uphold morality and ethics in property management. In your ACoM application, you'll pledge to uphold the IREM Code of Professional Ethics. The Code helps ensure integrity and professionalism in real estate management.

Step 4: Graduate — Time: 1-2 months

Once your application is approved, you have graduated

Congratulations! IREM will review your application and provide a decision. If approved, you can begin using the ACoM certification with your name on professional profiles, email signatures, business cards, and more. You'll also be presented with an official ACoM certificate and pin.

Once approved as an ACoM, you are required to maintain your certification each year by paying annual ACoM dues and IREM chapter dues, which also includes membership. Dues and fees are non-refundable.[4]

1) Existing members receive discounted pricing.
2) The ACoM Certification Exam can be taken as part of the ACoM Track (ACMTRK), or standalone (CMLEXM).
3) Application fee for existing IREM members is $80.
4) Upon approval, no additional ACoM fees or dues will be owed during approval year.

Accurate through December 31, 2024

IREM®
INSTITUTE OF REAL ESTATE MANAGEMENT