



# 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: \$1,075<sup>1</sup>

### Take 2 ACoM certification courses via the ACoM Track

Registering is easy – use the 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)

### Interested in other options?

Those seeking the ACoM can complete “Step 1: Learn” by following one of these alternate paths:

- Hold a CPM, CCIM, CSM, PCAM, CRRP, or RPA designation, and take ETH800 or ETH001
- 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
- Take MNT402, HRS402, FIN402 or ASM603, MKL 404 or MKL 406, and ETH800 (recommended for those who intend to someday earn the CPM®)



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

### Pass the ACoM Certification Exam via the ACoM Track<sup>2</sup>

- 1.** Pass the ACoM Certification Exam (CMLEXM), an open-book, 100 multiple-choice question exam available in the classroom or online with a live proctor



## Step 3: Apply — Time: 1 hour, Cost: \$80<sup>3</sup>

### Complete your ACoM application with the ACoM Experience Form

- Download and complete the official ACoM application
- Have 12 months of qualifying experience managing a commercial portfolio of a minimum size – and record it on your ACoM Experience Form in the ACoM application
- Pay the \$80 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, Cost: \$335<sup>4</sup>

### Once your application is approved, you have graduated

Congratulations! IREM will review your application and provide a decision. If approved, you can then 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. This helps maintain the high standards that make your ACoM so valuable.

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 \$40. Upon approval, new ACoMs will be billed for prorated dues. If you are an existing member and paid in full, you will owe nothing further in the year you’re approved.

4) Chapter dues vary by location