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

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)

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

Pass the ACoM Certification Exam via the ACoM Track

☐ 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

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 portfolio of a minimum size – and record it on your ACoM Experience Form in the ACoM application
☐ 3. Pay the $80 non-refundable application fee

Step 4: Graduate — Time: 1-2 months, Cost: $335

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 your application is approved, you have graduated

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.

Waive an ACoM course with the ACoM Fast Track
Those seeking the ACoM can waive CML201 if they meet either of the following criteria:

- Hold a CPM, CCIM, CSM, PCAM, or RPA designation, and take ETH800 or ETH001
- Have a bachelor's 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

Alternate option to complete the ACoM

- Take MNT402, HRS402, FIN402 or ASM603, MKL404 or MKL406, and ETH800 (recommended for those who intend to someday earn the CPM®)

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.

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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