



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: \$1,243¹

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 Track²

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



Step 3: Apply — Time: 1 hour, Cost: \$160/340³

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 non-refundable application fee³

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) Apply between Nov. 1 - Dec. 31, 2025 and enjoy membership through Dec. 31, 2026 for a non-refundable fee of \$340 (\$170 for current members). Apply Jan. 1, 2026 or after, and enjoy membership through December 31, 2026 for a non-refundable application fee of \$160 (\$80 for current members).
- 4) Upon approval, no additional ACoM fees or dues will be owed during approval year. to maintain the ACoM, annual dues are owed.