

Application to Write the ACCI Exam

Thank you for applying to write the ACCI exam. Please ensure you complete the **entire** application (mandatory fields are marked with an asterisk *); incomplete applications will result in processing delays. The CCI National office will be back to you with a confirmation of receipt of your application shortly, and it will take 7-10 working days to process after that.

Personal Information

*Name:	
*Company:	
*Address:	
*City:	
*Province:	
*Postal Code:	
*Work Tel:	
Work Fax:	
*Home Tel:	
*E-mail Address:	

Professional Experience

*Profession in which ACCI desired	
*Professional Governing Body:	
*Length of Membership	[Note: please indicate " Must be a minimum of 3 years"]

CCI-Related Information

*Your CCI Chapter:	
*Length of Professional Membership:	

Please provide the names of two (2) **Professional** Members of CCI as references.

First Reference

Second Reference

*Name:		*Name:	
Company		Company:	
*City:		*City:	
*Province:		*Province:	
*Telephone:		*Telephone:	
*E-mail Address:		*E-mail Address:	

Please send your completed application to:
 Canadian Condominium Institute, National Office
 2800 – 14th Avenue, Suite 210
 Markham, ON L3R 0E4
 Attention: Jacqueline Willmore
 Fax: 416-491-1670
 Email: info@cci.ca

Welcome to the ACCI Program!

What's Next

Here are the next steps in the process:

Step 1 – Apply:

- Gather the information for the registration form (eligibility criteria):
 - Ensure you are a Professional Member in good standing of your local CCI Chapter
 - Ensure you have at least three (3) years of professional experience
 - Identify two (2) CCI Professional Members as references
- Submit your application on-line or by mail or fax
- CCI National will confirm receipt of your application (if you do not receive confirmation within 2 working days of submitting your application, please contact us by e-mail at cci.national@associationconcepts.ca)
- We will review and process your application

Step 2 – Upon Approval of Your Application:

- Once your application has been approved, the office will send you the following information by e-mail, within 7-10 working days of confirmation of receipt of your application:
 - A copy of the "Canadian Condominium Legislation – A Coast to Coast Comparison"
 - The CCI National ACCI Professional Code of Ethics
 - A list of suggested reading
 - Your log-in information to enable you to pay for and write the exam (payment by Visa/MasterCard only)

Step 3 – Complete your Exam:

**You will have sixty (60) days from receipt of this information to sit the exam.*

The exam itself consists of four sections, and will be timed:

- i. Ethics (30 minutes)
- ii. General Condominium (National) (40 minutes)
- iii. General Condominium (Provincial) (40 minutes)
- iv. Profession-specific (40 minutes)

You will have two and a half hours to complete the exam and your progress will be timed by way of an on-screen timer, so you know how much time you have left. Once you have begun the exam, you *must* complete it in one sitting, so please ensure you have at least two and a half hours available to you.

You may have the following information with you when you write the exam, so be sure it is handy when you log in:

- Your provincial *Condominium Act* (or its equivalent) and Regulations
- Your copy of the "Canadian Condominium Legislation – A Coast to Coast Comparison"
- The CCI National ACCI Professional Code of Ethics

When you first log in, you will be asked to sign an affirmation that you will use only the above materials to assist you in writing the exam.

Step 4 – After Completing Your Exam

Upon completion of the exam, you will automatically be notified of your mark and, if you are successful, will be provided with a certificate of completion that you can print out and keep for your records. Your result will be sent to the CCI National office, your record updated, and the office will officially notify you of your result. If you have passed your exam, you will be able to begin using your new designation once CCI National has formally notified you of your success.