



CMM Supplemental Application
Property Standards



A. Property Standards Specialist

- | | | Completed | Documented* |
|-------------|--|--------------------------|--------------------------|
| | 1. a) Certified Property Standards Officer (CPSO) or Associate (CPSO(A)) | <input type="checkbox"/> | <input type="checkbox"/> |
| And | | | |
| BOTH | 2. OAPSO Seminars/Conferences or professionally related workshops/conferences (min. 20 hrs) | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Employment Experience: 2 years, full-time, Enforcement Experience | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Note: Re-certification Requirement (every 3 years) | | |
| BOTH | a) A minimum of 12 hours work related training, at least 6 of which must be through OAPSO, and | | |
| | b) Participated in the defence of a Property Standards Order before the Appeal Committee | | |

Title: _____ Employer: _____ Start (MM/YY): _____ to _____

**Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application* **Provide detail if additional positions*

B. Property Standards Professional

- | | | Completed | Documented* |
|------------|--|--------------------------|--------------------------|
| ALL | 1. Certified Property Standards Officer (CPSO) | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. 4 x Community College/University equivalent courses (with at least one in Local Govt or Management, and one job related elective (min. 120 hrs) | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. OAPSO Seminars or professionally related conferences/workshops (min. 40 hrs) | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Employment Experience: 4 years Enforcement with at least 2 years in Property Standards | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. Note: Re-certification Requirement (every 3 years) | | |
| ONE | A. minimum of 16 hours work related training, at least 6 of which must be through OAPSO | | |
| | B. i) Participated in development, implementation or review of policies or by-laws relating to property maintenance | | |
| | ii) Participated in the defence of three Property Standards Orders before the Appeal Committee | | |
| | iii) Preparation and defence of an Emergency Order at the Superior Court | | |

Title: _____ Employer: _____ Start (MM/YY): _____ to _____

**Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application* **Provide detail if additional positions*

C. Property Standards Executive

- | | | Completed | Documented* |
|------------|--|--------------------------|--------------------------|
| | 1. Certified Property Standards Officer (Current) | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. A <u>Member in good standing</u> for a minimum of 10 years | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. OAPSO 3x Annual Training Seminars or Regional Conferences or Chapter Meetings or Training Seminars within the last 5 years in any combination | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Participation as: | | |
| ONE | a) Member of the OAPSO Board of Directors (min. 2 full terms) | <input type="checkbox"/> | <input type="checkbox"/> |
| | b) Instructor for the Annual Training Seminar (min. 6 years) | <input type="checkbox"/> | <input type="checkbox"/> |
| | c) Chair or Member of the Executive of a local Association Chapter (min. 6 years) | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. Employment Experience: Minimum 10 years employment as a Property Standards Officer enforcing a Property Standards By-Law pursuant to the <i>Ontario Building Code Act</i> , with a minimum of 2 years total in a Management position.
(Management time shall include the total time spent in an acting management position) | <input type="checkbox"/> | <input type="checkbox"/> |

Title: _____ Employer: _____ Start (MM/YY): _____ to _____

**Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application* **Provide detail if additional positions*

- D.**
1. Applicant: _____ Employer: _____
2. Phone: _____ E-mail: _____
3. **Signature:** _____ **Date:** _____
4. **OAPSO Member** Yes No ****OAPSO Membership Required to Apply****
5. **Witness:** a) Municipal Official (**OAPSO** Member): _____
- b) Signature: _____ Title: _____
- *Witness identity only – not verification of content*

Fee: \$255 (includes CMM & OASPO Enhancement) HST Exempt.

Cheque payable to OMMI or pay by VISA _____ Exp ___ / ___ CVV: _____ Corp Personal

Name on Card: _____

Mail/Courier application to 618 Balmoral Drive, Oshawa, ON L1J 3A7

May 2018

Office Use

Complete all sections to ensure a complete recommendation. New Applicants Must Attach their CMM Application