

CMM Supplemental Application Property Standards

A. Property Standards Specialist

Completed

Documented*

1. a) Certified Property Standards Officer (CPSO) or Associate (CPSO(A))

And

BOTH

2. **OAPSO** Seminars/Conferences or professionally related workshops/conferences (min. 20 hrs)
3. **Employment Experience:** 2 years, full-time, Enforcement Experience

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)
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))
3. **OAPSO** Seminars or professionally related conferences/workshops (min. 40 hrs)
4. Employment Experience: 4 years Enforcement with at least 2 years in Property Standards

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 _____

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**Provide detail if additional positions*

C. Property Standards Executive

Completed

Documented*

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

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*

Office Use

Property Standards Enhancement Fee \$282

After application processing, invoices will be sent by email.

Payment may be made by cheque, EFT or online through the link provided on the invoice.

Jan 2025

Email to info@ommi.on.ca or Submit by mail to: Suite 267, 6-470 King Street West, Oshawa ON L1J 2K9