



# 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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## 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 \_\_\_\_\_

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- 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 \$293

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.

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