

**CONDOMINIUM MANAGEMENT FUNDAMENTALS
COMPETENCY EXAM BLUEPRINT**

DOMAIN: 1. PROFESSIONAL RELATIONSHIPS AND CONDUCT

COMPETENCY			SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL	EXAM WEIGHT			
1.1	FULFILL PROFESSIONAL DUTIES AND RESPONSIBILITIES	1.1.1	Assess different types of property ownership.	Evaluate	1.1.1.1	Summarize the history of condominium ownership.	Understand	2			
					1.1.1.2	Compare and contrast the types of property ownership available in Alberta.	Analyse				
					1.1.1.3	Compare and contrast the different types of communal living.	Analyse				
					1.1.1.4	Compare and contrast the structure of condominium, cooperative, and community association developments.	Analyse				
					1.1.1.5	Compare and contrast the different types of condominiums.	Evaluate				
		1.1.2	Explain how condominium corporations function.	Analyse	1.1.2.1	Define the term "condominium corporation".	Remember	2			
					1.1.2.2	Define the term "condominium unit".	Remember				
					1.1.2.3	Define the term "common property".	Remember				
					1.1.2.4	Summarize how a condominium corporation is structured.	Understand				
					1.1.2.5	Explain how condominium unit ownership operates.	Understand				
					1.1.2.6	Describe the benefits of condominium ownership.	Understand				
		1.1.3	Assess the foundations of condominium management.	Evaluate	1.1.3.1	Describe the history of condominium management in Alberta.	Understand	1			
					1.1.3.2	Summarize the role of condominium management education and licensing requirements.	Understand				
					1.1.3.3	Explain the need for condominium management education.	Analyse				
					1.1.3.4	Explain the need for condominium management licensing.	Analyse				
					1.1.3.5	Compare and contrast the different <u>corporation</u> management business models: 1) Self managed, 2) Professionally managed, 3) Partially managed.	Analyse				
					1.1.3.6	Compare and contrast the different business models <u>condominium managers</u> may use to provide services to <u>corporations</u> .	Analyse				
					1.1.4	Compare and contrast property management and condominium management.	Analyse	2			
					1.1.5	Outline the responsibilities the CPA imposes on <u>corporations</u> , <u>boards</u> , <u>owners</u> , and others.	Analyse	1.1.5.1	Define key terms in the <u>CPA</u> .	Remember	5
								1.1.5.2	Define implied easements.	Remember	
								1.1.5.3	Explain the purpose of electing the first board.	Understand	
		1.1.5.4	Explain how the <i>Builder's Lien Act</i> impacts units and common property.	Understand							
		1.1.5.5	Describe the powers of the Minister and penalties associated with CPA breaches.	Understand							
		1.1.5.6	Explain the structure, function, and composition of a <u>corporation</u> .	Analyse							
		1.1.5.7	Outline voting rights, proxies, and the voting process that affect a <u>corporation</u> .	Analyse							
1.1.5.8	Outline <u>bylaw</u> purpose, scope, and restrictions.	Analyse									
1.1.5.9	Outline the processes by which initial <u>bylaws</u> are repealed or replaced.	Analyse									
1.1.5.10	Outline the <u>bylaw</u> amendment process.	Analyse									
1.1.5.11	Outline the sanctions <u>boards</u> may establish for breaches of the <u>bylaws</u> .	Analyse									
1.1.5.12	Outline the purpose, scope and restrictions of <u>corporation</u> rules and how to effect changes.	Analyse									
1.1.5.13	Outline the powers and duties imposed on <u>corporations</u> .	Analyse									
1.1.5.14	Compare and contrast <u>corporation</u> and <u>owner</u> building damage related settlement obligations.	Analyse									
1.1.5.15	Outline <u>corporation</u> activities related to court processes and remedies.	Analyse									

					1.1.5.16	Outline municipal or public authority right of entry requirements.	Analyse	
					1.1.5.17	Explain board obligations and requirements including registration requirements.	Analyse	
		1.1.6	Determine how the REA imposes responsibilities on condominium management licensees.	Evaluate	1.1.6.1	Define conduct deserving of sanction.	Remember	5
					1.1.6.2	Explain the purposes of the RECA Board.	Understand	
					1.1.6.3	Describe the composition of the RECA Board.	Understand	
					1.1.6.4	Describe RECA Board's obligation to make bylaws and RECA's business public, including posting annual reports.	Understand	
					1.1.6.5	Explain the purpose of the Industry Councils.	Understand	
					1.1.6.6	Describe how Industry Councils are composed.	Understand	
					1.1.6.7	Describe the Industry Councils' powers and responsibilities.	Understand	
					1.1.6.8	Describe the licensing requirements for persons who trade in real estate as real estate brokers.	Understand	
					1.1.6.9	Describe the licensing requirements for persons who deal in mortgages as a mortgage brokers.	Understand	
					1.1.6.10	Describe the licensing requirements for persons who deliver property management services.	Understand	
					1.1.6.11	Describe the licensing requirements for persons who deliver condominium management services.	Understand	
					1.1.6.12	Describe the exemptions to the licensing provisions under the REA and under the CPA.	Understand	
					1.1.6.13	Describe the fines associated with conducting business that requires a licence without a licence.	Understand	
					1.1.6.14	Describe the requirements of licensees associated with the solicitation, acceptance, and receipt of money.	Understand	
					1.1.6.15	Describe the prohibition preventing charging and suing for commissions if the persons provided services requiring a license without a license.	Understand	
					1.1.6.16	Describe the production order powers of the Registrar and of investigators appointed by the Registrar.	Understand	
					1.1.6.17	Describe the powers of the Registrar to issue Administrative Penalties and the process to appeal Administrative Penalties.	Understand	
					1.1.6.18	Summarize the offences under which people may be prosecuted and the possible sanctions.	Understand	
					1.1.6.19	Describe orders to cease carrying on business and their appeal processes.	Understand	
					1.1.6.20	Describe how Hearing and Appeal panels are appointed.	Understand	
					1.1.6.21	Describe the process associated with the service of documents.	Understand	
					1.1.6.22	Describe the RECA Board and Industry Councils' time extension powers for licensee requirements under REA and the bylaws or directions by any person under their authority under REA.	Understand	
					1.1.6.23	Describe the processes associated with an application for a lifetime ban from being able to become licensed again.	Understand	
					1.1.6.24	Describe the publication provisions related to licensing, conduct deserving of sanction, and other enforcement actions or decision.	Understand	
					1.1.6.25	Describe RECA's powers associated with the enforcement and collection of fines or costs.	Understand	
					1.1.6.26	Describe the purpose and activities of the Alberta Real Estate Foundation.	Understand	
					1.1.6.27	Describe the Minister's powers associated with the conduct of RECA, the RECA Board or an Industry Council.	Understand	
					1.1.6.28	Describe the immunity provisions to the Minister, an official administrator, the RECA, the RECA Board or an Industry Council, a member, officer or employee of the RECA.	Understand	
					1.1.6.29	Use key terms associated with the REA.	Apply	

					1.1.6.30	Outline RECA Board's bylaw creation responsibilities.	Analyse	
					1.1.6.31	Compare and contrast the role and responsibilities of the Executive Director and the Registrar.	Analyse	
					1.1.6.32	Outline the complaint process related to conduct deserving of sanction.	Analyse	
					1.1.6.33	Outline the investigation process related to conduct deserving of sanction.	Analyse	
					1.1.6.34	Outline the decision making process related to conduct deserving of sanction.	Analyse	
					1.1.6.35	Outline the appeals process related to conduct deserving of sanction.	Analyse	
					1.1.6.36	Outline the Registrar's powers to conduct periodic inspections, issue receiving orders, and orders freezing assets.	Analyse	
		1.1.7	Outline the requirements and responsibilities imposed by the Rules on all licensees.	Analyse	1.1.7.1	Describe the key definitions under the Rules.	Understand	5
					1.1.7.2	Describe the various classes of condominium management licences issued by the Registrar.	Understand	
					1.1.7.3	Describe when licences expire, when they must be renewed, and when they are terminated.	Understand	
					1.1.7.4	Clarify which licenses are affected by a lifetime licensing ban.	Understand	
					1.1.7.5	Describe the eligibility requirements for brokerages.	Understand	
					1.1.7.6	Describe the eligibility and education requirements for individuals.	Understand	
					1.1.7.7	Describe the conditions under which the Registrar may grant education requirements' exemptions.	Understand	
					1.1.7.8	Describe the obligations imposed on prospective licensees and licensees by the Education Code of Conduct for Learners during the pre-licensing and re-licensing education process.	Understand	
					1.1.7.9	Describe when a Registrar licensing eligibility opinion is not binding.	Understand	
					1.1.7.10	Describe the duty notify the Registrar of license application related information changes.	Understand	
					1.1.7.11	Explain the brokerage registration requirement for associates and associate brokers.	Understand	
					1.1.7.12	Describe the Registrar's powers to place conditions or restrictions on licences.	Understand	
					1.1.7.13	Describe the requirement of licensees to meet re-licensing education requirements before renewing a licence.	Understand	
					1.1.7.14	Describe the licence application requirements.	Understand	
					1.1.7.15	Describe prohibitions associated with being registered to multiple brokerages.	Understand	
					1.1.7.16	Explain when the Registrar can refuse, suspend, or cancel a licence and how these decisions can be appealed.	Understand	
					1.1.7.17	Explain the conditions or events that licensees must report to the Registrar and the associated time lines.	Understand	
					1.1.7.18	Distinguish the circumstances that make individuals ineligible to become licensed.	Analyse	
					1.1.7.19	Outline how prospective licensees may request the Registrar's opinion regarding their licensing eligibility.	Analyse	
					1.1.7.20	Outline the benefits of seeking the Registrar's licensing eligibility opinion.	Analyse	
					1.1.7.21	Outline the responsibilities imposed by the Rules on licensees.	Analyse	
					1.1.7.22	Outline the prohibitions imposed by the Rules on licensees.	Analyse	
					1.1.7.23	Outline the condominium manager brokerage's service agreement responsibilities.	Analyse	
					1.1.7.24	Outline condominium management service agreement content requirements.	Analyse	
					1.1.7.25	Outline licensee client information protection responsibilities under the Rules.	Analyse	

					1.1.7.26	Explain licensee referral related responsibilities.	Analyse	
					1.1.7.27	Differentiate licensee responsibilities and permissible unlicensed assistant responsibilities.	Analyse	
		1.1.8	Determine the requirements and responsibilities imposed by the Rules on all condominium manager licensees.	Evaluate	1.1.8.1	Describe condominium manager broker delegation related duties and responsibilities.	Understand	5
					1.1.8.2	Describe condominium management brokerage trust account obligations related to trust account reconciliation, negative trust account balances, trust fund shortage funding requirements, and trust shortage Registrar notification requirements.	Understand	
					1.1.8.3	Describe the requirement to provide annual accounting reports to the Registrar.	Understand	
					1.1.8.4	Describe the obligations condominium manager brokerages have towards corporations when administering the corporation's accounts.	Understand	
					1.1.8.5	Describe the obligations condominium manager brokerages have towards corporations when administering corporations accounts.	Understand	
					1.1.8.6	Describe the requirements under which a brokerage may accept and disburse corporation funds collected through electronic deposits.	Understand	
					1.1.8.7	Describe a a condominium management brokerage's corporation investment management obligations.	Understand	
					1.1.8.8	Describe condominium management brokerage obligations and restrictions related to comingling trust funds, and the payment of condominium management brokerage expenses or commissions from the condominium manager brokerage's trust account.	Understand	
					1.1.8.9	Describe condominium management brokerage insurance requirements.	Understand	
					1.1.8.10	Outline the responsibilities of condominium management brokerages.	Analyse	
					1.1.8.11	Outline condominium management brokerage prohibitions.	Analyse	
					1.1.8.12	Outline condominium management broker prohibitions.	Analyse	
					1.1.8.13	Compare and contrast condominium manager associate broker specific and condominium manager broker specific duties and responsibilities.	Analyse	
					1.1.8.14	Outline condominium management broker, associate broker, and associate basic obligations to the corporation imposed by the Rules.	Analyse	
					1.1.8.15	Outline owner disclosure obligations to a corporation for condominium management brokers, associate brokers, and associates.	Analyse	
					1.1.8.16	Outline the duties condominium management brokers, associate brokers, and associates owe to a corporation when acting under the Exemption Regulation.	Analyse	
					1.1.8.17	Explain condominium management brokerage record keeping and conversation requirements.	Analyse	
					1.1.8.18	Outline the periodic and financial reporting brokerages are required to provide corporations.	Analyse	
					1.1.8.19	Outline condominium management brokerage trust account obligations.	Analyse	
					1.1.8.20	Explain condominium management brokerage trust account record keeping requirements.	Analyse	
					1.1.8.21	Determine role specific prohibitions for condominium management brokers, associate brokers, and associates.	Evaluate	
					1.1.8.22	Determine electronic deposit and trust fund transfer related requirements.	Evaluate	

		1.1.9	Assemble the duties owed to a <u>corporation</u> in a representation relationship.	Create	1.1.9.1	Describe a licensee's duty to act consistently in accordance with representation relationships.	Understand	5
					1.1.9.2	Describe the services a licensee may provide non-clients with whom they are in non-representation relationship.	Understand	
					1.1.9.3	Describe types of authority in representation relationships.	Understand	
					1.1.9.4	Describe the limits on authority regarding capacity to contract, delegate, and incur expenses.	Understand	
					1.1.9.5	Describe the elements of a representation relationship	Understand	
					1.1.9.6	Describe how representation relationship may be established.	Understand	
					1.1.9.7	Describe client obligations in a representation relationship of indemnification, remuneration, and disclosure in a condominium management setting.	Understand	
					1.1.9.8	Describe the obligations that continue to clients after a representation relationship is terminated.	Understand	
					1.1.9.9	Compare and contrast the duties owed to clients in representation relationships and to non-clients in non-representation relationships.	Analyse	
					1.1.9.10	Outline a licensee's duty to document representation relationships in writing.	Analyse	
					1.1.9.11	Asses when the various types of representation authority are appropriate in condominium management.	Analyse	
					1.1.9.12	Comply with the general obligations to clients to exercise care and skill, act honestly, negotiate favourable terms, maintain confidentiality, disclose information, act in person, obey lawful instructions, and perform mandate in a condominium management setting.	Apply	
					1.1.9.13	Comply with the principles of fiduciary obligation to clients, trust and confidence, best interests, utmost loyalty, not make secret profits, and handle confidential information properly in a condominium management setting.	Apply	
		1.1.10	Work within the scope of brokerage's policies and procedures.	Apply	1.1.10.1	Explain the importance of following the brokerage's policies and procedures.	Understand	1
		1.1.11	Assess condominium manager licensees' liability.	Evaluate	1.1.11.1	Explain how and when a licensee becomes personally liable to a third party.	Analyse	4
					1.1.11.2	Compare and contrast negligence, recklessness, and intent.	Analyse	
					1.1.11.3	Compare and contrast a condominium management licensee's civil and regulatory liability in diverse situations.	Analyse	
					1.1.11.4	Explain civil liability arising from condominium unit holders for condominium management.	Analyse	
					1.1.11.5	Outline the various errors and omissions coverage to address civil liability in condominium management licensee practice.	Analyse	
		1.1.12	Assess condominium management agency relationships.	Evaluate	1.1.12.1	Describe General Authority as it relates to condominium management practice and agency law.	Understand	2
					1.1.12.2	Describe Specific Authority as it relates to condominium management practice and agency law.	Understand	
					1.1.12.3	Describe Express Authority as it relates to condominium management practice and agency law.	Understand	
					1.1.12.4	Describe Implied Authority as it relates to condominium management practice and agency law.	Understand	
					1.1.12.5	Outline how to create an agency relationship in condominium management contexts.	Analyse	
					1.1.12.6	Describe Customary Authority as it relates to condominium management practice and agency law.	Evaluate	
		1.1.13	Outline the role and responsibilities of a licensee under self-regulation.	Analyse	1.1.13.1	Outline how RECA's statement of self regulation applies to a licensee.	Analyse	4
					1.1.13.2	Compare and contrast the role of the different condominium management licence categories (broker, associate broker, and associate).	Analyse	

					1.1.13.3	Compare and contrast the general responsibilities of the condominium management brokerage, broker, associate broker, and associate.	Analyse	
		1.1.14	Determine the impact of REA and the Rules on licensee practice.	Evaluate	1.1.14.1	Summarize the history of the REA.	Understand	5
					1.1.14.2	Explain who oversees the REA.	Understand	
					1.1.14.3	Explain how Industry Councils makes rules governing licensee conduct.	Understand	
					1.1.14.4	Describe the limitations imposed on Industry Councils associated with the creation of Rules.	Understand	
					1.1.14.5	Outline the process required to amend the REA.	Analyse	
		1.1.15	Determine how the REA imposes responsibilities on condominium management licensees.	Evaluate	1.1.15.1	Define conduct deserving of sanction.	Remember	5
					1.1.15.2	Explain the purposes of the RECA Board.	Understand	
					1.1.15.3	Describe the composition of the RECA Board.	Understand	
					1.1.15.4	Describe RECA Board's obligation to make bylaws and RECA's business public, including posting annual reports.	Understand	
					1.1.15.5	Explain the purpose of the Industry Councils.	Understand	
					1.1.15.6	Describe how Industry Councils are composed.	Understand	
					1.1.15.7	Describe the Industry Councils' powers and responsibilities.	Understand	
					1.1.15.8	Describe the licensing requirements for persons who trade in real estate as real estate brokers.	Understand	
					1.1.15.9	Describe the licensing requirements for persons who deal in mortgages as a mortgage brokers.	Understand	
					1.1.15.10	Describe the licensing requirements for persons who deliver property management services.	Understand	
					1.1.15.11	Describe the licensing requirements for persons who deliver condominium management services.	Understand	
					1.1.15.12	Describe the exemptions to the licensing provisions under the REA and under the CPA.	Understand	
					1.1.15.13	Describe the fines associated with conducting business that requires a licence without a licence.	Understand	
					1.1.15.14	Describe the requirements of licensees associated with the solicitation, acceptance, and receipt of money.	Understand	
					1.1.15.15	Describe the prohibition preventing charging and suing for commissions if the persons provided services requiring a license without a license.	Understand	
					1.1.15.16	Describe licensees' duties associated with the administration of trust accounts and trust moneys.	Understand	
					1.1.15.17	Describe the production order powers of the Registrar and of investigators appointed by the Registrar.	Understand	
					1.1.15.18	Describe the powers of the Registrar to issue Administrative Penalties and the process to appeal Administrative penalties.	Understand	
					1.1.15.19	Summarize the offences under which people may be prosecuted and the possible sanctions.	Understand	
					1.1.15.20	Describe orders to cease carrying on business and their appeal processes.	Understand	
					1.1.15.21	Describe how Hearing and Appeal panels are appointed.	Understand	
					1.1.15.22	Describe the process associated with the service of documents.	Understand	
					1.1.15.23	Explain the RECA Board and Industry Council power to grant time extensions related to any individual requirements under the REA, or directions given by any person under their authority under the REA.	Understand	
					1.1.15.24	Describe the processes associated with an application for a lifetime ban.	Understand	
					1.1.15.25	Describe the publication provisions related to licensing, conduct deserving of sanction, and other enforcement actions.	Understand	
					1.1.15.26	Describe RECA's powers associated with the enforcement and collection of fines or costs.	Understand	

					1.1.15.27	Describe the purpose and activities of the Alberta Real Estate Foundation.	Understand	
					1.1.15.28	Describe the Minister's powers associated with the conduct of RECA, the <u>RECA Board</u> , or an Industry Council.	Understand	
					1.1.15.29	Describe the immunity provisions to the Minister, an official administrator the RECA, the <u>RECA Board</u> or an Industry Council, a member, officer or employee of the RECA.	Understand	
					1.1.15.30	Use key terms associated with the REA.	Apply	
					1.1.15.31	Outline <u>RECA Board's</u> bylaw creation responsibilities.	Analyse	
					1.1.15.32	Compare and contrast the role and responsibilities of the Executive Director and the <u>Registrar</u> .	Analyse	
					1.1.15.33	Outline the complaint process related to conduct deserving of sanction.	Analyse	
					1.1.15.34	Outline the investigation process related to conduct deserving of sanction.	Analyse	
					1.1.15.35	Outline the decision making process related to conduct deserving of sanction.	Analyse	
					1.1.15.36	Outline the appeals process related to conduct deserving of sanction.	Analyse	
					1.1.15.37	Outline the <u>Registrar's</u> powers to conduct periodic inspections, issue receiving orders, and orders freezing assets.	Analyse	
		1.1.16	Outline the responsibilities imposed by the <u>Rules</u> on all licensees	Analyse	1.1.16.1	Describe the various classes of condominium management licences issued by the <u>Registrar</u> .	Understand	5
					1.1.16.2	Describe when licences expire, when they must be renewed, and when they are terminated.	Understand	
					1.1.16.3	Clarify which licenses lifetime licensing bans affect (all licence types).	Understand	
					1.1.16.4	Describe events that licensees must report to the <u>Registrar</u> .	Understand	
					1.1.16.5	Summarize the responsibilities of all licensees.	Understand	
					1.1.16.6	Describe the prohibitions on all licensees.	Understand	
					1.1.16.7	Describe condominium manager broker delegation related duties and responsibilities.	Understand	
					1.1.16.8	Describe the requirement to provide annual accounting reports to the <u>Registrar</u> .	Understand	
					1.1.16.9	Describe the requirements under which a brokerage may accept and disburse <u>corporation</u> funds collected through electronic deposits.	Understand	
					1.1.16.10	Describe a a condominium management brokerage's corporation investment management obligations.	Understand	
					1.1.16.11	Describe condominium management brokerage obligations and restrictions related to comingling trust funds, and the payment of condominium management brokerage expenses or commissions from their trust account.	Understand	
					1.1.16.12	Describe condominium management brokerage insurance requirements.	Understand	
					1.1.16.13	Use the key terms under the <u>Rules</u> .	Apply	
					1.1.16.14	Outline condominium management brokerage trust account reconciliation obligations.	Analyse	
					1.1.16.15	Outline condominium management brokerage negative trust account balance obligations.	Analyse	
					1.1.16.16	Outline condominium management brokerage trust fund shortage funding requirements.	Analyse	
					1.1.16.17	Outline condominium management brokerage trust shortage <u>Registrar</u> notification requirements.	Analyse	
					1.1.16.18	Outline licensee and condominium management brokerage service agreement content requirements.	Analyse	
					1.1.16.19	Outline licensee and condominium management brokerage responsibility for <u>service agreements</u> .	Analyse	

					1.1.16.20	Outline licensee client information protection responsibilities under the Rules.	Analyse	
					1.1.16.21	Explain licensee referral related responsibilities.	Analyse	
					1.1.16.22	Differentiate licensee responsibilities and permissible unlicensed assistant responsibilities.	Analyse	
					1.1.16.23	Outline the responsibilities of condominium management brokerages.	Analyse	
					1.1.16.24	Outline condominium management brokerage prohibitions.	Analyse	
					1.1.16.25	Outline condominium management broker prohibitions.	Analyse	
					1.1.16.26	Compare and contrast condominium manager associate broker and condominium manager broker specific duties and responsibilities.	Analyse	
					1.1.16.27	Outline condominium manager basic obligations to the corporation imposed by the Rules.	Analyse	
					1.1.16.28	Outline owner disclosure obligations to a corporation by condominium managers.	Analyse	
					1.1.16.29	Outline the duties condominium managers owe to a corporation when acting under the Exemption Regulation.	Analyse	
					1.1.16.30	Explain condominium management brokerage record keeping and conversation requirements.	Analyse	
					1.1.16.31	Outline the periodic and financial reporting requirements brokerages have towards corporations	Analyse	
					1.1.16.32	Outline condominium management brokerage trust account obligations.	Analyse	
					1.1.16.33	Explain condominium management brokerage trust account record keeping requirements.	Analyse	
					1.1.16.34	Outline electronic deposit and trust fund transfer related requirements.	Analyse	
					1.1.16.35	Outline condominium management brokerage obligations toward a corporation when administering the corporation's accounts.	Analyse	
					1.1.16.36	Determine role specific prohibitions for condominium managers.	Evaluate	
						COMPETENCY	TOTAL WT.	58
						1.1 FULFILL PROFESSIONAL DUTIES AND RESPONSIBILITIES		
1.2	COMPLY WITH APPLICABLE LAWS AND REGULATIONS	1.2.1	Explain the role of provincial and municipal government in condominium management and property use.	Analyse	1.2.1.1	Describe a condominium manager's role in municipal and provincial legislation requirements and enforcement.	Understand	3
					1.2.1.2	Explain when a development permit or building permit is required.	Understand	
					1.2.1.3	Explain what is meant by illegal or non-conforming use in a condominium management setting.	Understand	
					1.2.1.4	Compare and contrast corporation bylaw adherence with corporation bylaw enforcement best practices.	Analyse	
		1.2.2	Determine how privacy law and personal information protection pertains to condominium management.	Evaluate	1.2.2.1	Explain the role and powers of Alberta's Office of Information and Privacy Commissioner (OIPC).	Understand	5
					1.2.2.2	Explain privacy law and personal information related policies and processes that a board must implement.	Understand	
					1.2.2.3	Describe OIPC's privacy complaint process.	Understand	
					1.2.2.4	Describe different types of consent under PIPA.	Understand	
					1.2.2.5	Summarize PIPA's personal information collection, use, and disclosure exemptions.	Understand	
					1.2.2.6	Describe personal information surveillance system related concerns.	Understand	
					1.2.2.7	Describe personal information concerns associated with recordings at board and other corporation meetings.	Understand	
					1.2.2.8	Describe the importance of securely storing personal information, including unit owner and unit resident personal information.	Understand	

					1.2.2.9	Summarize personal information retention and disposal requirements.	Understand	
					1.2.2.10	Explain the objectives and application of the PIPA.	Analyse	
					1.2.2.11	Outline the role of privacy policies, including cybersecurity plans and Privacy Officers.	Analyse	
					1.2.2.12	Compare and contrast personal information as defined under PIPA and confidential information resulting from a representation agreement.	Analyse	
					1.2.2.13	Determine how privacy law pertains to the protection of personal information of tenants, owners, occupants, guests, employees, and others.	Evaluate	
					1.2.2.14	Determine when to obtain legal advice regarding condominium management privacy law and personal information protection requirements.	Evaluate	
					1.2.2.15	Determine how personal information and confidential information collection, storage, use, and disclosure consent is obtained under PIPA.	Evaluate	
					1.2.2.16	Determine how to respond to privacy concerns related to owner access requests.	Evaluate	
						COMPETENCY 1.2 COMPLY WITH APPLICABLE LAWS AND REGULATIONS	TOTAL WT.	8
1.3	INTEGRATE PROFESSIONAL OBLIGATIONS INTO PRACTICE	1.3.1	Determine <u>condominium manager</u> prohibitions.	Evaluate	1.3.1.1	Describe self-regulation as it applies to condominium management under <u>REA</u> .	Understand	2
					1.3.1.2	Describe the role of RECA in consumer protection and complaints.	Understand	
					1.3.1.3	Summarize <u>condominium manager</u> prohibitions under <u>REA</u> and the <u>Rules</u> .	Understand	
					1.3.1.4	Summarize <u>condominium manager</u> responsibilities under <u>REA</u> and the <u>Rules</u> .	Understand	
					1.3.1.5	Determine appropriate actions that a <u>condominium manager</u> may take in situations that present prohibitions.	Evaluate	
		1.3.2	Assess the impact of <u>REA</u> and the <u>CPA</u> on condominium management.	Evaluate	1.3.2.1	List the industry sectors under the jurisdiction of the <u>REA</u> .	Remember	3
					1.3.2.2	Explain the <u>REA</u> agency requirements as applicable to condominium management <u>service agreements</u> .	Understand	
					1.3.2.3	Outline the impact of the industry sectors under <u>REA</u> jurisdiction on condominiums and <u>condominium managers</u> .	Analyse	
					1.3.2.4	Compare and contrast property management and condominium management scope of practice.	Analyse	
					1.3.2.5	Assess how the principles of contract law apply to condominium contracts with service providers.	Evaluate	
					1.3.2.6	Assess how the principles of contract law apply to condominium management <u>service agreements</u> .	Evaluate	
		1.3.3	Determine how to demonstrate professional behavior.	Evaluate	1.3.3.1	Identify the influences that affect ethics and professional conduct.	Remember	5
					1.3.3.2	Explain acting with integrity.	Understand	
					1.3.3.3	Describe the boundaries of a condominium management licence.	Understand	
					1.3.3.4	Describe steps <u>condominium managers</u> may take to stay within condominium management licence boundaries.	Understand	
					1.3.3.5	Use a decision-making model to assist with ethical dilemmas.	Apply	
					1.3.3.6	Demonstrate the steps <u>condominium managers</u> may take when faced with expertise limitations.	Apply	
					1.3.3.7	Differentiate acting ethically and acting professionally.	Analyse	
					1.3.3.8	Outline how to protect and promote public confidence in the industry.	Analyse	
					1.3.3.9	Distinguish the consequences <u>condominium managers</u> may face when acting outside of the boundaries of their expertise.	Analyse	

					1.3.3.10	Outline the responsibilities under the <u>Rules</u> to report unethical, unsafe, illegal, or incompetent practices to the <u>board</u> , the brokerage, RECA, and other authorities.	Analyse	
					1.3.3.11	Explain how to integrate condominium management practice principles that sustain trust and safeguard the <u>corporation</u> into professional practice.	Analyse	
					1.3.3.12	Compare and contrast situations that require a <u>condominium manager</u> to interact professionally with others.	Analyse	
					1.3.3.13	Assess condominium management professional interactions.	Evaluate	
					1.3.3.14	Assess the relationship between professional behaviour, agency responsibility to <u>boards</u> , and legislative responsibilities associated with reporting unethical, unsafe, illegal, or incompetent practices.	Evaluate	
					1.3.3.15	Assess condominium management practice principles that sustain trust and safeguard the <u>corporation</u> .	Evaluate	
		1.3.4	Outline the framework that establishes a model of self-regulation.	Analyse	1.3.4.1	Define what is meant by professional standards.	Remember	3.5
					1.3.4.2	Explain how condominium management licensees may contribute to self-regulation.	Understand	
					1.3.4.3	Execute condominium management duties and responsibilities in an honest, legal, and transparent manner.	Apply	
					1.3.4.4	Explain the relationship between investigations, disciplinary actions, and self-regulation.	Analyse	
					1.3.4.5	Outline the essential role of licensees acting honestly and legally within self-regulation.	Analyse	
						COMPETENCY 1.3 INTEGRATE PROFESSIONAL OBLIGATIONS INTO PRACTICE	TOTAL WT.	13.5
						DOMAIN 1 PROFESSIONAL RELATIONSHIPS AND CONDUCT	TOTAL WT.	79.5

DOMAIN: 2. COMMUNICATION AND COLLABORATION

COMPETENCY			SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL	EXAM WEIGHT
2.1	COMMUNICATE EFFECTIVELY	2.1.1	Check that English language proficiency requirements have been met.	Evaluate	2.1.1.1	Explain the need for English language proficiency requirements from a regulatory standpoint.	Understand	0.5
						COMPETENCY 2.1 COMMUNICATE EFFECTIVELY	TOTAL WT.	0.5
2.2	NEGOTIATE WITH INTEGRITY	2.2.1	Explain the need for negotiations to be conducted in accordance with the <u>board's</u> direction.	Understand	2.2.1.1	Describe the strategies condominium managers may employ to ensure they conduct negotiations as directed by the <u>board</u> .	Understand	2
		2.2.2	Assess how the <u>condominium manager's</u> duty to act in the best interests of the <u>corporation</u> applies to the negotiation process.	Evaluate	2.2.2.1	Describe how to encourage other parties to accept a diverse understandings or points of view.	Understand	4
					2.2.2.2	Describe the need for <u>condominium managers</u> to seek <u>board</u> direction regarding what constitutes the best possible terms for the corporation.	Understand	
					2.2.2.3	Determine how to effectively prepare for a negotiation.	Evaluate	
					2.2.2.4	Assess why mutual understanding promotes better negotiation outcomes.	Evaluate	
		2.2.3	Determine how to employ integrity while negotiating.	Evaluate	2.2.3.1	Describe negotiation techniques that lack integrity.	Understand	5
					2.2.3.2	Describe behavioural principles and strategies for effective negotiation.	Understand	
					2.2.3.3	Describe the ways a <u>condominium manager</u> may uncover the objectives, goals and desired outcomes of other parties.	Understand	
					2.2.3.4	Explain negotiation options and realistic compromises.	Understand	
					2.2.3.5	Explain how offering realistic compromises leads to better negotiated outcomes.	Understand	

					2.2.3.6	Explain how a lack of objectivity can lead to poor outcomes.	Understand	
					2.2.3.7	Respond objectively to interpersonal conflicts.	Apply	
					2.2.3.8	Integrate behavioural principles and strategies for effective negotiations.	Apply	
					2.2.3.9	Compare and contrast integrity and transparency.	Analyse	
					2.2.3.10	Compare and contrast distributive and integrative approaches to negotiations.	Analyse	
					2.2.3.11	Differentiate negotiation strategies and dispute resolution techniques.	Analyse	
					2.2.3.12	Outline how understanding the objectives, goals, and desired outcomes of other parties can lead to better outcomes for all	Analyse	
					2.2.3.13	Determine how to manage negotiations based on best information available.	Evaluate	
					2.2.3.14	Determine the effectiveness of a negotiation using multiple criteria.	Evaluate	
					2.2.3.15	Determine response to another negotiator's questionable tactics used.	Evaluate	
					2.2.3.16	Determine others' objectives, goals and desired outcomes.	Evaluate	
					2.2.3.17	Recommend negotiation strategies and dispute resolution techniques.	Evaluate	
					2.2.3.18	Inform the <u>board</u> and provide negotiation strategies and dispute resolution techniques with their advantages and disadvantages.	Evaluate	
					2.2.3.19	Assess negotiation strategies and dispute resolution techniques.	Evaluate	
					2.2.3.20	Assess the effectiveness of a negotiation using multiple criteria.	Evaluate	
		2.2.4	Make conclusions regarding <u>condominium manager</u> contract terms on behalf of the <u>corporation</u> .	Evaluate	2.2.4.1	Assess the value of the information and how it corresponds to the <u>corporation</u> in negotiations.	Evaluate	1
						COMPETENCY 2.2 NEGOTIATE WITH INTEGRITY	TOTAL WT.	12
						DOMAIN 2 COMMUNICATION AND COLLABORATION	TOTAL WT.	12.5
DOMAIN: 3. ADMINISTRATION AND MANAGEMENT								
	COMPETENCY		SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL	EXAM WEIGHT
3.1	UNDERSTAND THE FOUNDATIONS OF BUILDING OPERATIONS	3.1.1	Describe basic building design and construction related to condominiums.	Understand	3.1.1.1	Describe common defects in building design and construction.	Understand	2
					3.1.1.2	Describe physical aspects of real property.	Understand	
					3.1.1.3	Define an energy conservation program.	Remember	
					3.1.1.4	Define green real estate.	Remember	
		3.1.2	Describe the physical building operation of different types of buildings.	Understand	3.1.2.1	List provincial and federal legislation that govern buildings and the environment in Alberta.	Remember	3
					3.1.2.2	Recognize sustainable products, practices, and services.	Remember	
					3.1.2.3	Describe various building design concepts.	Understand	
					3.1.2.4	Describe the most common types of building and environmental evaluation.	Understand	
					3.1.2.5	Describe different types of property defects.	Understand	
					3.1.2.6	Recognize the types of defects that must be disclosed.	Remember	

					3.1.2.7	Identify different building systems.	Remember	
					3.1.2.8	Recognize diverse building construction systems.	Remember	
						COMPETENCY 3.1 UNDERSTAND THE FOUNDATIONS OF BUILDING OPERATIONS	TOTAL WT.	5
3.2	MITIGATE RISK	3.2.1	Assess circumstances for licensee risks.	Evaluate	3.2.1.1	Define risk.	Remember	1
					3.2.1.2	Recognize licensee risks based on circumstances.	Remember	
		3.2.2	Follow a brokerage's risk management policy.	Apply	3.2.2.1	Explain how brokerage policies and procedures manage licensee risk.	Understand	2
					3.2.2.2	Describe licensee risk reduction best practices.	Understand	
						COMPETENCY 3.2 MITIGATE RISK	TOTAL WT.	3
						DOMAIN 3 ADMINISTRATION AND MANAGEMENT	TOTAL WT.	8
						ALL CONDOMINIUM MANAGEMENT FUNDAMENTALS COMPETENCIES	TOTAL WT.	100