



National Association of Residential Property Managers

**CERTIFIED SUPPORT SPECIALIST (CSSsm)
SELF-MANAGED CANDIDACY CHECKLIST**

For Application after June 2005

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Sponsoring RMP[®]/MPM[®] Name: _____

Please have your Sponsor review your packet and completed Self-Managed Candidacy Checklist prior to sending your Certification package to NARPM[®] National. You are expected to submit a typewritten, professional package befitting your status as a Certified Support Specialist. Packets should be submitted in three-ring binders and may be displayed at local chapter meetings, state or regional conferences or the Annual Convention.

Application for Candidacy must be received by NARPM[®] at least 90 days prior to submission of certification packet. Certification packet must be received by NARPM[®] at least 30 days prior to an Executive Board Meeting to be considered for approval.

The certification package must include one ORIGINAL PACKET and two additional DUPLICATE packets containing the following: the Self-Managed Candidacy Checklist, a typewritten narrative summary, and all documentation to support your candidacy requirements. The narrative summary should correspond to the Checklist and all documentation exhibits should be numbered to correspond with each item in your narrative. Once the original binder has been displayed at a NARPM[®] event, it will be returned to you.

National will not provide verifications; you are responsible for maintaining your own records. If you have difficulty verifying any of the following items, please consult your Sponsor or NARPM[®] National for assistance.

CSSsm CANDIDACY REQUIREMENTS

- _____ A. **Copy of Application** (*Candidacy must be completed within two (2) years.*)
- _____ B. **Verification that candidate is a NARPM[®] Support Staff Member in good standing.**
(Membership dues must be current and no pending grievances against candidate).
- _____ C. **One letter of recommendation from current employer or supervisor.**
Provide the enclosed form letter to your employer or supervisor. The letter is confidential and must be unopened and submitted in its envelope, enclosed in your ORIGINAL packet.
- _____ D. **One letter of recommendation from a tenant, client, or professional peer.**
Provide the enclosed form letter to a tenant/client/peer. The letter is confidential and must be unopened and submitted in its envelope, enclosed in your ORIGINAL packet.
- _____ E. **Verification of employment with your sponsoring property management company - minimum of one (1) year required.**
- _____ F. **Completion of the CSSsm NARPM[®] Ethics Course.**
Enclose copy of course completion certificate.
- _____ G. **Completion of three NARPM[®] CSSsm Courses.**
Enclose copies of your certificates. Courses must be completed before the end of the candidacy period.
- Course: _____ Location: _____ Date: __/__/__
- Course: _____ Location: _____ Date: __/__/__
- Course: _____ Location: _____ Date: __/__/__
- _____ H. **Electives – Must total at least 25 points.** An itemized statement of points earned via the point system must be a part of your narrative summary and must accompany the Self-Managed Candidacy Checklist. If you have questions, consult your Mentor or NARPM[®] National.

CSSsm ELECTIVES

(All service must have independent written verification. Points are given for each full year, term or session of service completed.)

- | | | |
|----------|--|-------------|
| _____ 1. | Attendance at local NARPM [®] Chapter meetings
(1 point per meeting - maximum of 10 points)
(Enclose letter from Chapter officer) | 1-10 Points |
| _____ 2. | Serve as an active NARPM [®] Chapter committee member
(Enclose letter from Chapter committee chair) | 10 Points |
| _____ 3. | Perform a duty for a NARPM [®] Chapter or committee
(ie. mailouts, newsletters, reservations, phone calls) | 10 Points |
| _____ 4. | Author an original article that is published in the
NARPM [®] <i>Residential Resource</i> news magazine
(Enclose copy of article and indicate published issue) | 10 Points |
| _____ 5. | Author an original article that is published in a NARPM [®]
Chapter newsletter
(Enclose copy of article and indicate published date) | 5 Points |
| _____ 6. | National NARPM [®] Convention attendance
(Enclose copy of registration or name badge) | 10 Points |
| _____ 7. | NARPM [®] Leadership/Midwinter Conference attendance
(Enclose copy of registration confirmation or name badge) | 5 Points |
| _____ 8. | NARPM [®] State or Regional Conference attendance
(Enclose copy of registration confirmation or name badge) | 5 Points |
| _____ 9. | Service project for NARPM [®] , assigned by the
Board of Directors, or a National/Regional/State
Committee Chair.
(1 point for every 2 hours of service provided - maximum 10 points).
(Enclose letter from assigning party that briefly describes the service
performed and approximate time spent) | 1-10 Points |

_____ **TOTAL ELECTIVE POINTS**

Your assigned Designation Sponsor is: _____

By sheer definition, a mentor is a teacher and a source of inspiration. Your Designation Mentor will guide you, give you encouragement to keep going, and provide you with solutions when you don't know where to turn

By checking yes or no below, you will help NARPM improve our Designation Mentoring Program.

- Yes** **NO** **I have contacted my mentor with questions**
- Yes** **NO** **I have forwarded my completed designation packet to my mentor for review prior to submitting it to National**
- Yes** **NO** **My mentor has reminded me of important upcoming dates and/or deadlines**
- Yes** **NO** **I have not contacted my mentor – I did not need help**
- Yes** **NO** **My mentor has contacted me and has been helpful**
- Yes** **NO** **My mentor has not contacted me or has done a poor job**
- Yes** **NO** **Once I receive my designation I would like to become a mentor – please contact me**

Please submit all materials and a separate professional personal photo (up to 3x5 size) **to:**

**National Association of Residential Property Managers
638 Independence Parkway, Suite 100
Chesapeake, VA 23320**