



National Association of Residential Property Managers

RMP® DESIGNATION SELF-MANAGED CANDIDACY CHECKLIST

For Application after January 1, 1999 (Revised December 2011)

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Mentor: _____ Email: _____

After completion, please fax or mail a copy of this completed Self-Managed Candidacy Checklist to your Mentor for review prior to sending your designation package to NARPM® National. You are expected to submit a typewritten, professional designation package, as befitting your status as a Residential Management Professional. Packets will be displayed at the Annual Convention.

The Application for Candidacy must be received at least sixty (60) days prior to presentation of the designation (annual convention.)

Certification packet must be received by NARPM® at least 30 days prior to Executive Board Meeting to be considered for approval.

Your designation package should include your original and two copies of this Checklist, an original and two copies of all documentation and an original and two copies of a typewritten narrative summarizing the enclosed documentation. Your documentation should be numbered to correspond with the list in your narrative summary for easy review by the Certification Committee Auditor. National will not provide verification; you are responsible for maintaining your own records. If you have difficulty verifying any of the following items, please consult your Mentor for assistance.

_____ **A. Copy of Application** (*Candidacy must be completed within three (3) years – if longer, attach copy of extension request and payment.*)

_____ **B. Current member of NARPM® in good standing.**
(Dues must be current.)

_____ **C. Letters of recommendation from three (3) clients.**
Please send the enclosed forms to your clients. Enclose the letters, still sealed in their envelopes, in the "original" package.

Please list client names here:

1. _____

2. _____

3. _____

_____ **D. Letters of recommendation from two (2) RMP®s or MPM®s.**
Letters may only be solicited from RMP®s / MPM®s not affiliated with the Applicant's own company or firm. Please send the enclosed forms to the RMP®/MPM®. Enclose the letters, still sealed in their envelopes, in the "original" package.

Please list RMP® / MPM® names here.

1. _____

2. _____

_____ **E. Verification of 100 unit years of experience acquired over a minimum of two consecutive years.**
One unit year equals management of one residential unit for one year. Must be currently managing a minimum of 25 residential units during candidacy period and at time of achieving designation. Verification may be provided by: 1) property lists for last two years, or 2) letter from employing Broker, or 3) letter from your independent accountant (not staff bookkeeper).

_____ **F. Verification of two (2) years as a licensed real estate agent** (if you are from a state that requires licensing). Verification may be provided by: 1) copy of license(s) for two years, 2) letter from employing Broker, or 3) letter from state licensing board.

_____ **G. Completion of 18 hours of NARPM® Designation Courses.**
Please include copies of your certificates.

Course: _____ Location: _____ Date: ___/___/___

Course: _____ Location: _____ Date: ___/___/___

Course: _____ Location: _____ Date: ___/___/___

_____ **H. Attendance at a National Convention or two NARPM® sanctioned state or Regional conferences**

Enclose proof of attendance. Verification can be provided by 1) Copy of your registration confirmation or 2) copy of your name badge or 3) Confirmation letter from a Local or National NARPM® leader.

Convention Location _____ Date __/__/__

OR

State/Regional Location _____ Date __/__/__

State/Regional Location _____ Date __/__/__

_____ **I. Attendance at the NARPM® Ethics Course.** (Attach Certificate or print out from Internet Member Services)

_____ **J. Electives – Must total at least 50 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. Please note: Other comparable service projects, education, etc., may qualify for points. Points for education must have a certificate and a brief summary of what the class consisted of and continuing education credit information if applicable. If you aren't sure, consult your Mentor.

RMP® ELECTIVES

(All service must have independent written verification.

Points are given for each full year, term or session of service completed.)

- _____ 1. Serve as one of the principal individuals responsible for a Chapter or Chapter in formation or serve as an officer (i.e. President, Vice-President, Secretary or Treasurer) for your local or state NARPM® Chapter. 30 Points

Officer: _____ Dates: __/__/__ to __/__/__

Officer: _____ Dates: __/__/__ to __/__/__

- _____ 2. Serve as a National Committee Chair for NARPM® 25 Points

Committee Chair: _____ Dates: __/__/__ to __/__/__

Committee Chair: _____ Dates: __/__/__ to __/__/__

_____ 3. Minimum of 30 hours in property management education within previous 36 month period. (Does not include the NARPM® Designation classes already required. Cannot be attendance at workshops given by NARPM® at Convention, Midyear/Leadership Conference, State or Regional Conferences. Attach Certificates and summary of class information for verification.) Must be courses offered toward other property management designations, or any state approved continuing education, or college or community college courses for property management. 25 Points

Course: _____ Hours _____

Course: _____ Hours _____

Course: _____ Hours _____

Course: _____ Hours _____

_____ 4. Serve as Conference Chair for your State/Regional NARPM® Conference 25 Points

Conference Location: _____ Date _____

Conference Location: _____ Date _____

_____ 5. Serve as a committee chair (i.e. Membership Chair, Publications/Program Chair, Education Chair, etc.) for your local or state NARPM® Chapter 15 Points

Committee Chair: _____ Dates: __/__/__ to __/__/__

Committee Chair: _____ Dates: __/__/__ to __/__/__

_____ 6. Serve as a Committee Chair for you State Chapter 15 Points

Committee Chair: _____ Dates: __/__/__ to __/__/__

Committee Chair: _____ Dates: __/__/__ to __/__/__

_____ 7. Significant contribution through non-NARPM® property management forum, confirmed in writing by committee chair or supervising party. 15 Points

Contribution_____

..... Contribution_____

_____ 8. Original article published in the *Residential Resource* newsletter – Point are for each published article. 10 Points
(Articles must be approximately 400 words and be of educational benefit to the membership. Must enclose copies and dates run.) Effective January 1 2010 for all new candidates articles must be approximately 700 words and be of educational benefit to the membership.

Article:_____ Date Published __/__/__

Article:_____ Date published __/__/__

_____ 9. Attendance at more than one National Convention. 10 Points
(Each year – maximum of two years. Does not include the NARPM® National Convention required in paragraph “H” above.)

Convention Location:_____ Date_____

Convention Location:_____ Date_____

_____ 10. Attending the NARPM® Leadership Conferences. 10 Points
(Each year – maximum of three years.)

Conference Location:_____ Date_____

Conference Location:_____ Date_____

Conference Location:_____ Date_____

_____ 11. Attending NARPM® State/Regional Leadership Development Training (Each year – maximum of three years.) 5 Points

Training Location:_____ Date_____

Training Location:_____ Date_____

Training Location:_____ Date_____

_____ 12. Serve as an active National NARPM Committee member, 10 Points
confirmed in writing by a National Committee
Chair. (Each year – maximum of three years.)

National Committee: _____ Dates: __/__/__ to __/__/__

National Committee: _____ Dates: __/__/__ to __/__/__

_____ 13. Serve as a local or state Chapter committee member 5 Points

Committee: _____ Dates: __/__/__ to __/__/__

Committee: _____ Dates: __/__/__ to __/__/__

_____ 14. Attendance at State or Regional Conferences. 5 Points
(Points are for each year – maximum of two years does not count
If used as mandatory requirement as state in Paragraph H above.)

Conference Location: _____ Date _____

Conference Location: _____ Date _____

_____ 15. Service project for NARPM®, assigned by the 1 – 30 Points
Board of Directors or a National Committee Chair
And approved by the Professional Development Chair
(1 point for every 2 hours of service provided –
maximum of 30 points).

Service Project: _____ Hours _____

Service Project: _____ Hours _____

_____ 16. CSSsm Designees (members who have already earned 20 points
the CSSsm designation) Elective points and services used
to earn the CSSsm can not be used again for additional
points.

_____ **TOTAL ELECTIVE POINTS**

_____ **Mentor has reviewed this packet for accuracy. Packets not signed off on by
mentor will be returned for signature _____.**

MENTOR SIGNATURE

Your assigned Designation Mentor 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 5x7 size) to:

NARPM®
638 Independence Pkwy. #100
Chesapeake, VA 23320
P: 800-782-3452
F: 866-466-2776
www.narpm.org