RMP® DESIGNATION

SELF-MANAGED CANDIDACY CHECKLIST

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| **//** CANDIDATE | |  |  |  |  |  |  |
| NAME |  | COMPANY |  |  |  |  |  |
| ADDRESS |  | CITY |  | STATE |  | ZIP |  |
| EMAIL |  | PHONE |  | EMAIL |  |  |  |

**//** GENERAL INSTRUCTIONS

Please submit all information to the online application and allow at least 14 days for the audit to be completed. Once all information has been uploaded, the auditor will approve the submitted information. If you have not received information on how to upload the Designation Packets to the online application, please email: [designationinfo@narpm.org](mailto:designationinfo@narpm.org).

Items cannot be used more than once toward verification of attendance, service, or education requirements and electives. Candidates should keep a copy of the approved RMP® packet in the event they should pursue the MPM® Designation. Please note that items used toward the RMP® Designation cannot be used toward the MPM® Designation.

Items marked with an asterisk (\*) are further explained in the appendix.

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| **//** REQUIREMENTS |  |
| A. COPY OF APPLICATION  Candidacy must be completed within 3 years. |  |
| B. CURRENT MEMBER of NARPM®  Submit a copy of membership profile showing dues; must be in good standing |  |
| C. Client Letters of Recommendation  Letters should be submitted directly through the application site & should not pre-date application of current active candidacy; Recommendations from relatives are prohibited.  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| D. Designee Letters of Recommendation  Letters may not be solicited from RMP®s/MPM®s affiliated with the applicant’s own company or firm. Recommendations from relatives are prohibited.  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| E. Verification of 100-Unit Years of experience\*  Minimum of 2 consecutive years of experience required. Candidate may submit Verification of Unit Years form. |  |
| F. Verification of two (2) years as a licensed real estate agent  Only applicable if state requires license. Verification can be obtained by providing copies of licenses for both years, a letter from a broker, or a letter from the state licensing board. |  |
| G. Completion of 18 hours of NARPM® Education Courses  Education verification cannot be older than 5 years prior to the application date. | Date  Completed |
| * Habitability Standards & Maintenance * Marketing for Residential Property Management * NARPM® 101 Basics of Property Management * Office Operations – Policy & Procedures * Tenancy * In-House Maintenance – Running a Profitable Operation * Maintenance Basics and Beyond * Developing Rewarding Owner Relationships * Mastering Owner-Client Relations * Personnel Procedures Essentials – Hiring and Firing * Personnel Procedures Advanced * Risk Awareness * Advanced Risk Management Advanced * Finance: Cash Flow Analysis | \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_ |
| H. Conference Attendance  Candidate must attend two conferences. Enclose proof of attendance at either the National Convention or Broker/Owner Conference & Expo, or a sanctioned State conference. Verification provide by one of the following: copy of registration confirmation, copy of name badge, confirmation from local/national leader or copy of event history in profile. | Conference  Date |
| * National Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * National Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   OR   * Broker/Owner Expo Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Broker/Owner Expo Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   OR   * State Conference Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * State Conference Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  OR  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_  OR  \_\_\_/\_\_\_/\_\_\_  \_\_\_/\_\_\_/\_\_\_ |
| I. Attendance at THE NARPM® Ethics Course  List completion date and attach certification or copy of Education History Print Out from e-Commerce site. | \_\_\_/\_\_\_/\_\_\_ |

J. ELECTIVE POINTS \*

Members need a minimum of 50 points. Points can be earned in local, state, national & at-large categories. An itemized statement of points earned must be part of documentation required in the Self-Managed Candidacy documentation checklist.

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| local Points | |  |
| 1. ATTENDANCE AT LOCAL NARPM® CHAPTER MEETINGS  Provide a Verification of Service Form signed by the local Chapter President or Secretary. 1 Point per Meeting / 10 Points Maximum. | |  |
| Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 2. Service as a Chapter Officer  Provide a Verification of Service Form completed by the Chapter President. If you were the President, have the Regional Vice President complete the form. 25 Points per Year / 50 Points Maximum.  President Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Vice President/President Elect Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Secretary Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Treasurer Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | | Points |
| 3. Service as aN ACTIVE Chapter Committee Chair  Provide a Verification of Service Form completed by the Chapter President. 15 Points per Year / 30 Points Maximum. Applies also to a Chapter in Formation Committee.  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | | Points |
| 4. Service as an active NARPM® local Chapter Committee MEMBER  Provide a Verification of Service Form from the Chapter President. 5 Points per Committee / 15 Points Maximum. Applies also to a Chapter in Formation Committee.  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | | Points |
| STATE POINTS | |  |
| 5. NARPM® STATE CONFERENCE attendance  Provide a copy of the registration confirmation or name badge. NARPM® National does not have records for state conference registrations. 5 Points per Year / 10 Points Maximum.  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | | Points |

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| 6. EDUCATIONAL CONFERENCE  Attend an educational conference put on by local NARPM® chapters that has attendance of at least 20 property managers. 5 Points per Year / 10 Points Maximum.  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 7. Service as a State Chapter Officer  Provide Verification of Service completed by the Chapter President. If you were the President, have a Regional Vice President complete the form. 25 Points per Year / 50 Points Maximum  President Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Vice President/President Elect Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Secretary Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Treasurer Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 8. Service as a State Committee Chair  Provide verification of service completed by the State Chapter President. 15 Points per Year / 30 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 9. Service as a State Committee member  Provide a Verification of Service Form completed by the Committee Chair. 5 Points per Year / 20 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 10. Service as Conference Chair for State NARPM® Conference  Provide verification of service from Chapter President. 25 points Maximum  CONFERENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 11. SERVICE AS STATE CONFERENCE SUB committee CHAIR  Assist in the planning of an educational conference that is sponsored by NARPM® local chapters and is not associated with a state conference and the event attendance of at least 20 property managers and support staff. 10 Points per Year / 20 Points Maximum  Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 12. SERVE ON A STATE CONFERENCE Planning COMMITTEE MEMBER  Assist in the planning of State Conference as a Committee Member or assist in an educational conference that is sponsored by NARPM® local chapters and is not associated with a state conference and the event attendance of at least 20 property managers. 5 Points per Year / 10 Points Maximum  Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |

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| 13. CONFERENCE Planning  Assist in the planning of an educational conference that is sponsored by NARPM® local chapters and is not associated with a state conference and the event attendance of at least 20 property managers and support staff. 10 Points Maximum  Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 14. Workshop or breakout session presenter at state conference  Provide Verification of Service completed by Chapter President. If you were the President, have the Regional Vice President complete form. 10 Points per Year / 20 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 15. Attendance at an e-chapter meeting or webinar  These points are for at-large members only during candidacy. Submit the email received at the end of session as proof of attendance. Submit the email received at end of session as proof of attendance. 5 Points per WEBINAR / 20 Points Maximum  Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| NATIONAL POINTS |  |
| 16. Member of National NARPM® Board of Directors  Provide a Verification of Service Form completed by the NARPM® National President. 50 Points per Year / 100 Points Maximum  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 17. Service as a National NARPM® Regional Vice President (RVP)  Provide a Verification of Service Form completed by the NARPM® National President. 30 Points per Year / 60 Points Maximum  Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 18. Service as a National NARPM® Regional Vice President (RVP) Ambassador  Provide a Verification of Service Form completed by the NARPM® National President. 25 Points Per Year / 50 Points Maximum  Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 19. Service as a National NARPM® Committee Chair  Provide a Verification of Service Form completed by the NARPM® National Committee Chair. 20 Points per Year / 40 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 20. Service as a National NARPM® Committee/Subcommittee Vice Chair  Provide a Verification of Service Form completed by the NARPM® National Committee Chair. 15 Points per Year / 30 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 21. Service as an active National NARPM® Committee member  Provide a Verification of Service Form completed by the NARPM® National Committee Chair. 10 Points per Year / 30 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 22. Service as a Broker/Owner Conference and Expo PRESENTER  Provide a Verification of Service Form completed by Conference Chair. 10 Points per Year / 40 Points Maximum  Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 23. Service as National Convention or Broker/Owner Conference breakout sessions host/hostess  Provide a Verification of Service Form completed by the Conference Chair. 5 Points per Year / 15 Points Maximum  Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 24. Service as National Convention Past President’s Golf Tournament volunteer  Must serve as a non-committee member. Provide Verification of Service completed by the Conference Chair. 5 Points per Year / 15 Points Maximum  Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 25. Provide contribution to the Residential Resources magazine with a published article  Points are awarded for each published article. Articles must be at least 700 words and benefit the membership. If the article is co-authored, eight (8) points will be awarded to each author. A copy of the article is required for verification and included in candidate packet. 15 Points per Article / 30 Points Maximum  Article Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_/\_\_  Article Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_/\_\_ | Points |
| 26. Complete Membership Retention Calls  Provide a Verification of Service Form completed by the NARPM® National. 25 Points per year / 50 Points Maximum  Year Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Points |
| 27. Attendance at more than one National Convention or Broker/Owner Conference.  Provide verification by copy of registration confirmation, copy of name badge, confirmation letter from a local/national leader, or copy of event history in national profile. 10 Points per Year / 20 Points Maximum  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 28. Attendance at National Leadership Training  Provide verification by a letter from the Regional Vice President (RVP) or a copy of event history in National profile. 10 Points per Year / 20 Points Maximum  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 29. Approved projects: NARPM® projects assigned by the Board of Directors or a National Committee Chair and approved by the Professional Development Chair  One (1) Point for every two (2) hours of service provided. Provide Verification of Service form required from a Supervising Party. 50 Points Maximum  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ SERVICE HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ SERVICE HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ SERVICE HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Points |
| 30. Attendance at the NARPM LEGISLATIVE CONFERENCE  Please provide verification of service signed by the Governmental Affairs Chair. 10 Points Per Year / 30 Points Maximum  Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| aT-lARGE pOINTS |  |
| 31. Completion of CPM® courses  Courses are taken through the Institute of Real Estate Management. 5 Points per Course / 60 Points Maximum  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |

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| 32. Additional hours in property management education\*  Must be within a 5-year period from the date of application. Attach certificates and summary of class information for verification. Some restrictions apply. See appendix for more details. Two (2) points for every one (1) hour of NARPM® courses and (one) 1 point for every at-large education provider/association. No Limit on Points  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 33. Committee member of a Governor’s or Legislator’s Task Force  Provide a Verification of Service Form from the Committee Chair. 5 Points per Year / 30 Point Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 34. Chairperson of Legislative Action/Governmental Affairs Committee  Provide a Verification of Service Form from the Committee Chair. 15 Points per Chairmanship / 30 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 35. Service as Department of Real Estate Task Force or Advisory Committee member  Provide a Verification of Service Form from the Committee Chair. 5 Points per Year / 15 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 36. Service as member of State Education Real Estate continuing education, mandatory education or renewal education advisory committee or task force  Provide a Verification of Service Form from the Committee Chair. 5 Points per Year / 10 Points Maximum  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 37. Service as an officer of a local Leasing or Management Division Council or Committee of the Board of REALTORS®  Provide verification of service form from the Committee Chair. 10 Points Per Year / 20 Points Maximum  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  President Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Vice President/President Elect Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Secretary Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Treasurer Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 38. Service as Committee Chair of another property management association such as the Institute of Real Estate Management or Apartment Association  Provide a Verification of Service Form from the organization President. 10 Points per Year / 20 Points Maximum  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 39. Service as Committee Chair of a local Leasing or Management Division, Council, or Committee of the Board of REALTORS®  Provide a Verification of Service Form from the Committee Chair. 15 Points per Year / 30 Points Maximum  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 40. Significant contribution through non-NARPM® property management forum  Provide copy of publication. 15 Points per Article / 30 Points Maximum  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 41. Contribute publication to property management articles in other property management publications  Significant contribution through non-NARPM® property management forum. Provide copy of publication. 5 Points per Article / 20 Points Maximum  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |

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| 42. Contribute to an industry blog post about property management  Cannot be a personal blog. Provide a copy of the publication. 1 Point per Blog / 5 Points Maximum  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| Total Elective Points  Add up your total points in each category.  Local Points \_\_\_\_\_\_\_\_\_ State Points \_\_\_\_\_\_\_\_\_ National Points \_\_\_\_\_\_\_\_\_ At-Large Points \_\_\_\_\_\_\_\_\_ | **TOTAL** |

**//** APPENDIX

Application & Verification

This application is intended to be used for candidates applying after January 1, 1999. National will not provide verifications; you are responsible for your own records. If you have difficulty verifying the following items, please consult a mentor or NARPM® National for assistance. Verification of Service forms can be found on the NARPM® website. Education verification cannot be any older than five (5) years from candidate application date.

Mentors

Mentors are no longer a requirement to complete the designation; however, if you wish to enlist the help of a mentor, this information can be found in the RMP® section of narpm.org for the most up-to-date list.

Plaques

All new designee plaques will be mailed to the local chapter, unless you are at-large members. Then it will be presented at the annual convention. All new designees will be highlighted at the annual convention.

100-Unit Years

One Unit Year equals management of one residential unit for one year. Must be currently managing 25 residential units during candidacy period and at the time of achieving the designation.

Election Points

Other comparable service projects, education, etc., may qualify for points. Points for education must have a certificate and brief summary of the continuing education credit information with dates of completion. Service points are given for each full year, session, or term of service completed. Verification of Service cannot be provided by a member of the candidate’s company.

Additional Hours in Property Management Education

Does not include the NARPM® Designation classes already required. Cannot be attendance at workshops given by NARPM® at convention or state conferences. Attach certificates and summary of class information for verification. Must be courses offered toward other property management designations, any state approved continuing education, or college/community college for property management. Must be property management specific.