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.

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 APPLICATIONCandidacy 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 RecommendationLetters 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 agentOnly 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 CoursesEducation 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
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| H. Conference AttendanceCandidate 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 CourseList 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 MEETINGSProvide 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 OfficerProvide 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 ChairProvide 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 CONFERENCEAttend 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 OfficerProvide 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 MaximumPresident 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 ChairProvide verification of service completed by the State Chapter President. 15 Points per Year / 30 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 9. Service as a State Committee memberProvide a Verification of Service Form completed by the Committee Chair. 5 Points per Year / 20 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 10. Service as Conference Chair for State NARPM® ConferenceProvide verification of service from Chapter President. 25 points MaximumCONFERENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 11. SERVICE AS STATE CONFERENCE SUB committee CHAIRAssist 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 MaximumConference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 12. SERVE ON A STATE CONFERENCE Planning COMMITTEE MEMBERAssist 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 MaximumConference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |

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| 13. CONFERENCE PlanningAssist 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 MaximumConference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 14. Workshop or breakout session presenter at state conferenceProvide 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 MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 MaximumWebinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Webinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  | Points |
| NATIONAL POINTS |  |
| 16. Member of National NARPM® Board of DirectorsProvide a Verification of Service Form completed by the NARPM® National President. 50 Points per Year / 100 Points MaximumPosition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 MaximumRegion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 18. Service as a National NARPM® Regional Vice President (RVP) AmbassadorProvide a Verification of Service Form completed by the NARPM® National President. 25 Points Per Year / 50 Points MaximumRegion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 19. Service as a National NARPM® Committee ChairProvide a Verification of Service Form completed by the NARPM® National Committee Chair. 20 Points per Year / 40 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 20. Service as a National NARPM® Committee/Subcommittee Vice ChairProvide a Verification of Service Form completed by the NARPM® National Committee Chair. 15 Points per Year / 30 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 21. Service as an active National NARPM® Committee memberProvide a Verification of Service Form completed by the NARPM® National Committee Chair. 10 Points per Year / 30 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 22. Service as a Broker/Owner Conference and Expo PRESENTERProvide a Verification of Service Form completed by Conference Chair. 10 Points per Year / 40 Points MaximumSession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  | Points |
| 23. Service as National Convention or Broker/Owner Conference breakout sessions host/hostessProvide a Verification of Service Form completed by the Conference Chair. 5 Points per Year / 15 Points MaximumSession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 MaximumConference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  | Points |
| 25. Provide contribution to the Residential Resources magazine with a published articlePoints 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 MaximumArticle Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_/\_\_ Article Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_/\_\_ | Points |
| 26. Complete Membership Retention CallsProvide a Verification of Service Form completed by the NARPM® National. 25 Points per year / 50 Points MaximumYear 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 MaximumConvention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Points |
| 28. Attendance at National Leadership TrainingProvide 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 MaximumConvention 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 ChairOne (1) Point for every two (2) hours of service provided. Provide Verification of Service form required from a Supervising Party. 50 Points MaximumProject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ SERVICE HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ SERVICE HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ SERVICE HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Points |
| 30. Attendance at the NARPM LEGISLATIVE CONFERENCEPlease provide verification of service signed by the Governmental Affairs Chair. 10 Points Per Year / 30 Points MaximumDate: \_\_/\_\_/\_\_ 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 MaximumCourse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 PointsOrganization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 ForceProvide a Verification of Service Form from the Committee Chair. 5 Points per Year / 30 Point MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 CommitteeProvide a Verification of Service Form from the Committee Chair. 15 Points per Chairmanship / 30 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 35. Service as Department of Real Estate Task Force or Advisory Committee memberProvide a Verification of Service Form from the Committee Chair. 5 Points per Year / 15 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 forceProvide a Verification of Service Form from the Committee Chair. 5 Points per Year / 10 Points MaximumCommittee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 MaximumOrganization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 AssociationProvide a Verification of Service Form from the organization President. 10 Points per Year / 20 Points MaximumOrganization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 MaximumOrganization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Points |
| 40. Significant contribution through non-NARPM® property management forumProvide copy of publication. 15 Points per Article / 30 Points MaximumPublication 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 MaximumPublication 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 managementCannot be a personal blog. Provide a copy of the publication. 1 Point per Blog / 5 Points MaximumPublication 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.