

**Overview for NARPM® Instructors**

**Updated December 2014**

**In order to qualify to become a NARPM® instructor, applicant must:**

1. Be a member of NARPM® for a minimum of two years.
2. Must have demonstrated advanced achievement in area of expertise by earning the MPM® (Master Property Manager) designation.
3. Have served as an officer, chair or contributing committee member on a local, state, regional, or national level of NARPM®.
4. The Instructor Applicant shall submit a minimum thirty (30) minute video recording which depicts the applicants teaching a Property Manager’s educational, seminar, or panel discussion that will demonstrates that the applicant possesses the basic teaching skills.
5. Have a minimum of five (5) years experience managing a minimum of fifty (50) properties per year.
6. Have served as a NARPM® convention, regional, or state conference speaker a minimum of two (2) times.
7. Have other teaching experience related to the property management field.
8. Submit a completed application, including a $50.00 fee and references.
9. Have full understanding that NARPM® may, if applicant is approved, be monitoring the consistency and quality of instruction, and that instructors will be evaluated on a regular basis.
10. Provide three (3) references for speaking/training assignments.
11. All Instructor applications along with the instructor video will be reviewed by the Organizational Management Group’s Executive Vice President of Education. A written report will be presented to the Chair and Vice Chair of the Professional Development Committee and the Chair of the Instructor Subcommittee for their final recommendation.
12. All Instructor Applicants may initially apply to teach no more than two (2) topics Instructors are limited to those two (2) courses for no less than two (2) years or five (5) classes taught, whichever occurs first. Prior to teaching their first course, a new instructor shall co-teach one of the two (2) courses in which they have first applied at their own expense. The new instructor will be observed and reviewed by the course instructor. After the co-taught course, the new instructor will be reviewed by a member of the Professional Development committee to ensure courses are taught using the basic teaching skills. All Instructors must watch a video presentation where available or audit the course prior to teaching that course. All instructors must audit courses that they will be teaching prior to being authorized to teach those courses for NARPM® either in the classroom, at their own expense or video where available. In the case of courses that are rewritten, instructors must participate in a review all course changes.
13. The Instructor shall maintain an 80% positive feedback on survey responses in order to continue teaching NARPM® Designation Courses.

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##### Instructor Application Form

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| Application Date: | Chapter Affiliation: |
| Applicant’s Name: |  |
| Joined NARPM® in year: | Member Number: |
| NARPM® Designations: | Other Designations: |
| Positions Held in Real Estate Associations: |  |
| Number of Years in Real Estate: | Number of Years in Prop. Mgmt.: |
| Number of Units Managed: | Type of Units Managed: |
| Company Name: | Position: |
| Business Address: |  |
| Work Telephone: | Residence Telephone: |
| Fax: | E-Mail: |
| Website URL: | Cell Phone: |
| Does your state require a real estate license?   Yes   No | Do you hold a real estate license:  Yes   No  If yes, what state? |

List NARPM® offices held in local or state chapter or National levels of NARPM® and years held:

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**ALL APPLICANTS MUST PROVIDE THE FOLLOWING:**

1. Submit a $50.00 application fee separately to NARPM® office.
2. Include a professional resume of work experience.
3. Submit a minimum thirty (30) minute video recording that demonstrates basic teaching skills.
4. Submit a professional photo with this application. (jpg., tif., or eps. File preferred)
5. Include a short biography.
6. Fill out the additional information required on this form. Sign and date your application on page 6.

##### *Note: Incomplete applications will not be considered. Please review requirements before applying.* Instructor Application Form *(continued)*

Mark the courses you desire to teach, number in priority preference (1 being first choice.)

**Courses:**

### \_\_\_ Intro to Maintenance: **Covering the Basics of Standards, Codes & Safety**

### \_\_\_ Maintenance: Basics and Beyond

\_\_\_ Marketing

### \_\_\_ Managing Single-Family Homes & Small Investment Properties\*

### \_\_\_ Office Operations – **Policy & Procedures**

\_\_\_ Advanced Risk Management

\_\_\_ **In-House Maintenance: How To Run a Successful and Profitable Maintenance Operation Alongside Your Property Management Company**

### \_\_\_ **Developing Rewarding Owner Relationships**

### \_\_\_ Personnel Procedures Essentials **– Hiring Your First Assistant**

\_\_\_ Personnel Procedures Advanced

### \_\_\_ **Essentials of Risk Management**

\_\_\_ Tenancy

### \_\_\_ **Finance: Cash Flow Analysis**

*All terms will be for a two-year period.*

###### PLEASE ANSWER THE FOLLOWING IN DETAIL:

List your experience on the subject matters for the courses selected above:

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List your property management experience:

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List your office/personnel management experience:

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Educational Background (be very specific):

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List the workshops you have conducted at NARPM® National Conventions:

*(State the topics and the year conducted)*

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| Course Title and Date: |
| Course Sponsor: |
| Location: |
| Brief Description: |
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| Course Title and Date: |
| Course Sponsor: |
| Location: |
| Brief Description: |
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| Course Title and Date: |
| Course Sponsor: |
| Location: |
| Brief Description: |
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| **Attach additional sheet if needed** |

Teaching/Speaking Experience *(be very specific)*:

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| Course Title and Date: |
| Course Sponsor: |
| Location: |
| Brief Description: |
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| Course Title and Date: |
| Course Sponsor: |
| Location: |
| Brief Description: |
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| Course Title and Date: |
| Course Sponsor: |
| Location: |
| Brief Description: |
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| **Attach additional sheet if needed** |

Teaching/Speaking References *(list a minimum of 4 including telephone numbers)* who can speak on your ability as a presenter:

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| Name/Phone: |
| Name of Firm/Association: |
| Title: |
| Address, City, State, Zip: |
| Phone, Fax, E-mail: |
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| Name/Phone: |
| Name of Firm/Association: |
| Title: |
| Address, City, State, Zip: |
| Phone, Fax, E-mail: |
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| Name/Phone: |
| Name of Firm/Association: |
| Title: |
| Address, City, State, Zip: |
| Phone, Fax, E-mail: |
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| Name/Phone: |
| Name of Firm/Association: |
| Title: |
| Address, City, State, Zip: |
| Phone, Fax, E-mail: |

Do you have any record of official sanctions involving your states licensing law division or any other laws prohibiting unprofessional conduct within the past five (5) years?  Yes   No

*(If yes, please attach brief explanation.)*

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**INSTRUCTORS ARE REQUIRED TO USE POWER POINT AND ARE ALSO REQUIRED**

**TO PROVIDE THEIR OWN LCD EQUIPMENT.**

I certify that the information presented in this application and all attachments are true and correct to the best of my knowledge. By signing below, I indicate my understanding that teaching for NARPM® is an at-will arrangement for both parties.

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Signature Date

Please forward all applications, resume’, application fee, and photo to:

Gail S. Phillips, CAE, Executive Director

NARPM® National

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

**Questions?** E-mail: executivedirector@narpm.org

Or call: 800-782-3452