

## CSS® Certification Certified Support Specialist

- Must be NARPM® Support Staff member in good standing.
- Letters of recommendation from one employer/supervisor and one client, tenant or professional peer.
- Minimum one year with sponsoring property management company.
- Complete Ethics course & three NARPM® courses approved for the CSS® Certification.
- Earn 25 elective points.

## CSS® Certification With specialization in Maintenance

- Must be NARPM® Support Staff member in good standing.
- Letters of recommendation from one employer/supervisor and one client, tenant or professional peer.
- Minimum one year with sponsoring property management company.
- Complete Ethics course & three NARPM® courses approved for the CSS® Certification with specialization in Maintenance.
- Earn 25 elective points.

## CSS® Certification With specialization as a Residential Management Bookkeeper

- Must be NARPM® Support Staff member in good standing.
- Letters of recommendation from one employer/supervisor and one client, tenant or professional peer.
- Verification of employment with your sponsoring property management company - minimum of one (1) year required.
- Complete Ethics course & three NARPM® courses approved for the CSS® Certification with specialization in Residential Management Bookkeeping.
- Earn 25 elective points.

## Application for Certification Candidacy

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Years with present company: \_\_\_\_\_ If less than two years, list previous company and address: \_\_\_\_\_

SponsoringRMP®/MPM®(Certification applicants only): \_\_\_\_\_

Which certification are you seeking?  CSS® (Enclose fee of \$95)  
 CSS® with specialization in Maintenance (Enclose fee of \$95)  
 CSS® with specialization as Bookkeeper (Enclose fee of \$95)

All of the information on this application is accurate and complete. I certify that I have been a licensed real estate agent as required above.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment Method

I have enclosed check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Please charge my  VISA  MC  AMEX  Discover

Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

*I authorize NARPM® to charge my credit card.*

Send completed application at least 90 days prior to submission of certification packet with fee to **NARPM®, 1403 Greenbrier Parkway, Suite 150, Chesapeake, VA 23320**. You will receive a candidacy checklist and the link to the electronic upload within 30 days of receipt of this application. Application fees are non-refundable.

### FOR OFFICE USE ONLY

Received on: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_

Checklist sent: \_\_\_\_\_

Initials: \_\_\_\_\_

### NARPM® ANTITRUST STATEMENT

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers