



National Association of Residential Property Managers

Chapter/Organization Sponsorship Request For NARPM® Courses

Please fill out the following and submit a minimum of **four (4) months** prior to the proposed dates. All parties are to understand that the course content is owned by NARPM® and all information supplied for this course will come from NARPM® National. Course fliers will be designed by NARPM® National and any additional fees for continuing education must be disclosed prior to the dissemination of course information. All course registrations are to come through NARPM® National and sponsoring Chapter/Organizations will share in the profits once all expenses have been paid. NARPM® National will assign instructor once course is approved. No courses can be held in months of September or October due to National Convention and Trade Show.

Basic Information for Course Offering	
Chapter/Organization	
Contact Person	
Daytime Phone	
Mailing Address	
Email Address	
Date for Materials to be mailed before course start date	
Address course Materials should be sent to	
Sponsoring Location	
Proposed facilities	
Additional fees add description (Continuing Education)	
Does your chapter/organization desire an excel spreadsheet for mailing labels for all RMP®/MPM® candidates nationally for marketing purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Two hotels that are in close proximity to the course location	1.
Two hotels that are in close proximity to the course location	2.

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Courses and date preferences			
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Choose Course		First date choice	Second date choice
	3 Hour Courses		
	Ethics		
	6 Hour Courses		
	Marketing		
	Operations		
	Habitability Standards & Maintenance		
	Tenancy		
	NARPM® 101 Basics of PM		
	Personnel Procedures Essentials		
	Personnel Procedures Advanced		
	Risk Management Essentials		
	Risk Management Advanced		
	Operating a Maintenance Co. – Basics and Beyond		
	Operating an In House Maintenance Co.		
	Owner/Client Relations Essentials		
	Owner/Client Relations Advanced		

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General Information Needed for flyer			
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Sponsoring Chapters/Organizations			
State Location			
State Conference? (yes or no)			
Local Coordinator			
Coordinator Work Phone			

Coordinator Cell Phone or after hour number	
Email Address	
Facility	
Directions	
Hotel/Facility Coordinator	
Hotel Telephone	
Continuing Ed. Available?	
Continuing Ed. Credits	
Other Information	

Please sign below signifying you have reviewed the NARPM® Education Guide for Chapters and understand the requirements and procedures set forth to offer this course. By signing this agreement, you also agree to abide by NARPM® policies in offering the above course(s).

Print Name

Signature

Date signed:

Name of organization

Signed by NARPM® Representative

You will be notified when NARPM® National approves your courses and dates. Return this form to NARPM® via email EducationMgr@narpm.org or fax to 757-473-9897