



## National Association of Residential Property Managers

### Overview for RMP®/MPM® Instructors

#### **In order to qualify to become an RMP® instructor, applicant must:**

- Member of NARPM® for a minimum of two years.
- Must have demonstrated advanced achievement in area of expertise by earning the MPM® (Master Property Manager) designation.
- Have served as an officer, chair or contributing committee member on a local, state or regional level of NARPM®.
- Have a minimum of five (5) years experience managing a minimum of fifty (50) properties per year.
- Have served as a NARPM® convention workshop speaker a minimum of two (2) times.
- Have other teaching experience related to the property management field.
- Have extensive business experience related to the course topic the applicant desires to teach.
- Submit a completed application, including a \$50.00 fee and references.
- Have full understanding that NARPM® will, if applicant is approved, be monitoring the consistency and quality of instruction, and that instructors will be evaluated on a regular basis.
- Provide three (3) references for speaking/training assignments.
- Maintain an average rating of 3 or better on a scale of 5 in order to continue teaching NARPM® designation courses.
- If applicant is approved, must complete an online Instructors Teaching Techniques. Course is to be completed within 6 months of approval as an instructor. Individuals are responsible for the course fee of \$50.

#### **Applicant for an MPM® Instructor must have:**

- The applicant must have achieved the minimum requirements for an RMP® instructor.
- The applicant must have satisfactory instructional experience to teach at the MPM® level.



# National Association of Residential Property Managers

## Instructor Application Form

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? Y N	Do you hold a real estate license: Y N If yes, what state?

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

---



---



---



---



---



---



---



---

**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 photo with this application.
4. Include a short bio.
5. Fill out the additional information required on this form. Sign and date your application on page 6.

*Note: Incomplete applications will not be considered. The deadline for applications is April 30, 2008. Please review requirements before applying.*





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

---

Course Title and Date:

---

Course Sponsor:

---

Location:

---

Brief Description:

---

---

Course Title and Date:

---

Course Sponsor:

---

Location:

---

Brief Description:

---

---

Course Title and Date:

---

Course Sponsor:

---

Location:

---

Brief Description:

---

---

**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:

---

Name/Phone:

---

Name of Firm/Association:

---

Title:

---

Address, City, State, Zip:

---

Phone, Fax, E-mail:

---

---

Name/Phone:

---

Name of Firm/Association:

---

Title:

---

Address, City, State, Zip:

---

Phone, Fax, E-mail:

---

---

Name/Phone:

---

Name of Firm/Association:

---

Title:

---

Address, City, State, Zip:

---

Phone, Fax, E-mail:

---

---

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.)*

---

---

---

---

---

---

---

---

---

---

---

**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.

\_\_\_\_\_  
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](mailto:executivedirector@narpm.org)  
Or call: 800-782-3452