

Overview for NARPM® Instructors

To qualify to become a NARPM® instructor, the 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. Submit a completed application, including a \$250.00 fee and references.
- 8. Provide three (3) additional references for speaking/training assignments outside of NARPM convention, regional, or State conferences.

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?	Do you hold a real estate license: Ves No
	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 \$250.00 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, tiff, 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 where you feel you have expertise and for which you could be a more effective instructor, number in priority preference (1 being first choice.) These are 3 hour virtual classes. Full description of courses may be found at https://www.narpm.org/education/course-descriptions/.

Courses:

- ____ The Art of Acquiring More Doors
- ____ Talent Management and Retention
- ____ How to Successfully Market your Company
- ____ Tenancy and the Law
- ____ Risk Awareness Owners and Tenants
- ____ Hiring Best Practices for Property Managers
- Policy and Procedures Increase Efficiency and Decrease Risk

- ____ Introduction to Houses
- ____ Maintenance Basics
- Maintenance Beyond the Basics
- ____ Maximize Profitability & Enhance Relationships
- ____ Finance: Cash Flow Analysis (Advanced Course)

All terms will be for a two-year period.

PLEASE ANSWER THE FOLLOWING IN DETAIL: (use additional sheets if necessary

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

List your property management experience:

List your office/personnel management experience:

Educational Background (be very specific):

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

(State the topics and the year conducted)

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 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 <i>(list a minimum of 4 including telephone numbers)</i> who can speak on your ability as <u>a presenter:</u> 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? \Box Yes \Box 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:

NRPM Instructor Application NARPM[®] National 1403 Greenbrier Parkway, Suite 150 Chesapeake, VA 23320

Questions? E-mail: CEO@narpm.org Or call: 800-782-3452