



National Association of Residential Property Managers

Sponsorship Guide for NARPM® Classroom Courses

A GUIDE FOR SPONSORING A NARPM® COURSE

This guide is prepared as a tool for local chapters/organizations to sponsor 3-hour in classroom NARPM® Course. Following these guidelines will aid you in planning and holding a successful course. Be sure to read through the guide carefully and follow the procedures.

Anti-Trust 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. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers

Chapter Sponsorship Request For NARPM® Courses

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(s) to be taught:

Date (s):

Chapter	
Course Coordinator	
Daytime Phone	
Email Address	
Shipping Address (No P.O. Boxes)	
Course Monitor	
Course Monitor's Email Address	
Location & Address	
Additional fees add description (i.e. Lunch, CE)	
Instructor who will be teaching course	
Cost of course	

Please sign below signifying you have reviewed and agree to all terms in the NARPM® Education Guide for Chapters and understand the requirements set forth and will agree to abide by NARPM® policies in offering the above course(s).

Print Name

Position

Signature

Planning the Course

How It Works

- National provides virtual courses to all members throughout the year.
- Should a chapter wish to hold a NARPM education course, they will be responsible for all expenses, including instructor costs to travel to site, instructor fees, \$10 per student licensing fee, and cover material mailing costs.
- The instructor fee for a 3-hour course is \$525. NARPM National will pay the instructor and take the licensing and shipping fees out of the course registrations. All travel expenses shall be reimbursed directly to the instructor by the Chapter.
- Chapters can set their own registration fee to be charged for the course.
- NARPM national will assist with an online registration link and will keep the chapter updated on the number of students who are registered. Money collected through registration will be first used to cover the cost of offering the courses. Should the registration fee not produce the revenue to cover the costs of offering the course, Chapter understands they will be responsible for covering those costs. Should there be excess money with the registration, National will forward a check to the chapter.

CHOOSING THE COURSE TO SPONSOR

- Discuss with the chapter/organization the costs to offer the course to ensure it is understood that NARPM National does not underwrite any expenses for offering in person courses.
- It is suggested that the chapter conduct a poll of the chapter/organization membership/real estate community to see how many people would participate and what topics should be covered.
- You can find a full listing of courses and course descriptions to help chapter make class selection at <http://www.narpm.org/education/course-descriptions/>

APPOINTING A COURSE COORDINATOR

The course coordinator is an important duty and must:

- Be able to attend the course.
- Act as a contact person and coordinate with National, the instructors, the hotel, and the classroom facility.
- Handle continuing education credits “if applicable.”**
 - **It is the chapter’s/organization’s responsibility to arrange and pay filing fee for continuing education credit for any national course. The National Association of Residential Property Managers cannot take any responsibility for continuing education credits. Whether to apply for continuing education certification is solely up to the sponsoring chapter. Staff can assist with supplying documentation for application.
 - Do NOT advertise the course as approved for continuing education credit unless it is certain.
- Arrange for local advertising to be sure that the course registration meets their minimums.
- Answer questions about the course.
- Handle registrations on the day of the course and sign in students on the class roster.
- Request reimbursement of expenses, etc.
- Select a Course Monitor to assist with on-site registrations and instructor set-up.

Administering the Course

Course Coordinator/Monitor Duties

PRIOR TO THE COURSE

- NARPM® National will furnish the local chapter/organization coordinator with the course materials. It is the local coordinator's responsibility that all materials are there PRIOR to the morning of the course. The Local Coordinator is responsible for bringing the books and being at the classroom at least one hour PRIOR to the start of the course start time.
- The local coordinator will assist the instructor in making arrangements for hotel accommodation, travel from airport, preparing course materials, and supply necessary equipment and screen for the instructor to project their presentation. It is strongly recommended that the chapter speak to the instructor to determine capabilities with their equipment.
- The coordinator should coordinate transportation to and from the airport.
- Attendees that have not paid registration fees will not receive credit for their course until registration fees have been paid in full.
- The chapter must make a final commitment to the instructor no later than thirty (30) days before the class.

ONE OR TWO DAYS BEFORE THE COURSE

- The local coordinator should remind everyone about the course via phone or email.
- Last minute registrations should be accepted on a space available basis and all payments submitted through NARPM® National upon the course material return.

THE DAY OF THE COURSE

- Arrange to arrive at least one hour prior to the time of the course.
- Check classroom and all necessary equipment.
- Set up the registration table with extra course registration flyers to be used by walk in registrations.
- Accept the registration form with payment (check made payable to NARPM® for the registration fee.)
- Put out some NARPM® membership and RMP®/MPM® certification applications as well as any other materials that National sends to be distributed.
- Assist the instructor with seating arrangements for the desired classroom layout.
- Registration normally begins about 30 minutes before class begins or about 8:30 am.
- Welcome students as they come in, (direct them to coffee services, rest rooms, etc. and have registrants sign in on the certified course completion list, receive their booklet and course materials, and provide a name tent card.
- Share information with non-members about the local NARPM® chapter.
- Start on time. Courses are 3 hours long so make sure course time is discussed with instructor.
- Introduce the instructor. Instructor will provide their biography on-site or via email.
- Announce the time for lunch, which is one hour, and not provided for in the course fee and provide suggestions for places for lunch.
- Let students know the survey is important to the success of the courses. NARPM wants their honest opinions and input on these evaluations. Remind everyone that the course evaluation will be emailed to them after class has ended.

After the Course

Return to National:

- The certified course Sign in Sheet
- ALL unused materials
- The request for reimbursement for any room fee, audio/visual cost, photocopies for marketing,

NATIONAL RESPONSIBILITIES

- NARPM® National will provide a registration flyer template for chapters to use to promote the local contact for duplication and mailings.
- National will provide the appropriate number of course booklets with course materials, handouts, evaluation forms, tests, name tent cards, etc.
- Profits are normally mailed out within 60 days of National receiving the course materials. A course accounting will be sent to the chapter to verify income and expenses.