

# MPM® DESIGNATION

## SELF-MANAGED CANDIDACY CHECKLIST



### // CANDIDATE

NAME	COMPANY		
ADDRESS	CITY	STATE	ZIP
EMAIL	PHONE	EMAIL	

### // GENERAL INSTRUCTIONS

If you would like to be paired with a Designation Mentor during this process, please email [designationinfo@narpm.org](mailto:designationinfo@narpm.org) and you will be assigned a Designation Mentor, who will be available to assist you through this designation journey. You can also search the Approved Mentor List. Your mentor will be your advocate and a single source to answer your questions and provide support from someone who has completed the program and received their MPM® designation.

Please submit all information to the online application and allow at least 14 days for the audit to be completed. Once all information has been uploaded, the auditor will approve the submitted information. If you have not received information on how to upload the Designation Packets to the online application, please email: [designationinfo@narpm.org](mailto:designationinfo@narpm.org).

#### *Reminder for Candidates:*

Items cannot be used more than once toward verification of attendance, service, or education requirements and electives. Candidates should keep a copy of their approved RMP® packet for reference. Please note that **items used toward the RMP® designation cannot be used again for the MPM® designation**. By earning the RMP® designation, you will automatically receive **50 points** toward your MPM® designation, leaving only **150 points** to complete the MPM® requirements. Be sure to track new activities separately for your MPM® designation. (revised on 10.26.2024)

Items marked with an asterisk (\*) are further explained in the appendix.

### // REQUIREMENT POINTS

#### A. COPY OF CANDIDACY APPLICATION\*

Candidacy must be completed within 3 years.

#### B. CURRENT MEMBER of NARPM®

Submit a copy of membership profile showing dues; must be in good standing

#### C. CLIENT LETTERS OF RECOMMENDATION\*







Letters should be submitted directly through the application site & should not pre-date application of current active candidacy; Recommendations from relatives are prohibited.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<p><b>D. DESIGNEE LETTERS OF RECOMMENDATION*</b>  Letters may not be solicited from RMP®s/MPM®s affiliated with the applicant's own company or firm.  Recommendations from relatives are prohibited.</p> <p>1. _____  2. _____</p>	<input type="checkbox"/>
<p><b>E. VERIFICATION OF 500-UNIT YEARS OF EXPERIENCE*</b>  Verification of 100/500-Unit Years</p> <p>If they are the broker, add verbiage about how to provide other than using Unit years verification form.</p> <p>Provide a copy of the rent roll with management dates. CPA/Bookkeeper can sign the Verification of Unit Years Verification SEE APPENDIX.</p>	<input type="checkbox"/>
<p><b>F. VERIFICATION OF FIVE (5) YEARS AS A LICENSED REAL ESTATE AGENT*</b>  Only applicable if the state requires a license. Verification can be obtained by providing copies of licenses for both years, a letter from a broker, or a letter from the state licensing board. Provide proof from your state that you are not required to be licensed (otherwise, auditors will not know unless we ask) Upload Information from the State RE License Board - SEE APPENDIX.</p>	<input type="checkbox"/>
<p><b>G. COMPLETION OF 24 HOURS OF NARPM® EDUCATION COURSES*</b>  Education verification cannot be older than 5 years prior to the application date.</p>	Date Completed
<ul style="list-style-type: none"> <li><input type="checkbox"/> Finance: Cash Flow Analysis</li> <li><input type="checkbox"/> Framework for a Successful Team</li> <li><input type="checkbox"/> Hiring Best Practices for Property Manages</li> <li><input type="checkbox"/> How to Successfully Market Your Company</li> <li><input type="checkbox"/> Introduction to Houses</li> <li><input type="checkbox"/> In-House Maintenance: What to Consider</li> <li><input type="checkbox"/> Maintenance Basics</li> <li><input type="checkbox"/> Maintenance-Beyond Basics</li> <li><input type="checkbox"/> Maximize Profitability &amp; Enhance Relationships</li> <li><input type="checkbox"/> Policy and Procedures-Increase Efficiency and Decrease Risk</li> <li><input type="checkbox"/> Procuring the Tenant</li> <li><input type="checkbox"/> Risk Awareness-Owners and Tenants</li> <li><input type="checkbox"/> Tenancy and the Law</li> <li><input type="checkbox"/> The Art of Acquiring More Doors</li> <li><input type="checkbox"/> Honoring IREM Designations toward RMP® and MPM®</li> </ul> <p><i>Any NARPM Member who holds the CPM® designation from IREM® and applies for the RMP® and MPM® designations from NARPM®, shall be deemed to have satisfied education requirements for the RMP® designation and MPM® designation. The member -applicant would still need to satisfy all other requirements, all expenses &amp; portfolio requirements, and any other requirements not specifically mentioned herewith. Further, the said member-applicant must achieve the RMP® and MPM® designations separately, not concurrently.</i></p>	 ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____

<p><b>H. ATTENDANCE AT NARPM® THE ETHICS COURSE</b>  List completion date and attach certification or copy of Education History Print Out from e-Commerce site.  The candidate must have no ethics complaints against the candidate and have taken the NARPM® Ethics Course within five (5) years of application.</p>	
<p><b>I. PUBLIC TRUST</b>  Candidates must not have any violations, complaints, or disciplinary actions related to managing client funds or fiduciary responsibilities. Enclose proof by uploading a signed affidavit attesting to their clean record in trust accounting practices.</p>	
<b>// Elective Points</b>	
<p>Members need a minimum of 200 points. Points can be earned in local, state, national &amp; at-large categories. An itemized statement of points earned must be part of documentation required in the Self-Managed Candidacy documentation checklist. Points/proof used for RMP® Candidacy cannot be used for MPM® Candidacy</p>	
<p><b>A. IN-PERSON CONFERENCE ATTENDANCE</b>  Enclose proof of attendance at either the National Convention, Broker/Owner Conference &amp; Expo, or a sanctioned NARPM® State conference, (a conference that is sponsored by a state NARPM Chapter) NARPM Capitol Summit, Women’s Council Conference during Convention, or Educational Conference (sponsored by local NARPM® chapters that has attendance of at least 20 property managers.) Verification must be provided by one of the following: copy of registration confirmation, copy of name badge, confirmation from local/national leader or copy of event history in profile. 10 Points per Conference/30 maximum</p>	
<p> <input type="checkbox"/> National Convention Location: _____  <input type="checkbox"/> Broker/Owner Expo Location: _____  <input type="checkbox"/> NARPM® State Conference: _____  <input type="checkbox"/> NARPM® Capitol Summit: _____  <input type="checkbox"/> Women’s Council: _____  <input type="checkbox"/> Other Educational Conference: _____ </p>	<p style="text-align: center;"> _____/_____/_____  _____/_____/_____  _____/_____/_____  _____/_____/_____  _____/_____/_____  _____/_____/_____  _____/_____/_____ </p>
<p><b>B. CONFERENCE PLANNING</b>  Assist in the planning of an educational conference that is sponsored by NARPM® local chapters and is not associated with a state conference and has an event attendance of at least 20 property managers and support staff. Participate in at least 75% of Planning Meetings. 10 Points Maximum  Conference: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p>Points</p>
<p><b>C. WORKSHOP OR BREAKOUT SESSION PRESENTER AT STATE CONFERENCE</b>  Provide Verification of Service completed by Chapter President. If you were the President, have the Conference Planning Chair complete form. 10 Points per Year / 20 Points Maximum  Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p>Points</p>
<p><b>D. SERVED AS A BROKER/OWNER CONFERENCE AND EXPO PRESENTER</b>  Provide a Verification of Service Form completed by Conference Chair. 10 Points per Year/40 Points max  Session: _____ Date: __/__/__  Session: _____ Date: __/__/__  Session: _____ Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p>Points</p>

<p><b>E. SERVED AS A NATIONAL CONVENTION OR BROKER/OWNER CONFERENCE BREAKOUT SESSION HOST/HOSTESS OR A COURSE MONITOR FOR AN EDUCATION CLASS</b>          Provide a Verification of Service Form completed by the course instructor. 5 Points per Year/15 Points max</p> <p>Session: _____ Date: __/__/__</p> <p>Session: _____ Date: __/__/__</p> <p>Session: _____ Date: __/__/__</p>	<input style="width: 70px; height: 50px; background-color: #f0f0f0;" type="text"/> Points
<p><b>F. ATTENDED THE NATIONAL CONVENTION PAST PRESIDENT’S CHARITY EVENT</b>          Must serve as a non-committee member. Provide Verification of Service completed by submitting a copy of confirmed registration form. 5 Points per Year / 15 Points Maximum</p> <p>Conference: _____ Date: __/__/__</p> <p>Conference: _____ Date: __/__/__</p> <p>Conference: _____ Date: __/__/__</p>	<input style="width: 70px; height: 50px; background-color: #f0f0f0;" type="text"/> Points
<b>//LOCAL POINTS</b>	
<p><b>A. ATTENDANCE AT LOCAL NARPM® CHAPTER MEETINGS</b>          Provide a Verification of Service Form signed by the local Chapter President or Secretary. 1 Point per Meeting / 10 Points Maximum.</p> <p>Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__</p> <p>Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__</p> <p>Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__</p> <p>Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__</p> <p>Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__</p>	<input style="width: 70px; height: 50px; background-color: #f0f0f0;" type="text"/> Points
<p><b>B. SERVED AS A CHAPTER OFFICER</b>          Provide a Verification of Service Form completed by the Chapter President. If you were the President, have the Regional Vice President complete the form. Participated in at least 75% of Chapter Meetings. Service must be completed at the time of submitting the final checklist. 25 Points per Year / 50 Points Maximum.</p> <p>President Date: __/__/__ to Date: __/__/__</p> <p>Vice President/President Elect Date: __/__/__ to Date: __/__/__</p> <p>Secretary Date: __/__/__ to Date: __/__/__</p> <p>Treasurer Date: __/__/__ to Date: __/__/__</p>	<input style="width: 70px; height: 50px; background-color: #f0f0f0;" type="text"/> Points
<p><b>C. SERVED AS A CHAPTER COMMITTEE CHAIR</b>          Provide a Verification of Service Form completed by the Chapter President. Participated in at least 75% of Chapter Meetings. Service must be completed at the time of submitting the final checklist. 15 Points per Year / 30 Points Maximum. Also applies to a Chapter in Formation Committee.</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<input style="width: 70px; height: 50px; background-color: #f0f0f0;" type="text"/> Points

<p><b>D. SERVED AS A NARPM® LOCAL CHAPTER COMMITTEE MEMBER</b>  Provide a Verification of Service Form from the Chapter President. Participated in at least 75% of Chapter Meetings. Service must be completed at the time of submitting the final checklist. 5 Points per Committee / 15 Points Maximum. Also applies to a Chapter in Formation Committee.</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>E. SERVED AS A STATE CHAPTER OFFICER</b>  Provide Verification of Service completed by the Chapter President. If you were the President, have a Regional Vice President complete the form. Participated in at least 75% of Chapter Meetings. Service must be completed at the time of submitting the final checklist. 25 Points per Year / 50 Points Maximum</p> <p>President Date: __/__/__ to Date: __/__/__  Vice President/President Elect Date: __/__/__ to Date: __/__/__  Secretary Date: __/__/__ to Date: __/__/__  Treasurer Date: __/__/__ to Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>F. SERVED AS A STATE COMMITTEE CHAIR</b>  Provide verification of service completed by the State Chapter President. Participated in at least 75% of Committee Meetings. Service must be completed at the time of submitting the final checklist. 15 Points per Year / 30 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>G. SERVED AS A STATE COMMITTEE MEMBER</b>  Provide a Verification of Service Form completed by the Committee Chair. Participated in at least 75% of Committee Meetings. 5 Points per Year / 20 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>H. SERVED AS CONFERENCE CHAIR FOR STATE NARPM® CONFERENCE</b>  Provide verification of service from Chapter President. Participated in at least 75% of Conference Planning Meetings. Service must be completed at the time of submitting the final checklist. Maximum 25 points</p> <p>CONFERENCE: _____ DATE: __/__/__ TO DATE: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>I. SERVED AS A STATE CONFERENCE SUB COMMITTEE CHAIR</b>  Assist in the planning of an educational conference that is sponsored by NARPM® local chapters and is not associated with a state conference and the event attendance of at least 20 property managers and support staff. Participated in at least 75% of Conference Planning Meetings. Service must be completed at the time of submitting the final checklist. 10 Points per Year / 20 Points Maximum</p> <p>Conference: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="text-align: center;">   Points </div>

<p><b>J. SERVED ON A STATE CONFERENCE PLANNING COMMITTEE MEMBER</b>          Assist in the planning of a State Conference as a Committee Member or assist in an educational conference that is sponsored by NARPM® local chapters and is not associated with a state conference and the event attendance of at least 20 property managers. Participated in at least 75% of Conference Planning Meetings. 5 Points per Year / 10 Points Maximum</p> <p>Conference: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>K. ATTENDANCE AT AN AT-LARGE E-CHAPTER MEETING OR WEBINAR*</b>          These points are for at-large members only during candidacy. Submit the email received at the end of the session as proof of attendance. Submit the email received at the end of the session as proof of attendance. 5 Points per WEBINAR / 20 Points Maximum</p> <p>Webinar: _____ Date: __/__/__</p> <p>Webinar: _____ Date: __/__/__</p> <p>Webinar: _____ Date: __/__/__</p> <p>Webinar: _____ Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<b>// NATIONAL POINTS</b>	
<p><b>A. SERVED AS A NATIONAL NARPM® REGIONAL VICE PRESIDENT (RVP)</b>          Provide a Verification of Service Form completed by the NARPM® National President. Participated in at least 75% of regional meetings and fulfilled the RVP Duties. Service must be completed at the time of submitting the final checklist. 30 Points per Year / 60 Points Maximum</p> <p>Region: _____ Date: __/__/__ to Date: __/__/__</p> <p>Region: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>B. SERVED AS A NATIONAL NARPM® REGIONAL VICE PRESIDENT (RVP) AMBASSADOR</b>          Provide a Verification of Service Form completed by the NARPM® National President. Participated in at least 75% of Regional Meetings and fulfilled the Ambassador Duties as provided by your RVP, including meetings 25 Points Per Year / 50 Points Maximum</p> <p>Region: _____ Date: __/__/__ to Date: __/__/__</p> <p>Region: _____ Date: __/__/__ to Date: __/__/__</p> <p>1. Attended a National Board of Directors Meeting. Provide a verification completed by President or CEO. One (1) point for each meeting/4 Points Maximum</p> <p>Month: _____ Date: __/__/__</p> <p>Month: _____ Date: __/__/__</p> <p>Month: _____ Date: __/__/__</p> <p>Month: _____ Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>C. SERVED AS A NATIONAL NARPM® COMMITTEE CHAIR</b>          Provide a Verification of Service Form completed by the NARPM® National Committee Chair. Participated in at least 75% of committee meetings and fulfilled the requirements of being a chair. Service must be completed at the time of submitting the final checklist. 20 POINTS per Year / 40 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>

<p><b>D. SERVED AS A NATIONAL NARPM® COMMITTEE/SUBCOMMITTEE VICE CHAIR</b>  Provide a Verification of Service Form completed by the NARPM® National Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist. 15 Points per Year / 30 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<input data-bbox="1390 193 1500 302" type="checkbox"/> Points
<p><b>E. SERVED AS AN ACTIVE NATIONAL NARPM® COMMITTEE MEMBER</b>  Provide a Verification of Service Form completed by the NARPM® National Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist. 10 Points per Year / 30 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__  Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<input data-bbox="1390 533 1500 642" type="checkbox"/> Points
<p><b>F. PROVIDE CONTRIBUTION TO THE RESIDENTIAL RESOURCES MAGAZINE WITH A PUBLISHED ARTICLE</b>  Points are awarded for each published article. Articles must be at least 700 words and benefit the membership. If the article is co-authored, eight (8) points will be awarded to each author. A copy of the article is required for verification and included in the candidate packet. 15 Points per Article / 30 Points Maximum</p> <p>Article Title: _____ Month/Year: __/___  Article Title: _____ Month/Year: __/___</p>	<input data-bbox="1390 753 1500 863" type="checkbox"/> Points
<p><b>G. COMPLETED MEMBERSHIP RETENTION CALLS</b>  Provide a Verification of Service Form completed by NARPM National. 25 Points / 50 Points Maximum</p> <p>Year Completed: _____ Year Completed: _____</p>	<input data-bbox="1390 968 1500 1077" type="checkbox"/> Points
<p><b>H. ATTENDED THE VIRTUAL NUTS &amp; BOLTS LEADERSHIP TRAINING SESSION</b>  Provide verification by your registration and attendance. 10 Points per Year / 20 Points Maximum</p> <p>Nuts &amp; Bolts Leadership Training Session Date: __/__/__</p>	<input data-bbox="1390 1127 1500 1236" type="checkbox"/> Points
<b>//AT-LARGE AND NON-NARPM ACTIVITY POINTS</b>	
<p><b>A. HOLDING YOUR CPM® DESIGNATION:</b>  Any NARPM Member who holds the CPM designation from IREM and applies for the RMP® and MPM® designations from NARPM shall be deemed to have satisfied education requirements for the RMP® and MPM® designations. The member applicant would still need to satisfy all other requirements for the RMP® and MPM® designation, including, but not limited to successfully attending and passing the NARPM Ethics Course, all NARPM service requirements, all experience &amp; portfolio requirements, and any other requirements not specifically mentioned herewith. Further, the said member/applicant must achieve the RMP® and MPM® designations separately and not concurrently.  <b>CHECK BOX IF YOU HOLD THE CPM® DESIGNATION AND SUBMIT PROOF THAT DESIGNATION IS ACTIVE.</b></p>	<input data-bbox="1373 1402 1484 1512" type="checkbox"/> Check box

**B. COMPLETION OF CPM® COURSES**

**Individuals who have completed CPM courses but have not yet earned their CPM designation are eligible to receive elective points for their coursework. Education verification cannot be older than 5 years prior to the application date.**

Courses are taken through the Institute of Real Estate Management. 5 Points per Course / 60 Points Maximum

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**C. ADDITIONAL HOURS IN PROPERTY MANAGEMENT EDUCATION\***

Must be within a 5-year period from the date of application. Attach certificates and summary of class information for verification. Some restrictions apply. See the appendix for more details. Two (2) points for every one (1) hour of NARPM® courses and (one) 1 point for every at-large education provider/association. No Limit on Points

Organization: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Organization: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Organization: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Organization: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_/\_\_/\_\_



Points

**D. SERVED AS A COMMITTEE MEMBER OF A GOVERNOR'S OR LEGISLATOR'S TASK FORCE**

Provide a Verification of Service Form from the Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.

5 Points per Year / 30 Point Maximum

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_



Points

**E. SERVED AS A CHAIRPERSON OF LEGISLATIVE ACTION/GOVERNMENTAL AFFAIRS COMMITTEE**

Provide a Verification of Service Form from the Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.

15 Points per Chairmanship / 30 Points Maximum

Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_






Committee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_



Points



<p><b>F. SERVED AS A DEPARTMENT OF REAL ESTATE TASK FORCE OR ADVISORY COMMITTEE MEMBER</b>  Provide a Verification of Service Form from the Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.  5 Points per Year / 15 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>G. SERVED AS A MEMBER OF STATE EDUCATION REAL ESTATE CONTINUING EDUCATION, MANDATORY EDUCATION OR RENEWAL EDUCATION ADVISORY COMMITTEE OR TASK FORCE</b>  Provide verification of the service form from the Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.  5 Points per Year / 10 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>H. SERVED AS AN OFFICER OF A LOCAL LEASING OR MANAGEMENT DIVISION COUNCIL OR COMMITTEE OF THE ASSOCIATION OF REALTORS®</b>  Provide a Verification of Service Form from the Committee Chair. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.  10 Points Per Year / 20 Points Maximum</p> <p>Organization: _____</p> <p>President Date: __/__/__ to Date: __/__/__</p> <p>Vice President/President Elect Date: __/__/__ to Date: __/__/__</p> <p>Secretary Date: __/__/__ to Date: __/__/__</p> <p>Treasurer Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>I. SERVED AS A COMMITTEE CHAIR OF ANOTHER PROPERTY MANAGEMENT ASSOCIATION SUCH AS THE INSTITUTE OF REAL ESTATE MANAGEMENT OR APARTMENT ASSOCIATION</b>  Provide a Verification of Service Form from a leader or staff inside the organization. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.  5 Points per Year / 10 Points Maximum</p> <p>Organization: _____</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p><b>J. SERVICE AS COMMITTEE CHAIR OF A LOCAL LEASING OR MANAGEMENT DIVISION, COUNCIL, OR COMMITTEE OF THE BOARD OF REALTORS®</b>  Provide a Verification of Service Form from a leader or staff on the Board of Directors. Participated in at least 75% of committee meetings. Service must be completed at the time of submitting the final checklist.  10 Points per Year / 20 Points Maximum</p> <p>Organization: _____</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>

<p><b>K. SIGNIFICANT CONTRIBUTION THROUGH NON-NARPM® PROPERTY MANAGEMENT FORUM</b>  Contribution should significantly influence the property management industry. Provide documentation that explains the contribution and how it influenced the industry. 15 Points per Article / 30 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>L. CONTRIBUTE PUBLICATION TO PROPERTY MANAGEMENT ARTICLES IN OTHER PROPERTY MANAGEMENT PUBLICATIONS</b>  Significant contribution through non-NARPM® property management forum. Provide a copy of publication. 5 Points per Article / 20 Points Maximum</p> <p>Publication Name: _____ Date: __/__/__</p> <p>Publication Name: _____ Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>M. CONTRIBUTE TO AN INDUSTRY BLOG POST ABOUT PROPERTY MANAGEMENT</b>  Cannot be a personal blog. Provide a copy of the publication. 1 Point per Blog / 5 Points Maximum</p> <p>Publication Name: _____ Date: __/__/__</p> <p>Publication Name: _____ Date: __/__/__</p> <p>Publication Name: _____ Date: __/__/__</p> <p>Publication Name: _____ Date: __/__/__</p> <p>Publication Name: _____ Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>N. LICENSED REAL ESTATE INSTRUCTOR</b>  Provide a valid instructor license or certification issued by your state's real estate regulatory body. 5 Points</p> <p>State Licensed: _____ Date: __/__/__</p>	<div style="text-align: center;">   Points </div>
<p><b>O. ATTENDANCE AT ADDITIONAL PROPERTY MANAGEMENT RELATED WEBINARS</b>  Attended a property management-related webinar. Provide proof of Registration and attendance. 1 Point per Webinar/5 Points Maximum</p> <p>Webinar Name: _____ Date: __/__/__</p> <p>Webinar Name: _____ Date: __/__/__</p> <p>Webinar Name: _____ Date: __/__/__</p> <p>Webinar Name: _____ Date: __/__/__</p> <p>Webinar Name: _____ Date: __/__/__</p>	<div style="text-align: center;">   Points </div>

<p><b>TOTAL POINTS</b> Add up your total points in each category.</p> <p>Local Points _____ State Points _____ National Points _____ At-Large Points _____</p>	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> <p><b>TOTAL</b></p>
<p><b>// APPENDIX</b></p>	

**Application Verification:** This is the email sent to you by designationinfo@narpm.org after you apply for your designation. SAVE THIS EMAIL. National will not provide verifications; you are responsible for your own records.

**Application Deadlines:**

**The Application for Candidacy** must be received at least sixty (60) days prior to presentation of the designation (annual convention.) A one (1) year time extension may be granted for any applicant of a designation (MPM®) provided that the request is submitted in writing prior to the expiration of the current application period and a fee equal to 50% of the then current application fee is paid. A candidate must request reinstatement of candidacy within 90 days of expiration for a 1 year one-time extension at charge of 50% designation fee. Deadlines for the MPM® designation packages are to be printed in the Association Critical Dates Calendar or schedule and strictly adhered to.

**Education Verification** cannot be older than five (5) years from candidate application date and can be found on your **NARPM Profile Portal:** Log into NARPM.org > Hover over your name > My Profile > Click Log into eCommerce > Click Menu > Click NARPM Education and Convention > Education Information & History > Classes You Have Taken (Course Completion Certificates are also emailed to you once you complete a NARPM education course. SAVE these Course Completion Certificates)

**Letter of Recommendation:** Once you apply and have access to your designation portal, you will enter the contact information for each person you are requesting a letter of recommendation from. They will receive an email from designations@narpm.org with the form to fill out. Once they complete the form, they will upload it using the link in the email. This will apply to Client and Designee Letters of Recommendation.

**Mentors**

Mentors are no longer a requirement to complete the designation; however, to be paired with a Designation Mentor, please email designationinfo@narpm.org.

**Plaques**

All new designee plaques will be mailed directly to designee. All new designees who are in attendance at the annual convention will be recognized during the event.

**500-Unit Years**

One Unit Year equals management of one residential unit for one year. Must be currently managing 50 residential units during candidacy period and at the time of achieving the designation. Within five (5) years of your application, you must have managed a minimum of 100 properties, consecutively for at least two years. You need to be able to verify the management of these 500 units over that two-year period. If you are a broker or operate independently, a CPA or bookkeeper can sign your Verification of Unit Years form. Alternatively, you can upload a copy of the rent roll that includes management dates for each property.

## **Elective Points**

Other comparable service projects, education, etc., may qualify for points. Points for education must have a certificate and a (brief) summary of the continuing education credit information with dates of completion. Service points are given for each full year, session, or term of service completed. Verification of Service cannot be provided by a member of the candidate's company.

RMP® points cannot be applied to the total. The MPM® point requirement was adjusted to reflect that a candidate earned their RMP®.

## **Additional Hours in Property Management Education**

Does not include the NARPM® Designation classes already required. Cannot be attendance at workshops given by NARPM® at convention or state conferences. Attach certificates and summary of class information for verification. Must be courses offered toward other property management designations, any state approved continuing education, or college/community college for property management. Must be property management specific.

## **Designation Requirements**

The items listed under this section are required.

### **NARPM® State Conference Definition**

A conference that is sponsored by a NARPM State Chapter.

### **NARPM® Events/Verification/At-Large e-chapter meetings and Webinars**

Profile Portal: Log into NARPM.org > Hover over your name > My Profile > Click Log into eCommerce > Click Menu > Click Events > Event Information & History > Events You Have Participated In

### **NARPM® National Committees**

Communications, Finance, Governmental Affairs, Member Services, Professional Development, Women's Council, Nominating Committee.