

RMP® 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 and you will be assigned a Designation Mentor, who will be available to assist you through this designation journey. Your mentor will be your advocate and single source to answer your questions and provide support from someone who has completed the program and received their RMP® designation.

Please submit all information to the online application portal 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.

Reminder for Candidates:

Items cannot be used more than once toward verification of attendance, service, or education requirements and electives. Please keep a copy of your approved RMP® packet for your records, especially if you decide to pursue the MPM® designation in the future. By earning your RMP® designation, you will receive **50 points** towards your MPM® designation but remember that **items used for the RMP® designation cannot be reused for the MPM® designation**. You will only need an additional **150 points** to achieve your MPM® designation, so be sure to track new activities separately.

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

// REQUIREMENTS	
A. COPY OF CANDIDACY APPLICATION* Candidacy must be completed within 3 years.	<input type="checkbox"/>
B. CURRENT MEMBER of NARPM® Submit a copy of membership profile showing dues; must be in good standing	<input type="checkbox"/>
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. _____	<input type="checkbox"/>

D. DESIGNEE LETTERS OF RECOMMENDATION*

Letters may not be solicited from RMP@s/MPM@s affiliated with the applicant's own company or firm. Recommendations from relatives are prohibited.

1. _____

2. _____

E. VERIFICATION OF 100-UNIT YEARS OF EXPERIENCE*

A minimum of 2 consecutive years of experience required. Candidate may submit Verification of Unit Years form.

A. Verification of 100 Unit Years

B. If they are the broker, add verbiage about how to provide other than using Unit years verification form

C. Provide a copy of the rental roll with management dates. CPA/Bookkeeper can sign the Verification of Unit Years Verification **SEE APPENDIX**

F. VERIFICATION OF TWO (2) YEARS AS A LICENSED REAL ESTATE AGENT*

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 State RE License Board - **SEE APPENDIX**

G. COMPLETION OF 18 HOURS OF NARPM® EDUCATION COURSES*

Education verification cannot be older than 5 years prior to the application date.

Date Completed

- Finance: Cash Flow Analysis ___/___/___
- Framework for a Successful Teal ___/___/___
- Hiring Best Practices for Property Managers ___/___/___
- How to Successfully Market Your Company ___/___/___
- Introduction to Houses ___/___/___
- In-House Maintenance: What to Consider ___/___/___
- Maintenance Basics ___/___/___
- Maintenance: Beyond Basics ___/___/___
- Maximize Profitability & Enhance Relationships ___/___/___
- Policy and Procedures-Increase Efficiency and Decrease Risk ___/___/___
- Procuring the Tenant ___/___/___
- Risk Awareness: Owners and Tenants ___/___/___
- Tenancy and the Law ___/___/___
- The Art of Acquiring More Doors ___/___/___

Honoring IREM Designations to meet education requirement

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 & portfolio requirements, and any other requirements not






specifically mentioned herewith. Further, said member-applicant must achieve the RMP® and MPM® designations separately and not concurrently.	
H. ATTENDANCE AT THE NARPM® ETHICS COURSE 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.	___/___/___
I. PUBLIC TRUST 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.	<input type="checkbox"/>
// ELECTIVE POINTS *	

Members need a minimum of 50 points. Points can be earned in local, state, national & 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.







IN-PERSON CONFERENCE ATTENDANCE







Enclose proof of attendance at either the National Convention, Broker/Owner Conference & Expo, or a sanctioned NARPM® State conference, NARPM Capitol Summit, Women’s Council Conference during Convention, or Educational Conference (put on 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 MAX

National Convention Location: _____ Broker/Owner Expo Location: _____ NARPM® State Conference: _____ NARPM® Capitol Summit: _____ Women’s Council: _____ Educational Conference: _____	___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___
A. CONFERENCE PLANNING 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: ___/___/___	<input type="checkbox"/> Points
B. WORKSHOP OR BREAKOUT SESSION PRESENTER AT STATE CONFERENCE 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: ___/___/___	<input type="checkbox"/> Points
C. SERVED AS A BROKER/OWNER CONFERENCE AND EXPO PRESENTER Provide a Verification of Service Form completed by Conference Chair. 10 Points per Year / 40 Points Maximum Session: _____ Date: ___/___/___	<input type="checkbox"/>

Session: _____ Date: __/__/__	Points
<p>D. SERVED AS A NATIONAL CONVENTION OR BROKER/OWNER CONFERENCE BREAKOUT SESSION HOST/HOSTESS OR A COURSE MONITOR FOR AN EDUCATION CLASS Provide a Verification of Service Form completed by the course instructor. 5 Points per Year / 15 Points Maximum</p> Session: _____ Date: __/__/__ Session: _____ Date: __/__/__ Session: _____ Date: __/__/__	 Points
<p>E. ATTENDED THE NATIONAL CONVENTION PAST PRESIDENT'S CHARITY EVENT Must serve as a non-committee member. Provide Verification of Service completed by submitting copy of confirmed registration form. 5 Points per Year / 15 Points Maximum</p> Conference: _____ Date: __/__/__ Conference: _____ Date: __/__/__ Conference: _____ Date: __/__/__	 Points
// LOCAL POINTS	
<p>A. ATTENDANCE AT LOCAL NARPM® CHAPTER MEETINGS Provide a Verification of Service Form signed by the local Chapter President or Secretary. 1 Point per Meeting / 10 Points Maximum.</p> Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__ Chapter: _____ Date: __/__/__ to Date: __/__/__	 Points
<p>B. SERVED AS A CHAPTER OFFICER 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> President Date: __/__/__ to Date: __/__/__ Vice President/President Elect Date: __/__/__ to Date: __/__/__ Secretary Date: __/__/__ to Date: __/__/__ Treasurer Date: __/__/__ to Date: __/__/__	 Points
<p>C. SERVED AS A CHAPTER COMMITTEE CHAIR Provide a Verification of Service Form completed by the 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. Applies also to a Chapter in Formation Committee.</p> Committee: _____ Date: __/__/__ to Date: __/__/__ Committee: _____ Date: __/__/__ to Date: __/__/__	 Points

<p>D. SERVED AS A NARPM® LOCAL CHAPTER COMMITTEE MEMBER Provide a Verification of Service Form from the Chapter President. Participated in at least 75% of Committee Meetings. Service must be completed at the time of submitting the final checklist. 5 Points per Committee / 15 Points Maximum. Applies also to a Chapter in Formation Committee.</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__ Committee: _____ Date: __/__/__ to Date: __/__/__ 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>E. SERVED AS A STATE CHAPTER OFFICER 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 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="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p>F. SERVED AS A STATE COMMITTEE CHAIR 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="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p>G. SERVED AS A STATE COMMITTEE MEMBER 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="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>
<p>H. SERVED AS CONFERENCE CHAIR FOR STATE NARPM® CONFERENCE 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. 25 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>I. SERVED AS A STATE CONFERENCE SUBCOMMITTEE CHAIR 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="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Points</p>

<p>J. SERVED AS A STATE CONFERENCE PLANNING COMMITTEE MEMBER Assist in the planning of 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>	 Points
<p>K. ATTENDANCE AT AN AT-LARGE CHAPTER MEETING OR WEBINAR* These points are for at-large members only during candidacy. 5 Points per WEBINAR / 20 Points Maximum</p> <p>Webinar: _____ Date: __/__/__</p> <p>Webinar: _____ Date: __/__/__</p> <p>Webinar: _____ Date: __/__/__</p> <p>Webinar: _____ Date: __/__/__</p>	 Points
// NATIONAL POINTS	
<p>A. SERVED AS A NATIONAL NARPM® REGIONAL VICE PRESIDENT (RVP) 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 final checklist. 30 Points per Year / 60 Points Maximum</p> <p>Region: _____ Date: __/__/__ to Date: __/__/__</p> <p>Region: _____ Date: __/__/__ to Date: __/__/__</p>	 Points
<p>B. SERVED AS A NATIONAL NARPM® REGIONAL VICE PRESIDENT (RVP) AMBASSADOR Provide a Verification of Service Form completed by the NARPM® Regional Vice 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>	 Points
<p>C. 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>	 Points
<p>D. SERVED AS A NATIONAL NARPM® COMMITTEE CHAIR 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>	 Points

<p>E. SERVED AS A NATIONAL NARPM® COMMITTEE/SUBCOMMITTEE VICE CHAIR 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: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	 Points
<p>F. SERVED AS AN ACTIVE NATIONAL NARPM® COMMITTEE MEMBER 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: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__</p>	 Points
<p>G. PROVIDE CONTRIBUTION TO THE RESIDENTIAL RESOURCES MAGAZINE WITH A PUBLISHED ARTICLE 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: __/__</p> <p>Article Title: _____ Month/Year: __/__</p>	 Points
<p>H. COMPLETED MEMBERSHIP RETENTION CALLS Provide a Verification of Service Form completed by NARPM® National. Max of 25 Points per year / 50 Points Maximum</p> <p>Year Completed: _____ Year Completed: _____</p>	 Points
<p>I. ATTENDED THE VIRTUAL NUTS & BOLTS LEADERSHIP TRAINING SESSION Provide verification by your registration and attendance. 10 Points per Year / 20 Points Maximum.</p> <p>Nuts & Bolts Leadership Training Session Date: __/__/__</p> <p>Date: __/__/__</p>	 Points
<p>// AT -LARGE AND NON-NARPM® ACTIVITY POINTS</p>	
<p>A. HOLDING YOUR CPM® DESIGNATION: 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 & portfolio requirements, and any other requirements not specifically mentioned herewith. Further, said member-applicant must achieve the RMP® and MPM® designations separately and not concurrently.</p> <p>CHECK BOX IF YOU HOLD THE CPM® DESIGNATION AND SUBMIT PROOF THAT DESIGNATION IS ACTIVE.</p>	 Points

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: __/__/__

B. 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 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: __/__/__

Organization: _____

Course: _____ Date: __/__/__



Points

C. 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

D. 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>E. SERVED AS A DEPARTMENT OF REAL ESTATE TASK FORCE OR ADVISORY COMMITTEE MEMBER 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: __/__/__ Committee: _____ Date: __/__/__ to Date: __/__/__</p>	 Points
<p>F. SERVED AS A MEMBER OF STATE EDUCATION REAL ESTATE CONTINUING EDUCATION, MANDATORY EDUCATION OR RENEWAL EDUCATION ADVISORY COMMITTEE OR 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 / 10 Points Maximum</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__ Committee: _____ Date: __/__/__ to Date: __/__/__</p>	 Points
<p>G. SERVED AS AN OFFICER OF A LOCAL LEASING OR MANAGEMENT DIVISION COUNCIL OR COMMITTEE OF THE BOARD OF REALTORS® Provide 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: __/__/__ Vice President/President Elect Date: __/__/__ to Date: __/__/__ Secretary Date: __/__/__ to Date: __/__/__ Treasurer Date: __/__/__ to Date: __/__/__</p>	 Points
<p>H. SERVED AS COMMITTEE CHAIR OF ANOTHER PROPERTY MANAGEMENT ASSOCIATION SUCH AS THE INSTITUTE OF REAL ESTATE MANAGEMENT OR APARTMENT ASSOCIATION Provide a Verification of Service Form from the organization President. 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: __/__/__ Committee: _____ Date: __/__/__ to Date: __/__/__</p>	 Points
<p>I. SERVED AS COMMITTEE CHAIR OF A LOCAL LEASING OR MANAGEMENT DIVISION, COUNCIL, OR COMMITTEE OF THE BOARD OF REALTORS® 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 Year / 30 Points Maximum</p> <p>Organization: _____</p> <p>Committee: _____ Date: __/__/__ to Date: __/__/__ Committee: _____ Date: __/__/__ to Date: __/__/__</p>	 Points

<p>J. SIGNIFICANT CONTRIBUTION THROUGH NON-NARPM® PROPERTY MANAGEMENT FORUM Provide copy of publication. 15 Points per Article / 30 Points Maximum</p> <p>Publication Name: _____ Date: __/__/__</p> <p>Publication Name: _____ Date: __/__/__</p>	<div style="text-align: center;">  Points </div>
<p>K. CONTRIBUTE PUBLICATION TO PROPERTY MANAGEMENT ARTICLES IN OTHER PROPERTY MANAGEMENT PUBLICATIONS Significant contribution through non-NARPM® property management forum. Provide copy of publication. 5 Points per Article / 20 Points Maximum</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>L. CONTRIBUTE TO AN INDUSTRY BLOG POST ABOUT PROPERTY MANAGEMENT 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>M. LICENSED REAL ESTATE INSTRUCTOR 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>N. ATTENDANCE AT ADDITIONAL PROPERTY MANAGEMENT RELATED WEBINARS 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>

// APPENDIX

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.

The **Verification of Service Form** and **Verification of Unit Years Form** can be found at <https://www.narpm.org/education/designations-and-certifications/designation-forms/>

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 (RMP®) 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 a charge of 50% designation fee.

Deadlines for the RMP® designation packages are 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, if you wish to be paired with a Designation Mentor, please email designationinfo@narpm.org.

Plaques

All new designee plaques will be mailed directly to the designee. All new designees will be highlighted at the annual convention.

100-Unit Years

One Unit Year equals management of one residential unit for one year. Must be currently managing 25 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 100 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.

Verification of TWO (2) Years as a licensed real estate agent

If your state does not require licensing, you must provide proof by obtaining an official statement from your state's real estate regulatory body.

Elective Points

Other comparable service projects, education, etc., may qualify for points. Points for education must have a certificate and(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.

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 State Conference is sponsored by a NARPM State Chapter.

NARPM® Events/Verification/At-Large Chapter Meetings and Webinars

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