CSS® CERTIFICATION

**SELF-MANAGED CANDIDACY CHECKLIST**

**For Application after January 1, 1999 (Revised November 2017)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Sponsoring RMP®/MPM® Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Instructions:

All new designation candidates should have received an email from NARPM® National explaining how to upload the Certification Packets to the online application. If you have not received the upload link and instructions, please email [designationinfo@NARPM®.org](mailto:designationinfo@narpm.org) 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.

National will not provide verifications; you are responsible for your own records. If you have difficulty verifying the following items, please consult a Mentor or NARPM® National for assistance. Verification of Service forms can be found on the NARPM® website. Education verification cannot be any older than five years from candidate application date.

Please have your Sponsor review your packet and completed Self-Managed Candidacy Checklist prior to uploading your Certification package to NARPM® National. By sheer definition, a Sponsor is a teacher and a source of inspiration and must be an MPM® or RMP® in your designated office. Your Certification Sponsor will guide you, give you encouragement to keep going, and provide you with solutions when you don’t know where to turn.

All new designee plaques will be mailed to the local chapter, unless you are at-large members where it will be presented at the annual convention. All new designees will be highlighted at the annual convention.

Items cannot be used more than once toward verification of attendance, service, or education requirements and electives. Candidates should keep a copy of the approved CSS© Packet to submit if they move on to apply for their RMP® Designation.

# Requirements Complete🗹

|  |  |
| --- | --- |
| 1. Copy of Application- (Candidacy must be completed within 2 years, if longer attach copy of extension request. | □ |
| 1. Current Member of NARPM® in good standing – (Candidates may submit a copy of their membership profile showing current membership dues.) | □ |
| 1. Letter of Recommendation from current employer or supervisor. 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please send letters of recommendation through the designation upload site directly to reference. Letters can be no older than your application date of active candidacy. Packets will not accept any more than 3 letters of recommendation from clients. | □ |
| 1. Letter of Recommendation from a tenant, client, or professional peer. 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |
| 1. Verification of employment with your sponsoring property management company – minimum of one (1) year required.   (Candidate may submit verification of employment form.) | □ |
| 1. Attendance at NARPM®® Ethics Course. Date\_\_\_/\_\_\_/\_\_\_   Attach Certificate of Completion or print out Education History profile from e-Commerce site. | □ |
| 1. Completion of required NARPM® Education Courses.   education verification cannot be older than 5 years prior to the application date  □ ADA Fair Housing: Date\_\_\_/\_\_\_/\_\_\_  □ Office Operations: Date\_\_\_/\_\_\_/\_\_\_  □ Paperless Office: Date\_\_\_/\_\_\_/\_\_\_ | □ |
| 1. Electives – Must be total of at least 25 points.   An itemized statement of points earned must be part of documentation required in the Self-Managed Candidacy documentation checklist. Please note: Other comparable service projects, education, etc., may qualify for points. Points for education must have a certificate and brief summary of and 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.  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_  Elective Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Points: \_\_\_\_\_\_\_\_ | □  Total Points:  ­­­\_\_\_\_\_\_ |

# Elective Points- Local Points Complete🗹

|  |  |
| --- | --- |
| 1. Attendance at local NARPM® Chapter meetings. (1-10 Points)   Provide form signed by local Chapter President, or Secretary.  Chapter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 10 Points Maximum  1Point per meeting  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as an active NARPM® local Chapter Committee Member.   Provide Verification of Service form from Chapter President.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 15 points Maximum  5 Points Per Committee  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a Chapter Officer (i.e. President, Vice-President/President-Elect, Secretary, Treasurer).   Provide Verification of Service completed by Chapter President. *\*\*Please note that not all Chapter Bylaws allow for a Support Specialist to serve as a Chapter Officer.*  □Secretary Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Treasurer Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 50 Points Maximum Per Position  25 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a Chapter Committee Chair (i.e. Membership, Education, and Legislative).   Provide Verification of Service completed by Chapter President.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 30 Points Maximum  15 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |

# J. Electives-State Points Total Points

|  |  |
| --- | --- |
| 1. NARPM® State or Regional Conference attendance.   Provide copy of registration confirmation or name badge. NARPM® National does not have record of State Conference registrations.  Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | 10 Points Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as Conference Chair for State/Regional NARPM®® Conference.   Provide verification of service from Chapter President.  Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 25 Points Maximum  **\_\_\_\_\_\_\_\_ Points** |
| 1. Attend NARPM® Leadership Development Training (Education provided prior to NARPM® Regional Conferences.)   Provide Attendance History Profile as verification.  Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | 30 Points Maximum  10 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a State Committee Chair.   Provide verification of service completed by State Chapter President.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 30 Points Maximum  15 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a State Committee member.   Provide verification of service completed by Committee Chair.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 20 Points Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a State Chapter Officer.   Provide Verification of Service completed by Chapter President. If you were the President, have Regional Vice President complete form.  □President Chapter\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Vice President/President-Elect Chapter\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Secretary Chapter\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Treasurer Chapter\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 50 Points Maximum  25 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a State or Regional Conference Sub-Committee Chair.   Provide Verification of Service completed by Chapter President. If you were the President, have Regional Vice President complete form.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 30 Points Maximum  15 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Workshop or breakout session presenter at State or Regional Conference.   Provide Verification of Service completed by Chapter President. If you were the President, have Regional Vice President complete form.  Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 20 Points Maximum  10 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Attendance at an e-chapter meeting or webinar. Five (5) points per webinar. These points are for At-large members only during candidacy. Submit email received at end of session as proof of attendance. Submit email received at end of session as proof of attendance. | 20 Points Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |

# Electives- National Points Total Points

|  |  |
| --- | --- |
| 1. Serve as a National NARPM® Committee Chair.   Provide Verification of Service completed by NARPM® National Committee Chair.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 40 Points Maximum  20 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a National NARPM® Sub/Vice Committee Chair.   Provide Verification of Service completed by NARPM® National Committee Chair.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 30 Points Maximum  15 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as an active National NARPM® Committee member.   Provide Verification of Service completed by NARPM® National Committee Chair.  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 30 Points Maximum  10 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as a Broker Owner Retreat Conference Facilitator.   Provide Verification of Service completed by Conference Chair.  Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | 40 Points Maximum  10 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as National Conference or Broker Owner Retreat Breakout sessions host/hostess.   Provide Verification of Service completed by Conference Chair.  Session:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Session:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | 15 Points Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as National Conference Past President’s Golf Tournament volunteer. (Non-committee member.)   Provide Verification of Service completed by Conference Chair.  Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | 15 Points Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Provide contribution to Residential Resource Newsletter with published article.   Points are for each published article. Articles must be at least 700 words and benefit the membership. If the article is co-authored 8 points will be awarded to each author. A copy of the article required for verification and included in candidate packet.  Article Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year\_\_/\_\_  Article Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year\_\_/\_\_ | 30 Points Maximum  15 Points Per Article  **\_\_\_\_\_\_\_\_ Points** |
| 1. Complete Membership Retention Calls.   Provide Verification of Service completed by NARPM® National.  Year Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 15 Points Maximum  5 Points Per Ten Members  **\_\_\_\_\_\_\_\_ Points** |
| 1. Attendance at National Business Development Training held at National Convention.   Provide verification can be provided by 1.) Copy of registration confirmation, 2.) copy of event history in National profile.  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_/\_\_  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_/\_\_ | 15 Points Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Attendance at National Leadership Training.   Provide verification can be provided by 1.) Provide letter from Regional Vice President (RVP), 2.) copy of event history in National profile.  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_/\_\_  Convention Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_/\_\_ | 20 Points Maximum  10 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Approved projects NARPM® projects assigned by the Board of Directors of a National Committee Chair and approved by the Professional Development Chair.   1 Point for every 2 hours of service provided. Provide Verification of Service form required from Supervising Party.  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_/\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_/\_\_ | 30 Points Maximum  1 Points for every 2 Hours of Service  **\_\_\_\_\_\_\_\_ Points** |
| 1. Attendance at National Day on the Hill. Please provide verification of service signed by the Governmental Affairs Chair.   Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 30 Points  10 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |

# Electives- At-Large Points Total Points

|  |  |
| --- | --- |
| 1. Completion of CPM® Courses taken through the Institute of Real Estate Management.   Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_/\_\_/\_\_  Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_/\_\_/\_\_ | 15 Points Per Course  **\_\_\_\_\_\_\_\_ Points** |
| 1. Additional hours in property management education within 5 year period from date of application. (Does not include the NARPM®® Designation classes already required. Cannot be attendance at workshops given by NARPM®® at Convention, State or Regional Conferences. Attach Certificates and summary of class information for verification.) Must be courses offered toward other property management designations, or any state approved continuing education, or college or community college courses for property management. Must be property management specific. 2 points for every 1 hour of NARPM® courses and 1 point for every at-large education providers/association. 2. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_   1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  10. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | 2 Points for Every 1 Hour of NARPM® Courses  1 Point for Every 1 hour at-large education**.**  **\_\_\_\_\_\_\_\_ Points** |
| 1. Committee member of a Governor’s or Legislator’s Task Force. Provide verification of service form from Committee Chair.   Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | 30 Point Maximum  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Chairperson of Legislative Action/ Governmental Affairs Committee. Provide verification of service form from Committee Chair.   Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 30 Points  15 Points Per Chairmanship  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as Department of Real Estate Task Force or Advisory Committee member. Provide verification of service form from Committee Chair.   Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 10 Points  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as member of State Education Real Estate continuing education, mandatory education or renewal education Advisory Committee or Task Force. Provide verification of service form from Committee Chair.   Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 10 Points  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as Officer of a local Leasing or Management Division Council or Committee of the Board of REALTORS®. Provide verification of service form from Committee Chair.   Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □President Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Vice President/President Elect Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Secretary Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  □Treasurer Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 20 Points  10 Points – Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as Committee Chair of another property management association such as the Institute of Real Estate Management or Apartment Association. Provide verification of service form from organization President.   Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 10 Points  5 Points Per Year  **\_\_\_\_\_\_\_\_ Points** |
| 1. Serve as Committee Chair of a local Leasing or Management Division, Council, or Committee of the Board of REALTORS®. Provide verification of service form from Committee Chair.   Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_  Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ to Date: \_\_/\_\_/\_\_ | Maximum 30 Points  15 Points  **\_\_\_\_\_\_\_\_ Points** |
| 1. Significant contribution through non-NARPM®® property management forum. Provide copy of publication.   Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Maximum 30 Points  15 Points Per Article  **\_\_\_\_\_\_\_\_ Points** |
| 1. Contribute publication to property management articles in other property management publications.   Significant contribution through non-NARPM®® property management forum. Provide copy of publication.  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Maximum 20 Points  5 Points Per Article  **\_\_\_\_\_\_\_\_ Points** |
| 1. Contribute to industry blog property management post. Cannot be a personal blog.   Provide copy of publication.  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_  Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_ | Maximum 5 Points  1 Points Per Blog  **\_\_\_\_\_\_\_\_ Points** |