

BUILDING FUTURE LEADERS



CERTIFIED APARTMENT PORTFOLIO SUPERVISOR®

Investment for Your Future!

Supervisors are the hub of operations for an apartment portfolio. Earning your CAPS Credential will set you apart from the competition & fast-track your career.

<u>September 26, 2017</u>	Legal Responsibilities & Risk Management
<u>October 12, 2017</u>	Financial Management
<u>October 13, 2017</u>	Property Performance & Evaluation
<u>November 15, 2017</u>	Effective Leadership

All classes will be held at the AAGD Training Center from 9am to 5pm
5728 LBJ Freeway Ste 100. Dallas, TX 75240

Instructor: Sue Weston, CAM, CAPS, NAAEI Senior Faculty

Pre-requisites and annual renewal required. Candidate must attend all four classes (above) and meet all examination requirements within a 12-month period in order to receive the Credential. Visit www.aagdallas.com for more details.

REGISTER BY September 12th, 2017

Course Registration

To register for the CAPS program, fax a completed copy of this form to 972-385-9412 or e-mail the form to Daniel Esquer at desquer@aagdallas.com. To register online, visit www.aagdallas.com.

Program must be paid in full by September 12th, 2017.

Payment Options

\$1,400 for AAGD Members (10% Discount for Apartment Academy Properties)

\$1,600 non-member price

Bill Property (AAGD members) Credit Card Apartment Academy Property

Check/Credit Card #: _____ Exp. Date: _____ 3 or 4-digit code: _____

Name on Credit Card: _____ CC Billing Address: _____

Name (as it will appear on certificate): _____

Property Name: _____

Mgmt. Co.: _____ Phone: _____

E-mail (for you to receive information regarding the course.): _____

Property Supervisor Name: _____

FAX COMPLETED FORM TO (972) 385-9412

CREDENTIAL PROGRAMS: In order to receive materials and testing information programs must be paid in full by September 12th, 2017. Cancellation for any NAA credentials must be received in writing and approved by AAGD Director of Education 2 weeks prior to the first class (September 12th, 2017). Important; keep cancellation approval e-mail for your records. If cancellation is not received by the deadline but before the start of the program, you are responsible for a one time, non-refundable \$150 fee for restocking. No shows will be billed. We accept attendee name changes up until the first day of class.

All students who enroll in Credential Courses must complete and submit a credential enrollment with NAA before the first day of class. Instructions for online enrollment can be obtained by contacting desquer@aagdallas.com.

