

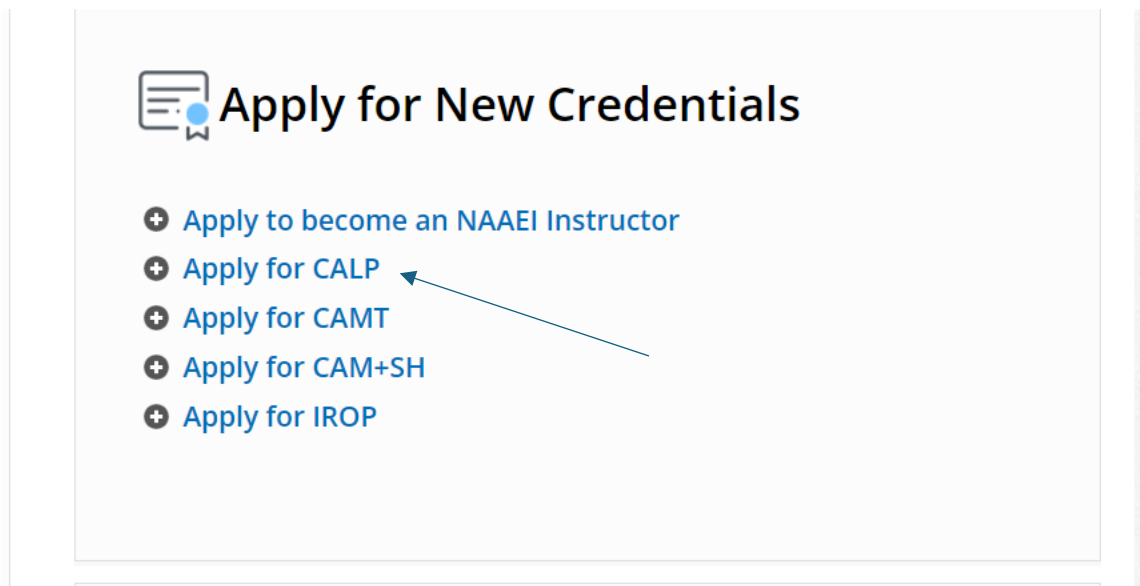


Applying for CALP in PACE

Follow the steps below to apply for the CALP credential. Once all application requirements are complete, you may request to schedule your exam.

Start here: <https://my.naahq.org>. Log into your NAA account and click My Education Institute on the Personal Snapshot page to access PACE.

1. The PACE portal home screen is displayed below. In the “Apply for New Credentials” tile, click on Apply for CALP.



2. Enter your industry start date. Click Continue. If you do not have at least six months of apartment leasing experience, go to step 4 below. You will apply via the Provisional CALP pathway. If you have at least 6 months of apartment leasing experience, continue here.

The screenshot shows the PACE website interface. At the top, there is a navigation bar with 'Home', 'Events', and 'Directory'. Below this is a form titled 'Enter your Experience'. The form contains a question: 'On what date did you start your apartment leasing experience?' with a text input field containing '02/02/2015'. Below the input field are two buttons: 'Back' and 'Continue'. A blue arrow points to the 'Continue' button. The footer of the page is blue and contains the NAA logo, contact information for the National Apartment Association (4300 Wilson Blvd, Suite 800, Arlington, VA 22203, phone numbers 703-518-6141 and 703-248-9440), and a list of links including Contact Us, Site Index, Store, Working at NAA, Clubhouse, Join NAA, My Account, Privacy Policy, and Antitrust Compliance Statement. Social media icons for Facebook, Twitter, Instagram, YouTube, LinkedIn, and Email are also present, along with the text 'Powered By: Cobalt'.

3. Enter your industry start date, and your legal first and last name (needed for your exam). Then, click “Continue.”

CALP Enrollment

Welcome to the Certified Apartment Leasing Professional (CALP) enrollment application. CALP requirements include six months of apartment leasing experience, completion of the CALP training courses and successful completion of the CALP exam. Your six-month candidacy period will begin on the start date of your CALP training.

Experience Information

On what date did you start your apartment leasing experience?

[Date selection dropdowns]

Legal Name as Issued on Government ID

Legal First Name [optional]

Legal Last Name [optional]

[Text input fields for name]

Back Cancel Save and Exit Continue

4. If you do not have the required six months of apartment leasing experience, enter today's date. Click Continue. You'll see the message below.

NAA Education Institute PACE

Home Events Directory

You must have at least 6 months of apartment leasing experience to be eligible for the CALP credential. Please continue to apply for the CALP Provisional credential. You may upgrade from the provisional credential to the full credential upon successful completion of the required experience.

Back Continue

NAA National Apartment Association Education Institute

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5. Click Continue to apply using the Provisional CALP path.

6. Enter your legal first and last name (required for your exam.) Click Continue.

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PALE

Home Events Directory

CALP Enrollment

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Legal Name as Issued on Government ID

Legal First Name [optional] Legal Last Name [optional]

Cancel Save and Exit Continue

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7. Check the box next to “I agree to the attestations above”, then click Continue.

by NAAEI credential holders as a distinctive visual symbol of a NAAEI credential that can be easily recognized by employers, colleagues, industry professionals and clients. In essence, credential holders should use this mark as a seal of quality and integrity, as it is a recognized symbol of professionalism that distinguishes credential holders from other industry professionals. The use of a NAAEI credential should only be used by credential holders who have maintained the required renewal of their certification (as applicable) and whose rights to use the credential have not been suspended or revoked. The credential mark may not be altered or modified in any way. It should not be used as any part of a company name or logo.

I agree to the attestations above.

Back Cancel Save and Exit Continue

8. Verify that all information is correct and click Continue on the next page.

PACE
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Education Institute

Home Events Directory

Credential Application Summary

Please review your application below. If everything looks correct, please click 'Continue.'

Certification Type: CALP Enrollment - Provisional
Application Type: CALP Provisional Enrollment Fee

Legal First Name: _____
Legal Last Name: _____

Buttons: Back, Cancel, Save and Exit, Continue

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9. On the next page, click Close. You'll be taken back to the portal home page. You've completed the Provisional CALP application process.

Application Confirmation

Your credential application has been submitted. Once the list of requirements is complete, you will be able to schedule your exam. Credential training courses are available online through Visto or in person through a local training provider.

Certification Type: CALP Enrollment - Provisional

Application Requirements

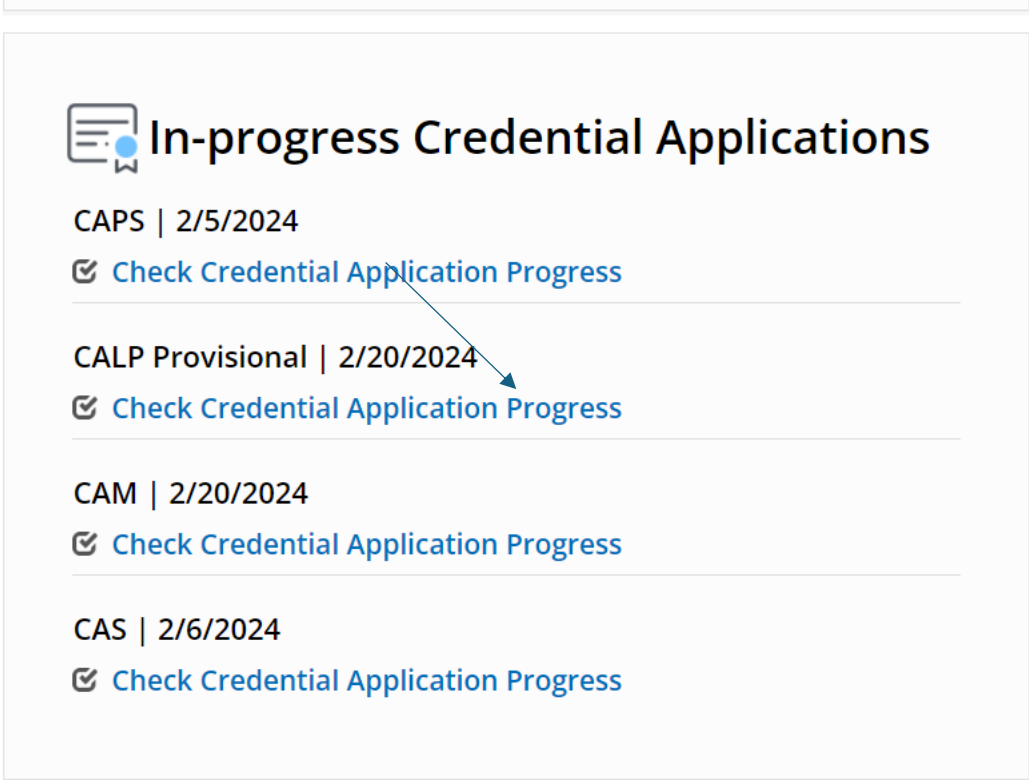
Application Requirement	Status
CALP enrollment form submitted	Completed
Successfully complete CALP training course	Pending
Successfully complete CALP exam	Waiting on Prerequisites

Product	List Price	Your Price	Tax	Qty	Total
CALP Provisional Enrollment Fee	\$0.00	\$0.00	\$0.00	1	\$0.00

Subtotal: \$0.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$0.00

Buttons: Close, Print

10. To check your Provisional CALP application progress at any time, from the PACE portal home page, click on Check Credential Application Process in the “In-Progress Credential Application” tile.



11. Once all provisional CALP application prerequisites are completed, you’ll be able to request to schedule your CALP exam. To request to schedule your CALP exam, click on “Successfully Complete exam” pictured below.

