



Applying for CAPS in PACE

Follow the steps below to apply for the CAM 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 CAPS.

IAN ONETEST | Logout

Home Events Directory

Welcome to PACE!

The PACE portal is a one-stop shop for managing your credential applications, completions and renewals.

For more information about apartment industry credentials and their requirements, visit the [NAA website](#).

Visit the [Candidate Resources](#) page for exam prep information and instructions for how to schedule your exam.

For questions or customer support, contact education@naahq.org.

Ian Onetest
1025 Connecticut Ave NW Ste 1005
Washington, DC 20036-5417

✉ onetest@test.com
[My NAA Profile](#)

[Update your Profile](#)

Click or drop an image here to update your photo.

Apply for New Credentials

- [Apply for CAMT](#)
- [Apply for CAM](#)
- [Apply for CAPS](#)

- You will see two application type options. Choose CAPS Enrollment – Standard if you have at least 24 months of experience as a multi-site supervisor OR hold a CAM credential and have 24 months of experience as an apartment manager.

Choose CAPS Enrollment – Direct if you meet the listed criteria. CAPS Direct applicants are not required to complete the CAPS coursework but must pass the CAPS exam. The fee for this program is \$750.

CAPS Application Options

CAPS Standard requires 24 months of experience as a multi-site supervisor OR CAM + 24 months as an apartment manager. Applicants who meet either experience requirement must complete the CAPS coursework and successfully pass the CAPS exam.

CAPS Direct allows you to earn your CAPS credential without completing the CAPS coursework, provided you fulfill specific criteria. To qualify for CAPS Direct, candidates must meet two of the following three criteria: 1. Hold a Bachelor's or Master's degree with a major, minor or concentration in property management or real estate. 2. Hold a current CPM designation. 3. Have over five years of experience as a multi-site portfolio supervisor.

Application Type

CAPS Enrollment - Direct

CAPS Enrollment - Standard

Cancel Continue

- Enter your industry start date and answer the questions below. Note: your legal first and last name are required for access to the exam. Click Continue.

NATIONAL APARTMENT ASSOCIATION
Education Institute

PACE

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CAPS Enrollment

Welcome to the Certified Apartment Portfolio Supervisor (CAPS) enrollment application! To apply for the CAPS credential, you must have at least two years of experience as a multisite supervisor or be either a CAM, ARM or RAM credential holder in good standing. Credential requirements include completion of the CAPS coursework and successful completion of the CAPS exam.

Experience Information

On what date did you start your portfolio supervisory experience?

Month: [dropdown] Day: [dropdown] Year: [dropdown]

Do you currently hold an active ARM or RAM credential?

Yes

No

Legal Name as Issued on Government ID

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

Back Cancel Save and Exit Continue


4. 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](#) ←

5. Verify that all information is correct and click Continue.

 **PACE**

Home Events Directory

Credential Application Summary

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


| | |
|---|--|
| Certification Type CAPS Enrollment - Standard | Application Type CAPS Enrollment Fee |
|---|--|

On what date did you start your portfolio supervisory experience?
01/01/1969

Do you currently hold an active ARM or RAM credential?
No

Legal First Name Legal Last Name

[Back](#) [Cancel](#) [Save and Exit](#) [Continue](#)

 **National Apartment Association**
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22203
703-518-6141

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- Site Index
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- Clubhouse
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- On the next page, click Close. You'll be taken back to the portal home page. You've completed the CAPS 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

CAPS Enrollment - Standard

Application Requirements

| Application Requirement | Status |
|---|--------------------------|
| CAPS enrollment form submitted | Completed |
| Completed CAPS training course. | Pending |
| Has at least 24 months of multi-site property supervisor experience | Pending |
| Successfully complete CAPS exam | Waiting on Prerequisites |

| Product | List Price | Your Price | Tax | Qty | Total |
|---------------------|------------|------------|--------|-----|--------|
| CAPS 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

Close

Print

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

In-progress Credential Applications

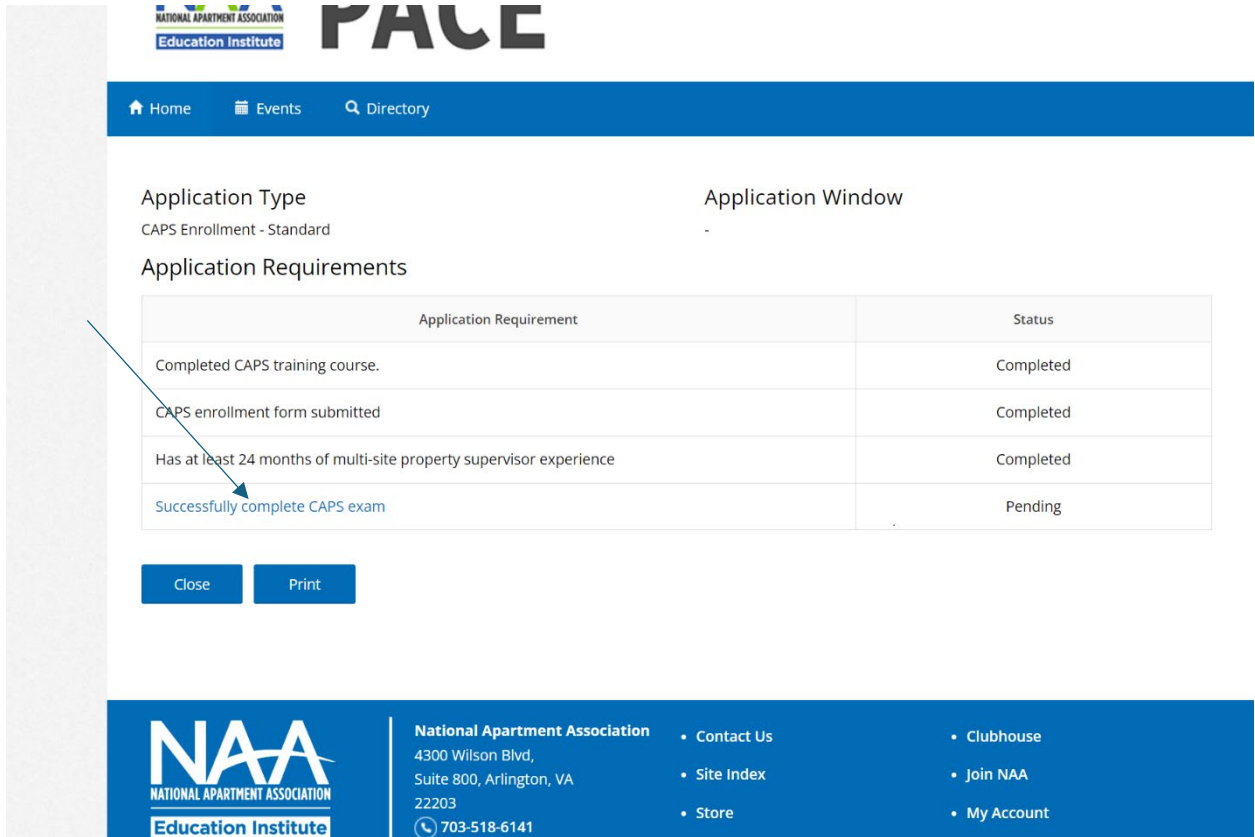
CALP Provisional | 3/8/2024

- [✔ Check Credential Application Progress](#)
- [✔ Purchase an Application Extension](#)

CAPS | 5/31/2024

- [✔ Check Credential Application Progress](#)

8. Once all CAPS application requirements are completed, you'll be able to request to schedule your CAPS exam. To request to schedule your CAPS exam, click on "Successfully complete CAPS exam" pictured below.



The screenshot shows the PACE website interface. At the top, there is a navigation bar with 'Home', 'Events', and 'Directory'. Below this, the page displays 'Application Type' as 'CAPS Enrollment - Standard' and 'Application Window' as '-'. The 'Application Requirements' section contains a table with the following data:

| Application Requirement | Status |
|---|-----------|
| Completed CAPS training course. | Completed |
| CAPS enrollment form submitted | Completed |
| Has at least 24 months of multi-site property supervisor experience | Completed |
| Successfully complete CAPS exam | Pending |

Below the table are 'Close' and 'Print' buttons. The footer includes the NAA logo, contact information for the National Apartment Association (4300 Wilson Blvd, Suite 800, Arlington, VA 22203, 703-518-6141), and links for 'Contact Us', 'Site Index', 'Store', 'Clubhouse', 'Join NAA', and 'My Account'.