# 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.

2. You will see two application type options.  Choose <u>CAPS Enrollment – Standard</u> 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 <u>CAPS Enrollment – Direct</u> 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

   <u>CAPS Standard</u> 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.

   <u>CAPS Direct</u> 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]

3. 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.

   **PACE**

   ★ Home    📅 Events    🔍 Directory

   ### 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?

   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.



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

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6. 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

7. 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.

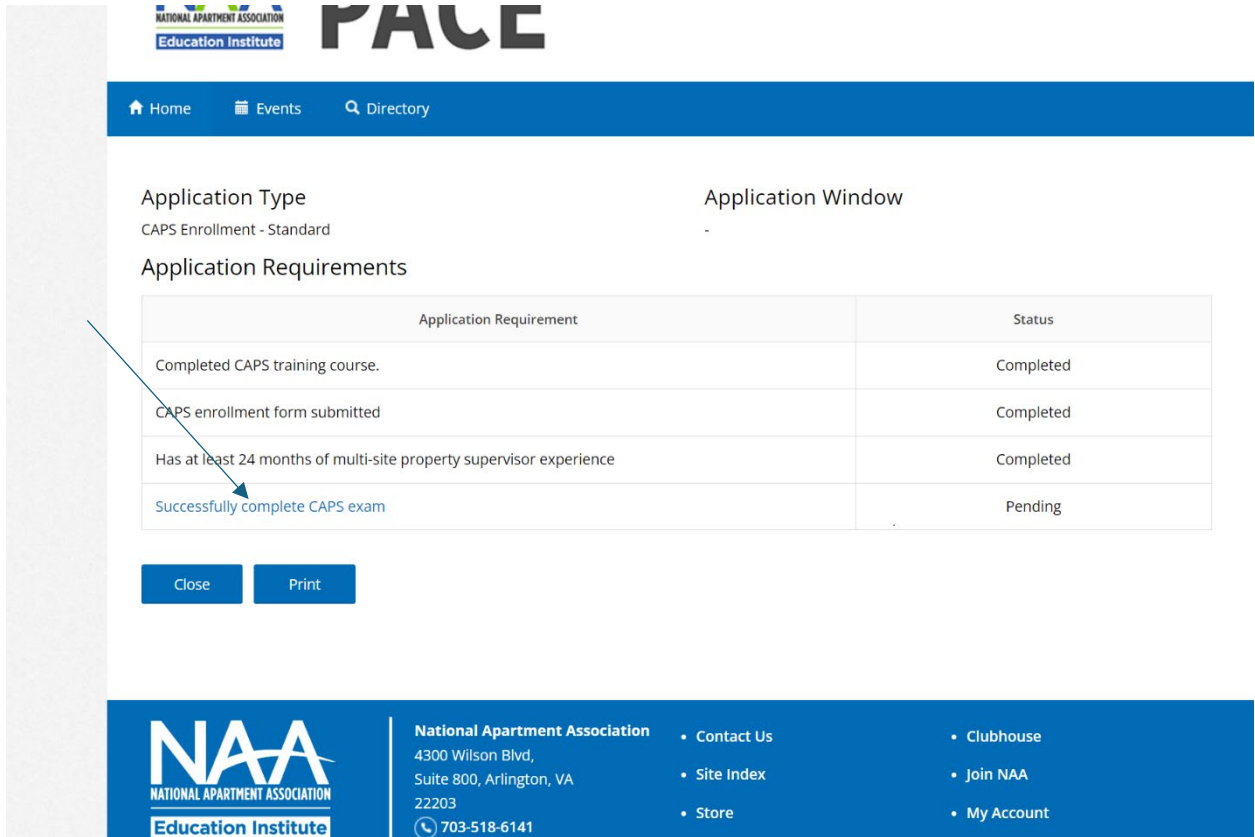In-progress Credential Applications

CALP Provisional | 3/8/2024
☑ Check Credential Application Progress
☑ Purchase an Application Extension

CAPS | 5/31/2024
☑ Check Credential Application Progress

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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.

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