



NAAEI Credential Student Account Creation

Follow the steps below to create your NAA account. After your account has been created, locate your NAA ID on the My Profile page and provide it to your education provider.

Start here: <https://my.naahq.org>

1. Click on “Create an Account”

welcome

Please log in or create an account to continue.

Login Changes – Email Required

The National Apartment Association has upgraded its security and is changing the method for logging into its systems. The systems now use your email address as your username.

- If you know the email address on your account, please use the **Forgot My Password** link to change your password and login.
- If you don't know your email address or don't have one on your account, please use the **Find My Account** link below.

Log In

Email

Password

Log In

[Forgot My Password](#)

[Find My Account](#)

[Create an Account](#)

2. Complete all required fields. **Remember to check the box next to “Check Here for credential PACE access.”**

Last Name *

Mailing Zip/Postal Code *

Check here for credential PACE access

3. Click “create account”

My Login Information

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

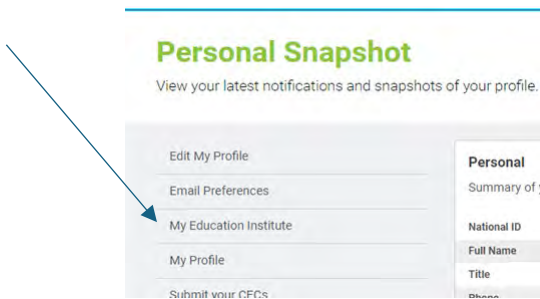
Password Strength: Normal

Retype New Password *

Create Account

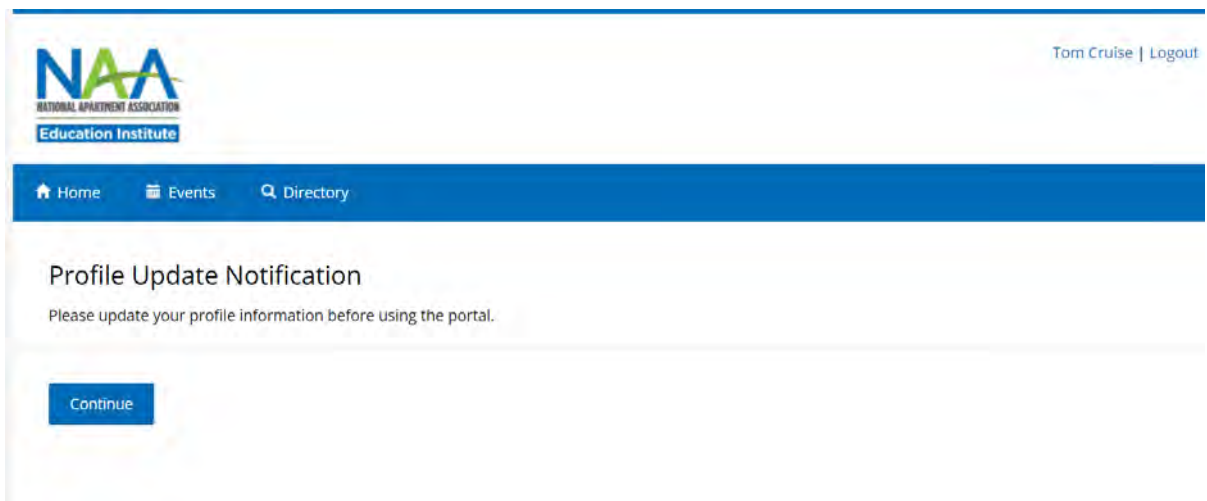
Please remember and/or record your seven-digit NAA ID, which is found on the My Profile page. You will need to provide it to your education provider.

4. Click on “My Education Institute.” This will land you on the PACE portal.



5. You will see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click “Continue” to begin.

Note: if you are not able to access your PACE account, return to the Personal Snapshot page and click “Edit My Profile.” Confirm that you have checked the “Check here for credential PACE access” box. You cannot access the portal unless this box is checked.



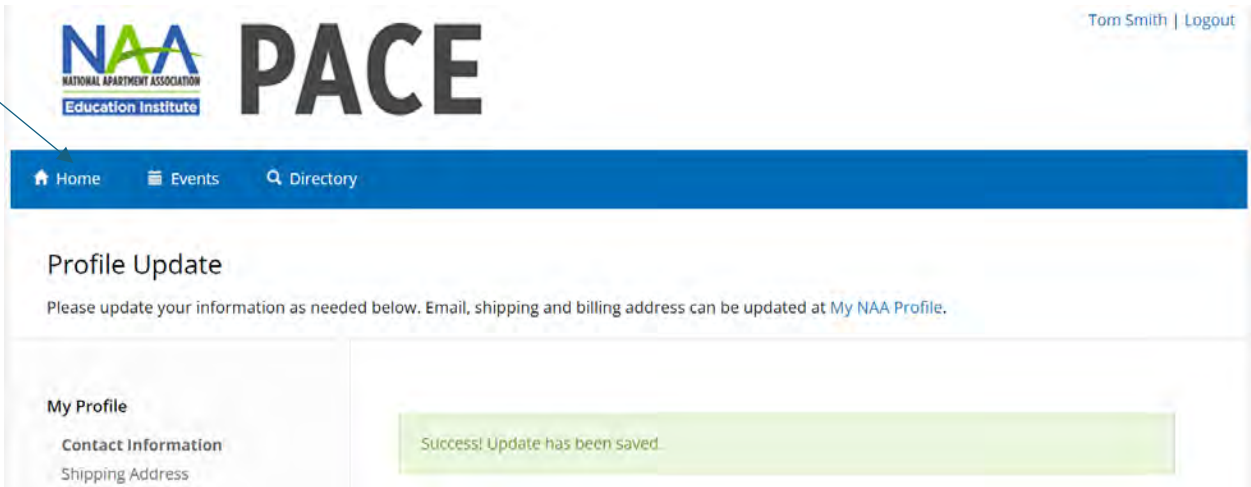
6. Verify that your profile information is correct and click Update. If updates are needed, return to the NAA Profile page. If updates aren't needed, click "Continue."

The screenshot shows the NAA Profile Update page. At the top left is the NAA logo (National Apartment Association Education Institute) and at the top right is the user name "Will Smith | Logout". Below the logo is a blue navigation bar with "Home", "Events", and "Directory" links. The main heading is "Profile Update" with a sub-note: "Please update your information as needed below. Email, shipping and billing address can be updated at My NAA Profile." The form is divided into two columns. The left column, titled "My Profile", has a sidebar menu with "Contact Information" selected, and other options: "Shipping Address", "Billing Address", "Credential Directory Settings", and "NAAE Faculty Directory Settings". The right column contains the following fields: "E-mail Address" (text input with "test@test2.com"), "Home" (optional) with a "United States" dropdown, "Business" (optional) with a "United States" dropdown and a text input "1234567890", and "Cell" (optional) with a "United States" dropdown. A blue "Update" button is at the bottom of the form.

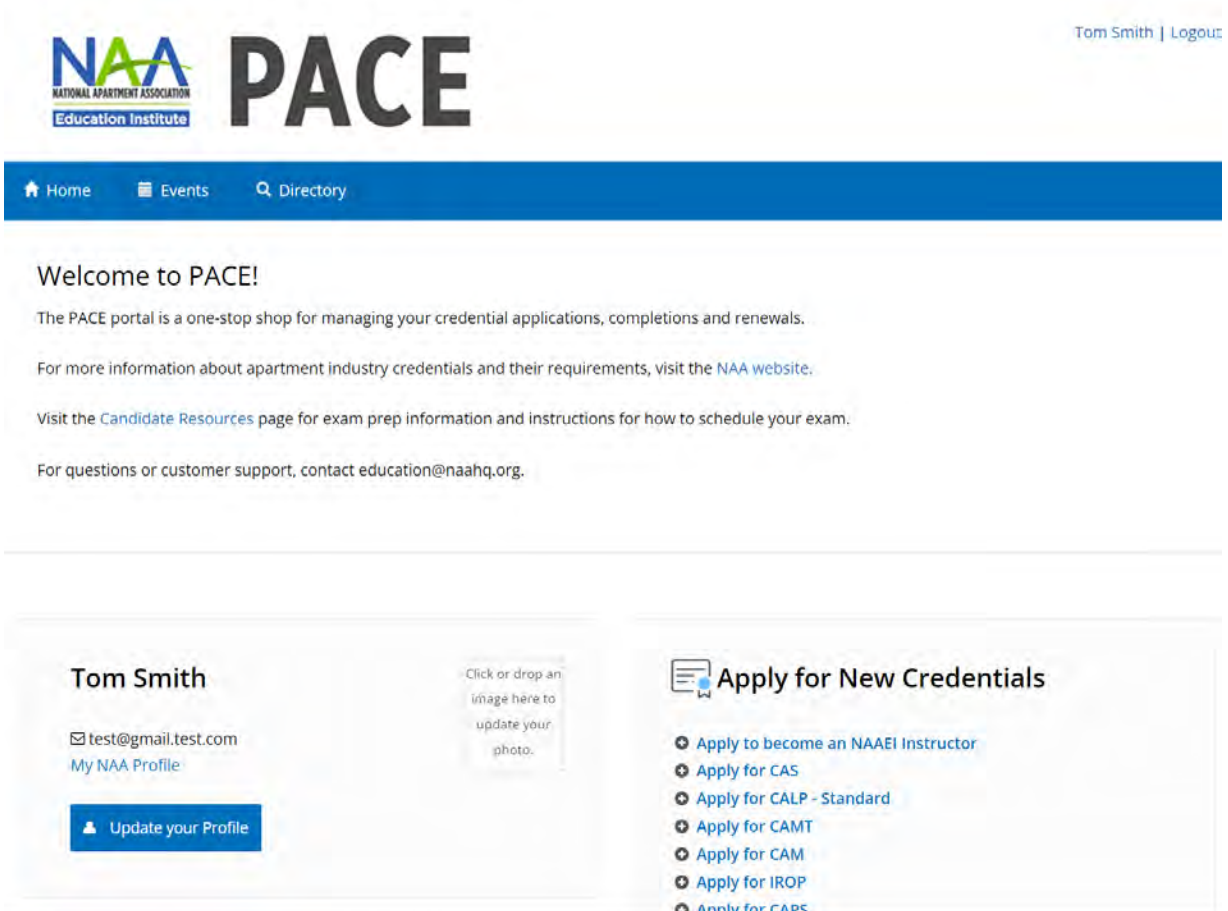
7. After you've updated your profile, you'll see a confirmation message.

The screenshot shows the NAA Profile Update page after a successful update. At the top left is the NAA logo and at the top right is the user name "Tom Smith | Logout". Below the logo is a blue navigation bar with "Home", "Events", and "Directory" links. The main heading is "Profile Update" with the same sub-note as in the previous screenshot. The left sidebar menu is visible with "Contact Information" selected. A large green box with a white border and a blue arrow pointing to it from the right contains the text "Success! Update has been saved." The rest of the form fields are not visible in this view.

- Click on “Home” to view your portal home page. There, you can apply for a credential, submit a credential renewal application, or submit continuing education credits (CECs.)



- The PACE portal home screen is displayed below.





Applying for CAMT in PACE

Follow the steps below to apply for the CAMT 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 to access PACE.

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

Tom Smith | 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.

Tom Smith

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

Update your Profile

Click or drop an image here to update your photo.

Apply for New Credentials

- Apply to become an NAAEI Instructor
- Apply for CAS
- Apply for CALP - Standard
- Apply for CAMT
- Apply for CAM
- Apply for IROP
- Apply for CAPS

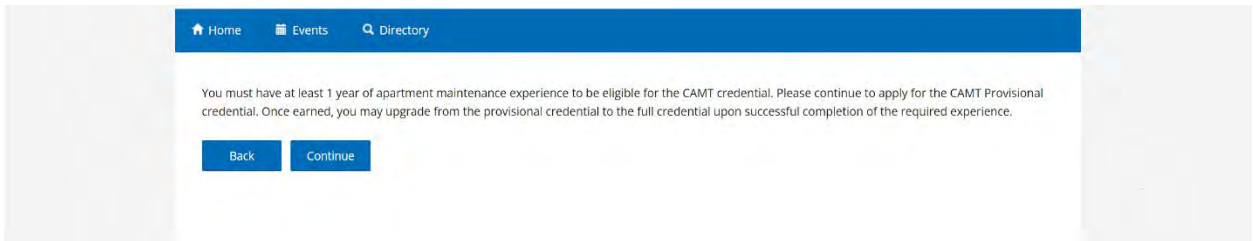
2. Enter your industry start date. Click Continue.

The screenshot shows the NAA PACE website. At the top left is the NAA logo (National Apartment Association Education Institute) and the word "PACE" in large letters. At the top right, it says "Elizabeth Zolotukhina TEST ACCOUNT | View Cart (3) | Logout". Below the header is a navigation bar with "Home", "Events", and "Directory". The main content area has the heading "Enter your Experience" and a question: "On what date did you start your apartment maintenance experience?". A text input field contains "02/01/2023". Below the input are "Back" and "Continue" buttons. At the bottom is a blue footer with the NAA logo, contact information (4300 Wilson Blvd, Suite 800, Arlington, VA 22203, 703-518-6141, 703-248-9440), a list of links (Contact Us, Site Index, Store, Working at NAA, Clubhouse, Join NAA, My Account, Privacy Policy, Antitrust Compliance Statement), social media icons, and "Powered By: Cobalt".

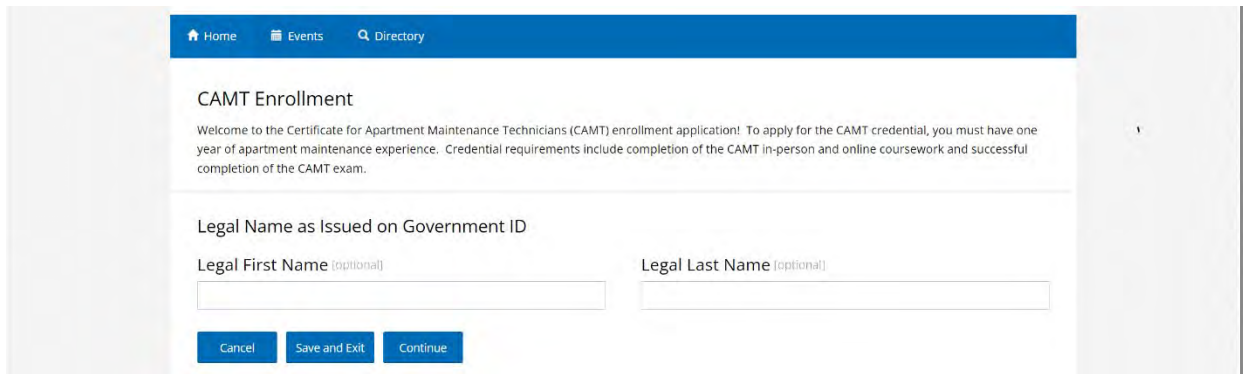
3. Enter your industry start date, and your legal first and last name (needed for your exam). Then, click "Continue."

The screenshot shows the "CAMT Enrollment" application form. It starts with a welcome message: "Welcome to the Certificate for Apartment Maintenance Technicians (CAMT) enrollment application! To apply for the CAMT credential, you must have one year of apartment maintenance experience. Credential requirements include completion of the CAMT in-person and online coursework and successful completion of the CAMT exam." Below this is the "Experience Information" section with the question "On what date did you start your apartment maintenance experience?". There are three dropdown menus: the first is set to "February", the second to "1", and the third to "1971". Below this is the "Legal Name as Issued on Government ID" section with two text input fields: "Legal First Name [optional]" and "Legal Last Name [optional]". At the bottom are "Back", "Cancel", "Save and Exit", and "Continue" buttons.

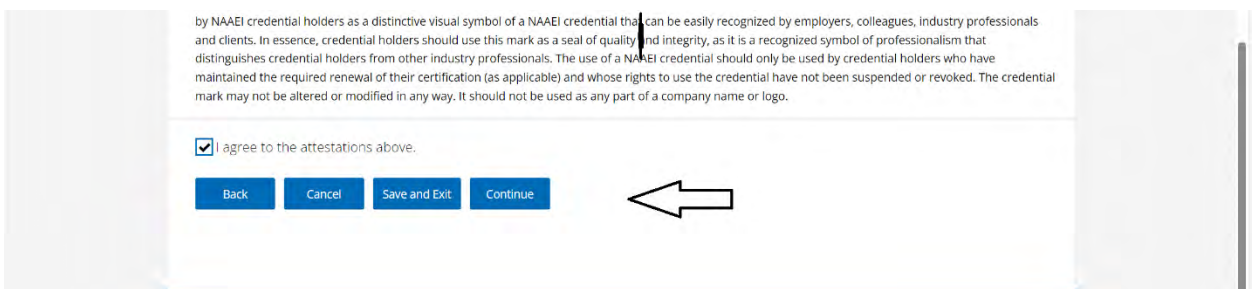
4. If you have less than the required 12 months of apartment maintenance experience, enter your industry start date as pictured above. Click Continue. You'll see the message below.



5. Click Continue to apply using the Provisional CAMT path.
6. Enter your legal first and last name (required for your exam.) Click Continue.



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



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

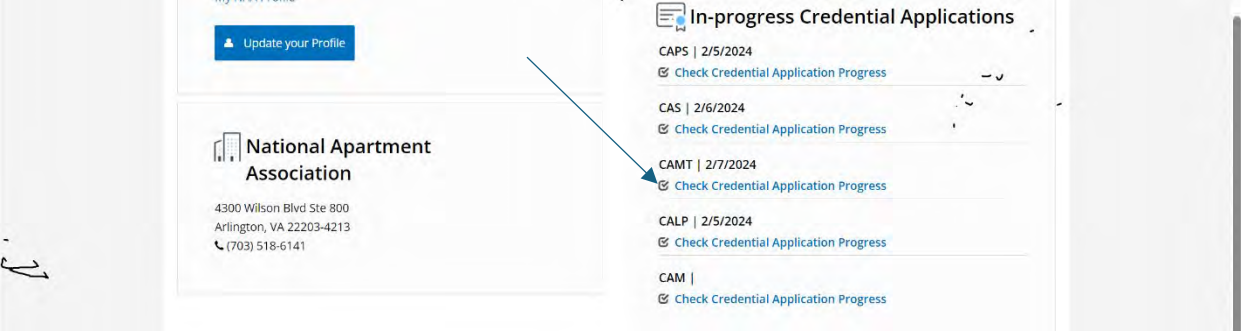
9. On the next page, click Close. You'll be taken back to the portal home page. You've completed the CAMT application process.

Application Requirement	Status
CAMT enrollment form submitted	Completed
Complete one year of apartment maintenance experience	Pending
Successfully complete CAMT classroom training	Pending
Successfully complete CAMT online training	Pending
Successfully complete exam	Waiting on Prerequisites

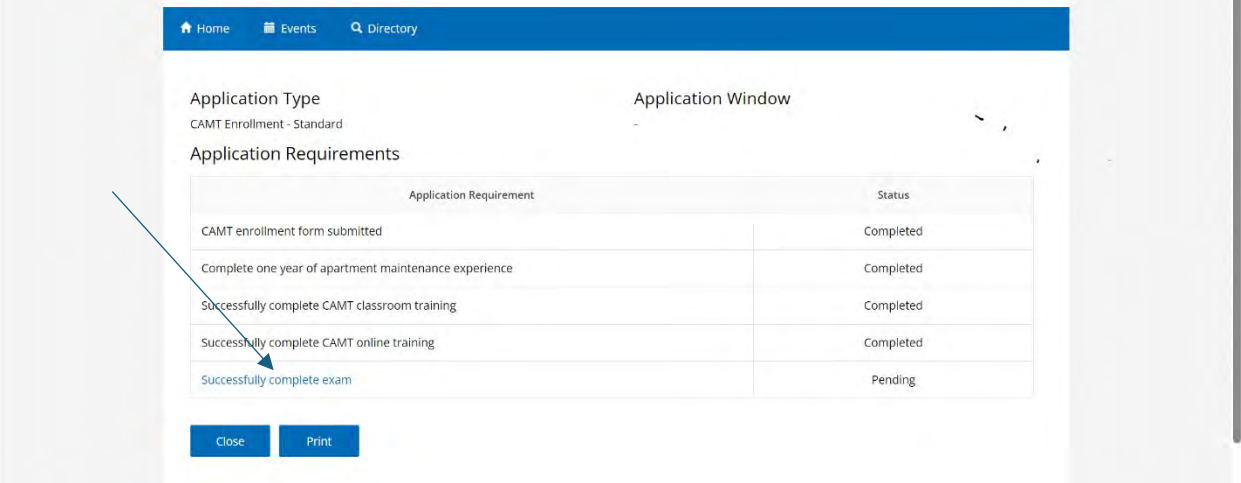
Product	List Price	Your Price	Tax	Qty	Total
CAMT Enrollment Fee	\$0.00	\$0.00	\$0.00	1	\$0.00

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

10. To check your CAMT 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 CAMT application prerequisites are completed, you’ll be able to request to schedule your CAMT exam. To request to schedule your CAMT exam, click on “Successfully Complete exam” pictured below.





CAMT ONLINE COURSEWORK TUTORIAL

April 2024

Online Course Requirements

CAMT online course requirements include:

- ▣ CAMT Practice Scenarios
- ▣ CAMT Soft Skills Training

Accessing the Online Courses

- ❑ CAMT candidates must complete the online practice scenarios and an online soft skills training course once they have completed the classroom training.
- ❑ Candidates must have an NAA account and be enrolled in the CAMT program through NAA in order to access the online courses (see Steps 1 and 2 above).
- ❑ To access the online practice scenarios, click here: <https://gowithvisto.org/camtsoftskills>.
- ❑ Click on the Add to Cart button.

Accessing the Online Courses



CAMT Soft Skills and Practice Scenarios

\$0.00

Course Description

There are two components of CAMT Online Training: the soft skills course and the practice scenarios. Complete both sections in preparation for your CAMT exam. You may review this material as many times as needed.

This courseware is the online portion of the larger CAMT credential. Add this course to your cart and complete the check out process. This course will be added to [your Visto library](#) for you to complete. Once the course is complete, a transcript is available in the Achievements section of your account.

Course Details

Course Type: [Course](#)
Course Length: [2 hours](#)
Course Provider: [NAAEI](#)
CECs: 0

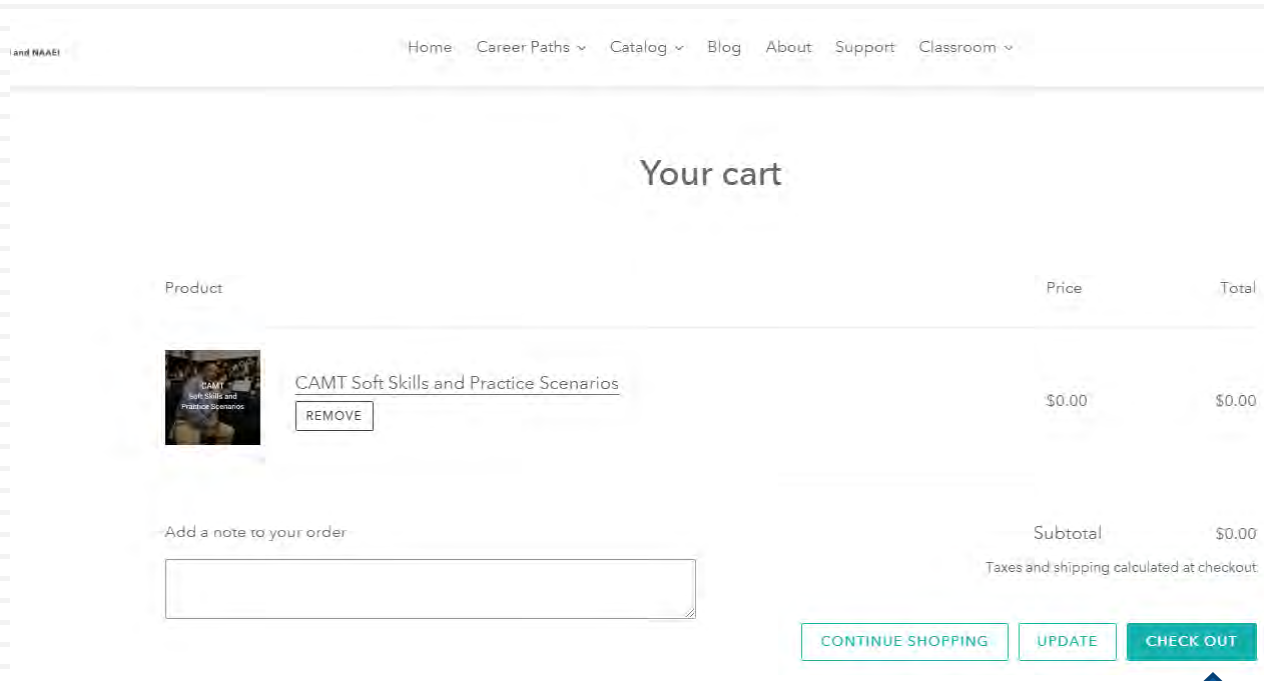
ADD TO CART

BUY IT NOW




Accessing the Online Courses

- Your cart will appear. Click Check Out.



The screenshot shows the 'Your cart' page on the NAAE website. The navigation bar at the top includes 'Home', 'Career Paths', 'Catalog', 'Blog', 'About', 'Support', and 'Classroom'. The main heading is 'Your cart'. Below this is a table with columns for 'Product', 'Price', and 'Total'. A single item is listed: 'CAMT Soft Skills and Practice Scenarios' with a price of '\$0.00' and a total of '\$0.00'. A 'REMOVE' button is next to the item. Below the table is a text input field labeled 'Add a note to your order'. At the bottom right, there are three buttons: 'CONTINUE SHOPPING', 'UPDATE', and 'CHECK OUT'. A blue arrow points to the 'CHECK OUT' button. The subtotal is '\$0.00' and a note says 'Taxes and shipping calculated at checkout'.

Product	Price	Total
 CAMT Soft Skills and Practice Scenarios REMOVE	\$0.00	\$0.00

Add a note to your order

Subtotal \$0.00
Taxes and shipping calculated at checkout

[CONTINUE SHOPPING](#) [UPDATE](#) [CHECK OUT](#)

Accessing the Online Courses

My Account



[Log In](#)

[Create an Account](#)

First Name *

Last Name *

Position

Company

Email (username) *

Phone

NAAEI ID

Password *

[Forgot NAA Member ID?](#) | [Create an NAA ID](#)

Career Paths *

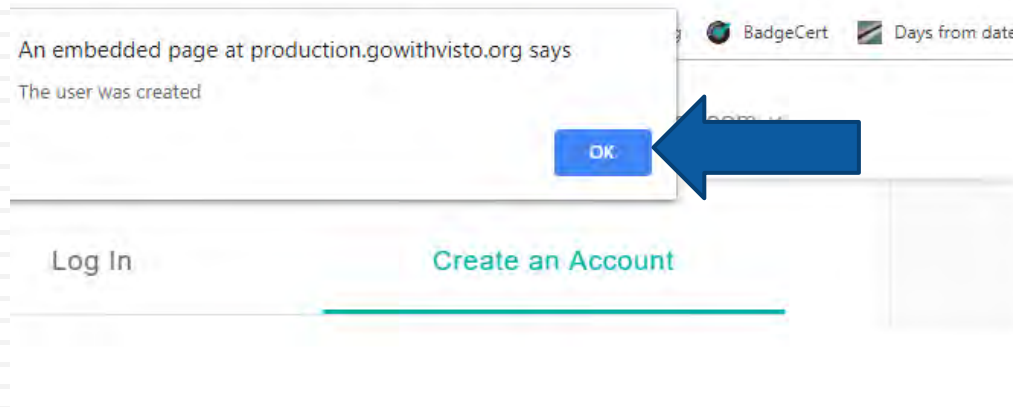
I would like to be added to your [mailing list](#).

[Create Account](#)

- Click on the “Create an Account” tab.
- This is where you create your Visto account. This account is **separate from and not connected to your NAA account**.
- Complete the required fields (marked with an *), and click “Create Account”.

Accessing the Online Courses


- A box will pop up. Click “ok”, as indicated by the arrow below.



Accessing the Online Courses

- Complete the required fields (marked with an *) of the “My Industry Profile”. Then, click “Save.”

My Industry Profile




[Edit Profile Photo](#)

First Name * Elizabeth	Last Name * Test
Position	Company
Email (username) * yz2432@columbia.edu	Phone
NAAEI ID Forgot NAA Member ID? Create an NAA ID	Password Reset Password

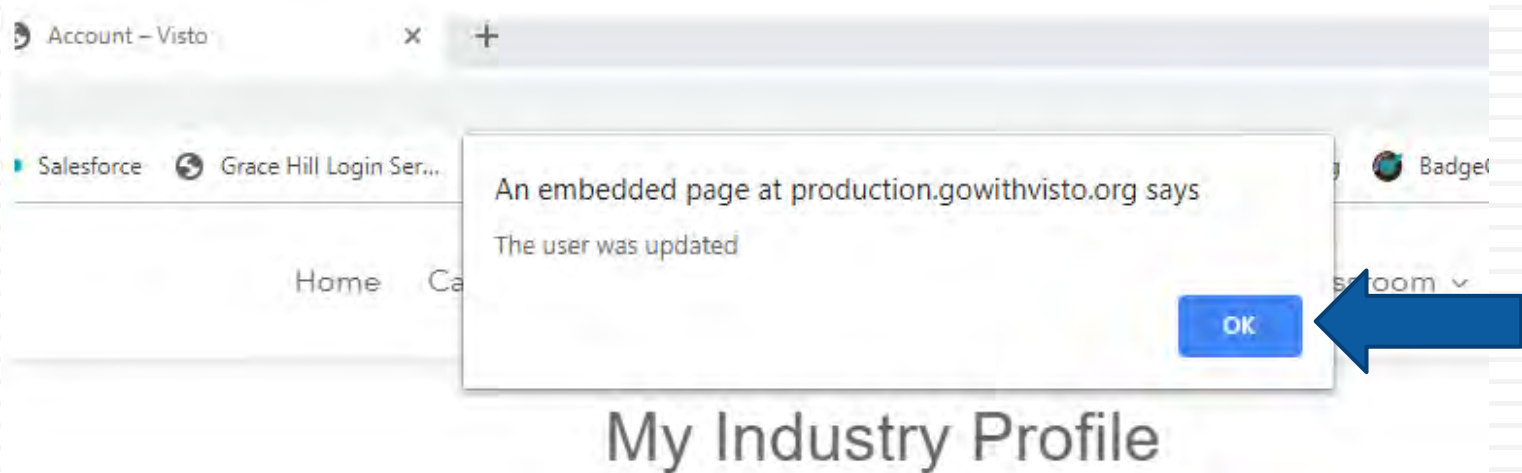
I would like to be added to our [mailing list](#).

[Cancel](#) [Save](#)



Accessing the Online Courses

- A box will pop up. Click “ok”, as indicated by the arrow below.



Accessing the Online Courses

- Click on the shopping cart in the upper right corner.

visto Powered by Grace Hill and NAAEI

[Home](#) [Career Paths](#) [Catalog](#) [Blog](#) [About](#) [Support](#) [Classroom](#)



[← Home](#) > [My Industry Profile](#)

[Logout](#)

My Industry Profile



[Edit Profile Photo](#)

First Name *
Elizabeth

Last Name *
Z

Accessing the Online Courses


- You will see your cart. Click Check Out.

visto[^] Powered by Grace Hill and NAAET

Home Career Paths Catalog Blog About Support Classroom

Search User Cart


Your cart

Product	Price	Total
 CAMT Soft Skills and Practice Scenarios REMOVE	\$0.00	\$0.00

Add a note to your order

Subtotal \$0.00
Taxes and shipping calculated at checkout

[CONTINUE SHOPPING](#) [UPDATE](#) [CHECK OUT](#)




Accessing the Online Courses

- Complete the Billing Information section. All fields are required. **You will not be asked to enter payment information and will not be charged for this purchase.**
- Click “Continue to payment”

visto[^]

Cart > Information > Payment

Contact information

 Elizabeth Z (elizabeth.zolotukhina@wilsoncenter.org)
Log out

Keep me up to date on news and exclusive offers

Billing address

First name Last name

Company


Address


Apartment, suite, etc. (optional)

City

Country/Region State ZIP code

[Return to cart](#)



 CAMT Soft Skills and Practice Scenarios Free

Discount code

Total USD \$0.00

Accessing the Online Courses

- On the payment screen click on Complete order.

visto

Cart > Information > Payment

Contact elizabeth.zolotukhina@wilsoncenter.org [Change](#)

Billing AEA, 1600 Penn Ave NW, Washington DC 20004, United States [Change](#)

Payment



Your order is free. No payment is required.

[Return to information](#)

[Complete order](#)



CAMT Soft Skills and Practice Scenarios

Free

Discount code

[Apply](#)

Total

USD \$0.00



NATIONAL APARTMENT ASSOCIATION

Education Institute

Accessing the Online Courses

- From the order confirmation page, click on Continue to my Classroom.

visto

Order #2372
Thank you Elizabeth!

Your order is confirmed
You'll receive a confirmation email with your order number shortly.

Customer information

Contact information	Billing address
elizabeth.zolotukhina@wilsoncenter.org	Elizabeth Z AEA 1600 Penn Ave NW Washington DC 20004 United States

Need help? Contact us

[Continue to my Classroom](#)

CAMT Soft Skills and Practice Scenarios Free


Total USD \$0.00

Accessing the Online Courses

- You will see the CAMT Soft Skills and Practice Scenarios on the “My Courses” page.
- Click on “Start” to begin your courses.

My Courses

SORT BY Purchase Date Ascending ▾ 1 Product



CAMT
Soft Skills and
Practice Scenarios

▶ Start

📄 CAMT Soft Skills and Practice Scenarios

Purchase Date 11/08/2019 | Reserve Time On My Calendar

The course is not yet started

Accessing the Online Courses

Click on the “Start” button to the right of the course title to begin. An example is below.

The screenshot shows the Visto online course interface. At the top left is the Visto logo with the text "Powered by Grace Hill and NAAEI". To the right is a navigation menu with links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. Below the navigation is a breadcrumb trail: Home > My Courses > CAMT. The main content area features a large heading "CAMT" with a monitor icon. Below this are two tabs: "Table of Contents" (which is active and highlighted in green) and "Resources". Under the "Table of Contents" tab, there is a search bar with the placeholder text "Search" and a magnifying glass icon. To the right of the search bar is a "Print" button with a printer icon. Below the search bar, it shows "0 / 11 Short Courses Completed" with a progress bar. At the bottom of the page, there is a "Welcome to Soft Skills" section with a globe icon and the text "Welcome". To the right of this section is a large blue arrow pointing to a green "Start" button.

Accessing the Online Courses

- Click Next to advance through the course.

The screenshot displays the Visto online course interface. At the top left, the logo reads "visto" with "Powered by Grace Hill and NAAEI" below it. The top navigation bar includes links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. On the right side of the navigation bar are icons for search, user profile, and a shopping cart. A left-hand navigation menu lists course topics such as "Welcome to the Industry" and "What it Means to be an Apartment...". The main content area features a photograph of a person in a striped shirt working at a kitchen sink. Below the photo is the NAA Education Institute logo, which consists of the letters "NAA" in blue and green, with "NATIONAL APARTMENT ASSOCIATION" and "Education Institute" in blue text. At the bottom of the page, there are "Back" and "Next" buttons, with a large blue arrow pointing to the "Next" button.

Accessing the Online Courses

- When you complete the entire online course, click on Achievements from the Classroom drop down menu to view your transcript. Your transcript will appear in the section indicated by the thick blue arrow below.

The screenshot shows the Visto website interface. At the top left is the logo "visto Powered by Grace Hill and NAAEI". The navigation menu includes "Home", "Career Paths", "Catalog", "Blog", "About", "Support", and "Classroom". A blue arrow points to the "Classroom" dropdown menu. The dropdown menu is open, showing "Login / Create Account", "My Courses", and "Achievements". A second blue arrow points to the "Achievements" option. Below the navigation, the breadcrumb trail shows "Home" and "Achievements". The main heading is "Achievements". On the right side, there are links for "Print Transcripts" and "Email". Below this is a table header with columns: "Type", "Title", "Score", "Date Completed", and "Actions". A search bar is located below the header. A thick blue arrow points to the text "No records to display" in the table area. At the bottom right, it shows "0-0 of 0" and a page number "50".

CAMT Exam Preparation

- There is a practice exam available at <https://www.naahq.org/candidate-resources>: the CAMT Practice Test (Spanish-English).

The CAMT Skill Checks and Answer Key are also available in the CAMT Candidate Resources section of the NAA Web site.

CAMT

CAMT Reference Materials

The [CAMT Candidate Handbook](#) is available for CAMT candidates.

- [CAMT Candidate Handbook](#)
- [CAMT Enrollment, Online Coursework and Exam Information](#)
- [Visto Login Instructions to Access Online Courses](#)

CAMT Exam Prep

- [CAMT Skill Checks](#)
- [CAMT Skills Checks Answer Key](#)
- [CAMT Skill Checks Answer Key \(Spanish Version\)](#)
- [CAMT Spanish-English Practice Test](#)

CAMT Certificate Exam

- Participants will receive exam scheduling instructions and an exam eligibility code from their sponsoring association.
- The CAMT exam consists of 100 questions in both English and Spanish and is timed for two hours and 30 minutes.
- The CAMT exam is a proctored exam that may be taken on student's computer with a live remote proctor or at the course sponsor's testing site with a live proctor.
- The CAMT exam is NOT an open book exam. Participants are not permitted to carry their notes or class materials with them.
- To schedule your CAMT exam, just log in to the PACE portal. Tutorials on scheduling your CAMT exam can be found on the Candidate Resources page on the NAA website.
- Results are available immediately upon completion of the exam.