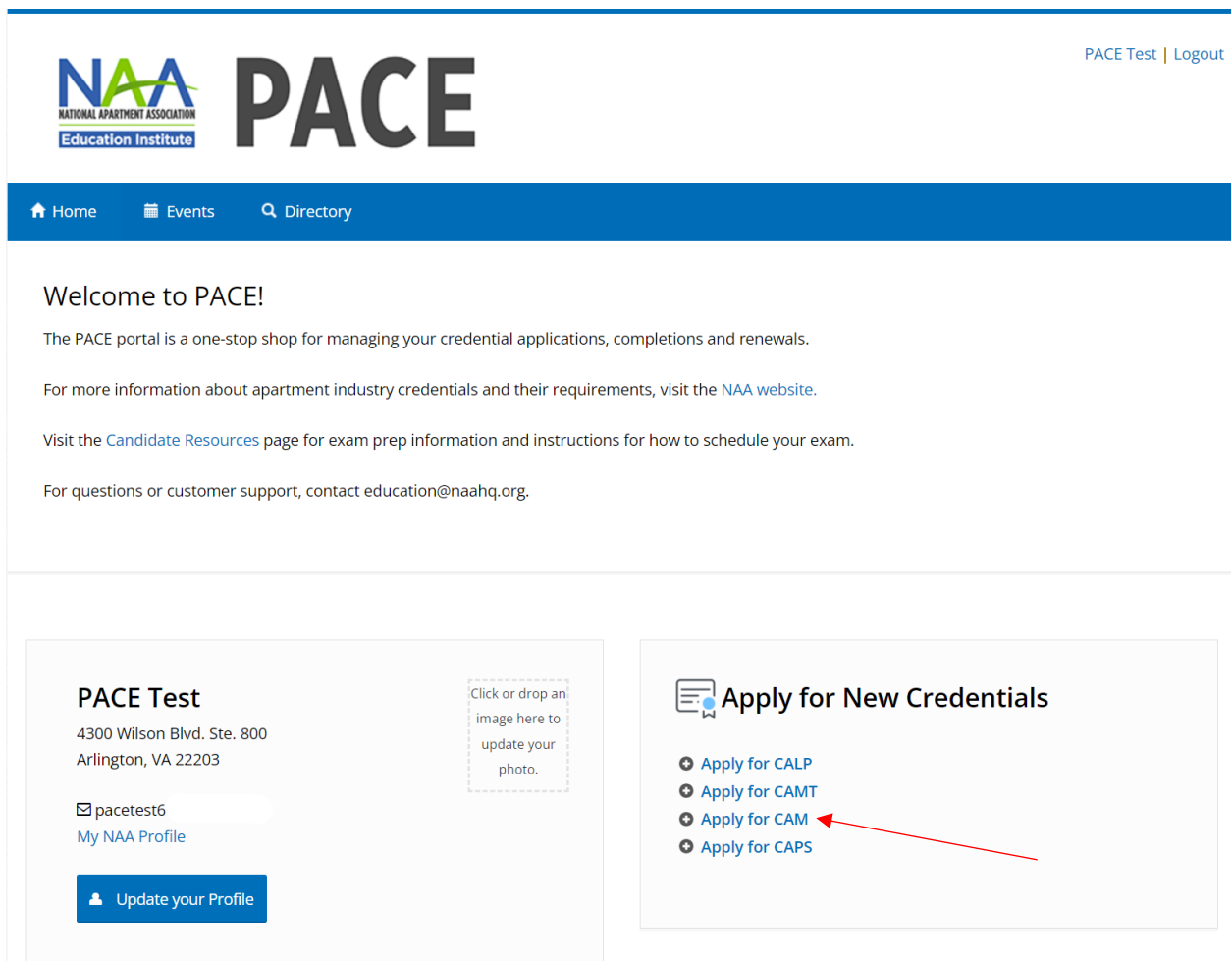# Applying for CAM in PACE

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 CAM**.

2. **IMPORTANT**: On the Enrollment Applications Options page, carefully read the text under CAM, as it provides critical information about the **two** enrollment path options. Under Application Type, select the appropriate enrollment type and click Continue.

Updated as of 8/30/24

*Please note, if you select the incorrect application type, you will be assigned the incorrect exam. You can click the "Back" or "Cancel" buttons at any time during the enrollment application process to start over. However, if you need to change the application type <u>after</u> you have reached the Application Confirmation page, please reach out to <u>education@naahq.org</u> so we can reset your application.

Enrollment Application Options

The CAM and CAPS programs have multiple pathways for enrollment. To ensure you are selecting the correct pathway, confirm the requirements below.

<u>CAM</u>

Apply for **CAM V1** if you are:
- Completing the CAM training online via Visto or
- Completing the CAM training in person on or before August 31, 2024

Apply for **CAM V2** if you are:
- Completing the CAM training in person on or after September 1, 2024

<u>CAPS</u>

<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.

Apply for **CAPS V1 Standard** if you are:
- Completing the CAPS training online via Visto or
- Completing the CAPS training in person on or before August 31, 2024

Apply for **CAPS V2 Standard** if you are:
- Completing the CAPS training in person on or after September 1, 2024

<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 Bachelors 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

○ CAM V1 Enrollment
○ CAM V2 Enrollment

[Cancel] [Continue]

3. Enter your **industry start date** and **your legal first and last name.** Then, click Continue.
   *Please note, if the first and last name on your application does not match the first and last name on your government ID, you will not be permitted to take the exam.

Updated as of 8/30/24

CAM Enrollment

Welcome to the Certified Apartment Manager (CAM) enrollment application! To apply for the CAM credential, you must have one year of apartment management experience. Credential requirements include completion of the CAM coursework and successful completion of the CAM exam.

Experience Information

On what date did you start your apartment management experience?

▼		▼		▼

Legal Name as Issued on Government ID

Legal First Name [optional]

Legal Last Name [optional]

[Back] [Cancel] [Save and Exit] [Continue]

4. Read the Credential Application Attestations. Check the box next to "I agree to the attestations above," then click Continue.

Credential Application Attestations

By signing this attestation for a credential with the National Apartment Association Education Institute (NAAEI), I acknowledge I have read and understand the eligibility criteria for this certificate. I understand I am subject to all eligibility requirements for this certificate as described in this application and that eligibility for this certificate depends on successful completion of specified certificate program requirements.

If I receive a provisional certificate, I certify I will submit the required documentation to validate my professional experience, if applicable. I understand that NAAEI will only grant me a full certificate upon validation of my professional experience. If granted a full certificate, my name will be included in the official listing of certificate holders as maintained by NAAEI. By signing below, I authorize NAAEI staff and any appropriate Director of the NAAEI Board to make all inquiries and investigations they, in their sole discretion, deem necessary to verify my credentials, professional experience, and any other information included in or submitted with my credential application.

I expressly acknowledge and agree that any information accumulated by NAAEI through the credential application process may be used for statistical, research, and evaluation purposes and NAAEI may enter into agreements to release anonymous and aggregate data to employers or external researchers at their sole discretion and without additional notice to me or acknowledgment by me. Otherwise, subject to the mailing list authorization, all information will be kept confidential and shall not be used for any other purposes without my permission. I hereby certify the information provided on and with this application is true, complete, and correct. I further attest any misstatement of material fact submitted on, with, or in furtherance of this application for an NAAEI certificate shall be sufficient cause for NAAEI to bar me from taking this and future NAAEI certificate examinations; invalidate the results of my examination; withhold this or other NAAEI certificates; revoke this or other NAAEI certificates; and take other disciplinary action against me, including, but not limited to notifying my employers.

I understand if my certificate record is audited, I will be required to submit documentation to support the information in my application. I further understand if I fail to submit supporting documentation, NAAEI can bar me from taking this and future NAAEI certificate examinations; invalidate the results of my examination; revoke this or other NAAEI certificates; and take other disciplinary action against me, including, but not limited to notifying my employers.

NAAEI credential marks indicate that credential holders have met the initial and ongoing certification requirements (as applicable). The credential mark is used 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]

Updated as of 8/30/24

5. Verify that **all** information is correct and click Continue. If any information is incorrect, click Back or Cancel.

Credential Application Summary

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

Certification Type	Application Type
CAM V1 Enrollment	CAM Enrollment Fee

On what date did you start your apartment management experience?
01/01/1985

Legal First Name	Legal Last Name
PACE	Test

[Back] [Cancel] [Save and Exit] [Continue]

5. On the Application Confirmation page, review the information, especially the Certification Type, and click Close. You'll be taken back to the portal home page. You've completed the CAM application process.
   *Once you've made it to this page, you can no longer change the certification type. If you determine that you selected the wrong type, please email education@naahq.org so we can reset your application.

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
CAM V1 Enrollment

Application Requirements

Application Requirement	Status
CAM enrollment form submitted	Completed
Successfully complete CAM training course	Pending
Meets minimum experience requirement	Pending
Successfully complete CAM exam	Waiting on Prerequisites

Product	List Price	Your Price	Tax	Qty	Total
CAM 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]

Updated as of 8/30/24

7. To check your CAM application progress at any time, from the PACE portal home page, click on "Check Credential Application Progress" in the "In-Progress Credential Applications" tile.

PACE Test
4300 Wilson Blvd. Ste. 800
Arlington, VA 22203

✉ pacetest6
My NAA Profile

[👤 Update your Profile]

Click or drop an image here to update your photo.

Apply for New Credentials

⊕ Apply for CALP
⊕ Apply for CAMT
⊕ Apply for CAPS

In-progress Credential Applications

CAM | 8/30/2024
☑ Check Credential Application Progress
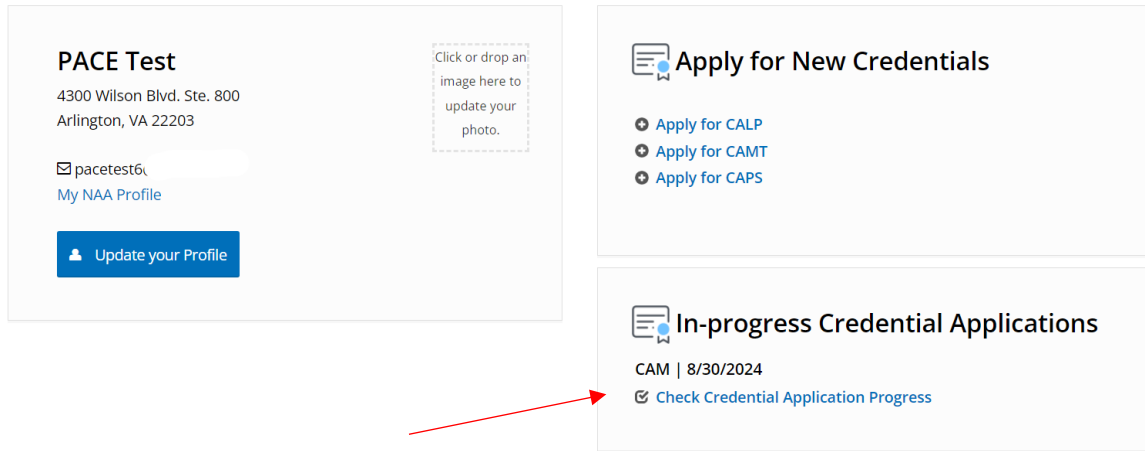
6. Once all CAM application prerequisites are completed (see the Status column), you'll be able to request to schedule your CAM exam. To request to schedule your CAM exam, click on **"Successfully complete CAM exam"** pictured below.
*IMPORTANT: Before you request to schedule your exam, confirm that the Application Type is correct based on the information provided in Step 2 above. You will be assigned the exam that corresponds with the application type you selected. If you determine that you selected the incorrect application type, please email education@naahq.org so we can reset your application.

Application Type
CAM V1 Enrollment

Application Window
-

Application Requirements

Application Requirement	Status
Successfully complete CAM training course	Completed
Meets minimum experience requirement	Completed
CAM enrollment form submitted	Completed
Successfully complete CAM exam	Pending

[Close] [Print]

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