

Upgrading from the Provisional CALP to the Full CALP in PACE

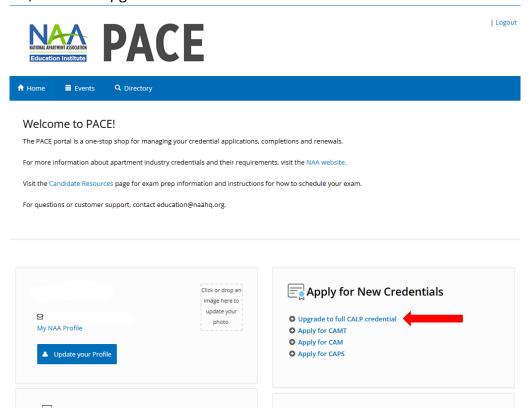
To be eligible for the full CALP credential, candidates must have at least 6 months of onsite property management experience in a leasing role. If they do not meet this experience requirement, they are eligible to earn the Provisional CALP.

Once the Provisional CALP is earned, the credential holder has 2 years from the date the Provisional CALP was earned to meet the 6-months experience requirement and upgrade to the full CALP credential. If the credential holder fails to submit the application and meet all requirements to upgrade to the full CALP within the 2-year window, they will be required to complete the program again. The Provisional CALP will expire after 2 years.

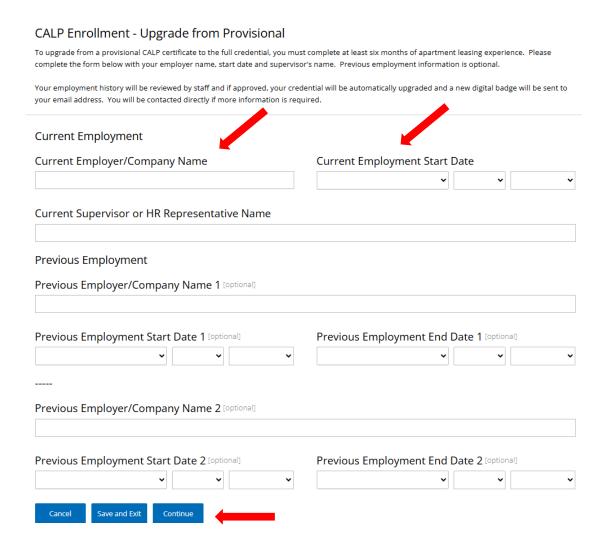
Follow the steps below to submit the application in PACE to upgrade from the Provisional CALP to the full CALP.

Start here: https://my.naahq.org. Log into your NAA account and click My Education Institute to access PACE.

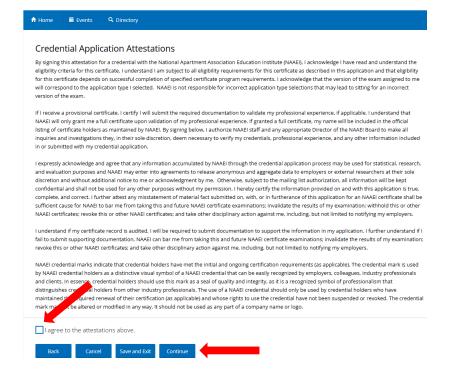
1. The PACE portal home screen is displayed below. In the "Apply for New Credentials" tile, click on "Upgrade to full CALP credential."



2. Fill out all relevant fields on the application and click Continue.



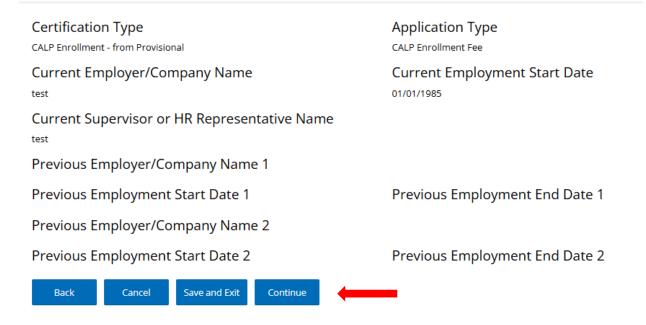
3. Read the Credential Application Attestations and click the box next to "I agree to the attestations above" if you agree. Then click Continue. **Note** – you will not be able to continue the application if you do not agree to the attestations.



4. Review the Credential Application Summary. If all information entered is correct, click Continue. If any information needs to be updated, click Back.

Credential Application Summary

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



5. After clicking Continue, you will be taken to the Application Confirmation page. If you would like to print the page, click Print. If not, click Close. Your application has now been submitted for review by a member of the NAAEI team. They will review the

application and notify you by email within 48 business hours if the application was accepted or rejected. If the application was rejected, a reason will be provided.

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 - from Provisional

Application Requirements

Application Requirement	Status
Has an active provisional CALP credential	Completed
CALP Enrollment Form submitted	Pending
6 months leasing experience	Pending

Product	List Price	Your Price	Tax	Qty	Total
CALP 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

