



Nor Cal Rental Property Association



**CERTIFIED APARTMENT  
MANAGER®**

## Invest in your career!

Enhance your professional growth in the apartment industry by becoming a Certified Apartment Manager (CAM) and take your career to the next level. Earning your CAM allows you to demonstrate that you have the knowledge and ability to manage an apartment community and achieve owners' investment goals.



### YOU should take CAM if you:

- Wish to take your career to the next level
- Want to understand and be more involved in the budgeting and financial review process
- Are in or aspire to be in a decision-making role
- Love learning!

CAM is a nationally recognized designation, created by the National Apartment Association Education Institute (NAAEI) to maximize the experience of the on-site professional. The CAM training helps you manage your apartment community and your team more effectively.

NCRPA offers this nationally recognized CAM designation to apartment industry professionals who want to advance their career path in Apartment Management.

**For any questions regarding NCRPA's CAM or registration, please contact Myrna Harjo, contact information below. Please find our CAM Schedule and Registration Form attached.**



Nor Cal Rental Property Association

NCRPA Training Center  
2375 W. March Lane  
Stockton, CA 95207  
Ph: 209-476-0320  
Fax: 209-476-9717

Registration forms can be mailed, faxed or emailed to: [register@norcalrpa.org](mailto:register@norcalrpa.org)

**DEADLINE FOR REGISTRATIONS:**

**12/15/2018**

# REGISTRATION



## **STUDENT INFORMATION**

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Personal Phone/Cell: \_\_\_\_\_

Property Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

## **PRICING**

Designation\* \$700 Members | \$800 Non-Member

Individual Modules: \$139 Member | \$159 NM

All 8 Modules – Traditional\*

- Full CAM Designation– Traditional\*
- Industry Essentials
- Financial Management
- Marketing
- Property Maintenance for Managers
- Risk Management
- Legal Responsibilities
- Resident Experience
- Human Resources

## **PAYMENT INFORMATION**

\*\*Payment is required at time of registration\*\*

Make checks payable to: NCRPA

- Check enclosed     Charge my credit card     Please invoice me (members only) Amount: \$ \_\_\_\_\_

CC#: \_\_\_\_\_ Exp. \_\_\_\_\_ CVC \_\_\_\_\_

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name on the card: \_\_\_\_\_

Signature: \_\_\_\_\_



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<p>Module 1</p> <p><b>Industry Essentials:</b></p> <ul style="list-style-type: none"> <li>• Global State of the Apartment Industry</li> <li>• Property as an Investment</li> <li>• Stakeholders</li> <li>• Housing Types</li> </ul>	<p><b>1 hour 30 minutes</b></p>	<p><b>January 24TH, 2019 8am to 9:30am</b></p>
<p>Module 2</p> <p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>• Financial Analysis</li> <li>• Minimize Financial Loss</li> <li>• Develop and Manage Budgets</li> <li>• Performance Measurements</li> <li>• Property Valuations</li> </ul>	<p><b>6 hours 30 minutes</b></p>	<p><b>January 24TH, 2019 9:30am to 5pm</b></p>
<p>Module 3</p> <p><b>Marketing:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Marketing and the Marketing Mix</li> <li>• Marketing Plan</li> <li>• Impact of Marketing</li> <li>• Managing Occupancy</li> </ul>	<p><b>7 hours 00 minutes</b></p>	<p><b>January 28<sup>th</sup>, 2019 8:30am to 4:30pm</b></p>
<p>Module 4</p> <p><b>Property Maintenance for Managers:</b></p> <ul style="list-style-type: none"> <li>• Hiring Maintenance Personnel</li> <li>• Overseeing Service Requests</li> <li>• Managing Inventory</li> <li>• Preventive Maintenance</li> </ul>	<p><b>6 hours 00 minutes</b></p>	<p><b>January 31<sup>th</sup>, 2019 9am to 4pm</b></p>
<p>Module 5</p> <p><b>Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Minimizing Risk</li> <li>• Emergency Plans</li> <li>• Prevent and Control Loss</li> </ul>	<p><b>5 hours 00 minutes</b></p>	<p><b>February 4th, 2019 9am to 3pm</b></p>
<p>Module 6</p> <p><b>Legal Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Fair Housing</li> <li>• Accommodating Disabilities</li> <li>• Leasing and Screening</li> <li>• Contracts</li> <li>• Resident Rights and Safety</li> </ul>	<p><b>4 hours 00 minutes</b></p>	<p><b>February 7th, 2019 8am to 12pm</b></p>
<p>Module 7</p> <p><b>Resident Experience:</b></p> <ul style="list-style-type: none"> <li>• Building Relationships</li> <li>• Resident Communication</li> <li>• Resident Programs and Activities</li> <li>• Move Out Procedures</li> <li>• Community Files and Records</li> </ul>	<p><b>2 hours 30 minutes</b></p>	<p><b>February 11th, 2019 1pm to 3:30pm</b></p>
<p>Module 8</p> <p><b>Human Resources:</b></p> <ul style="list-style-type: none"> <li>• Employment Laws</li> <li>• Compensation, Benefits and Overtime</li> <li>• Employment Process</li> <li>• Employee Needs Throughout Employment</li> </ul>	<p><b>7 hours 00 minutes</b></p>	<p><b>February 14th, 2019 8:30am to 4:30pm</b></p>
<p><b>**Exam:</b></p> <p>Depending on the number of students, the following dates and times will be used to schedule each student's final exam. Please adjust your schedule accordingly as you will be assigned one of these days and time slot. Your scheduled exam date will be given to you on the first day of class.</p>	<p><b>4 hours 00 minutes</b></p>	<p>March 4<sup>th</sup>, 2019 7:30am-11:30pm  March 4<sup>th</sup>, 2019 12:00pm-4:00pm  March 5<sup>th</sup>, 2019 7:30am-11:30am  March 5<sup>th</sup>, 2019 12:00pm-4:00pm  March 7<sup>th</sup>, 2019 7:30am-11:30am  March 7<sup>th</sup>, 2019 12:00pm-4:00pm  March 8<sup>th</sup>, 2019 7:30am-11:30am  March 8<sup>th</sup>, 2019 12:00pm-4:00pm</p>