

2017 Fast Track CAPS Course

Complete the CAPS Credential course in just 4 days!

Wednesday, April 26, 2017 through Saturday, April 29, 2017 * TAA/CRC Education Center * Raleigh, NC



Instructed By: Alexandra (Alex) Jackiw CPM, CAPS

Alex Jackiw is the President of Milhaus Management. She is Past Chairman of the Board for NAA and an Assistant Professor at Ball State University in the Residential Property Management program. Alex is also a licensed real estate broker and holds the Certified Property Manager (CPM®) and Certified Apartment Portfolio Supervisor CAPS® Credentials and has a Masters Degree in Education.

The **Certified Apartment Portfolio Supervisor (CAPS)** credential course was developed for Regional/District Managers, Maintenance Directors, Mid-Upper Level Management, Marketing Directors and those aspiring to move to that level. Industry experience requirement is either CAM, ARM, RAM with 2 years of apartment management experience **OR** a Property Supervisor with 2 years of multi-site experience.

CAPS Credential Course Fee(s):

TAA Members: \$1,315 Full Course (Includes Text, Class Instruction & Online Exam) or \$285 Per Individual Module

Non-Members: \$1,565 Course (Includes Text, Class Instruction & Online Exam) or \$375 Per Individual Module

No money in the budget? TAA is now accepting 2017 CAPS Scholarship Applications. The application is available online at the TAA website: www.triangleaptasn.org. The Scholarship application deadline is Tuesday, April 04, 2017.

- **Module A - Legal Responsibilities & Risk Management / Wednesday, April 26, 2017 / 9am-5pm**
- **Module B - Financial Management / Thursday, April 27, 2017 / 9am-5pm**
- **Module C - Property Performance Management & Module D - Property Evaluation & Due Diligence
Friday, April 28, 2017 / 9am-5pm *Please note: Property Evaluation & Due Diligence module extended into Saturday, morning***
- **Module E - Effective Leadership / Saturday, April 29, 2017 / 10:30am-4pm**

For more information on the description of each module, please visit the TAA website at www.triangleaptasn.org.

CAPS Registration Form

Name: _____

Company Name: _____

Property Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Billing Party: _____

Deadline & Registration Policies:
CAPS module fee(s) and registration deadlines are indicated to the right. Registration fee(s) must be paid prior to the registration deadline in order to receive text material and attend classes, except those who have selected the 3-month easy payment plan option. Cancellations must be in writing. Cancellations received one month prior to individual course module will receive a full refund; received three weeks prior, a 75% refund; received two weeks prior, a 50% refund; received one week prior, a 25% refund; and cancellations received less than one week prior will not be entitled to any refund. No-shows are responsible for the entire amount of the registration fee.

I have read, understand and agree to the CAPS registration policies.

Signature: _____ Date: _____

CAPS Credential Course Fee(s):

TAA Members: \$1,315 Entire Course or \$285 Per Module

Non-Members: \$1,565 Entire Course or \$375 Per Module

_____ I am registering for the Entire CAPS Course (Registration Deadline **4/13/2017**)

_____ Please invoice me for the 3-month easy payment plan of \$438, \$438 and \$439
(February, March and April) or (March, April and May)

I am registering for the following CAPS Individual Module(s):

- _____ A
- _____ B
- _____ C
- _____ D
- _____ E

Registration deadline for all individual modules and the full course is **April 13, 2017**

Payment Options:

_____ Please Invoice Me (TAA Members Only)

_____ Registration Fee Enclosed

_____ Credit Card Option

Type of Card: _____ Am. Express _____ Mastercard _____ Visa

If you wish to pay with a credit card over the phone, please contact the TAA office at 919-782-1165 ext. 9.

Course Location: TAA/CRC Education Center, Alexander Office Park
7920 ACC Blvd, Suite 220, Raleigh, NC 27617, Tel: (919) 782-1165 Fax: (919) 782-1169
Please mail or fax your registration form to the TAA office.

You may also register online at www.triangleaptasn.org or email your complete registration form to Suzanne Pratt at spratt@triangleaptasn.org.