

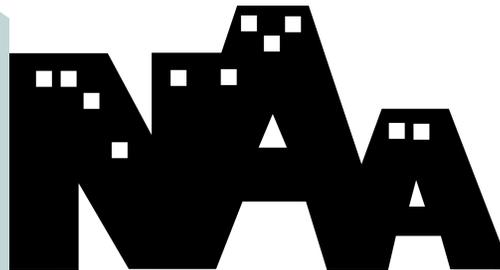
National Apartment Association

The National Apartment Association (NAA) is America's leading advocate for quality rental housing. NAA's mission is to serve the interests of multi-family owners, managers, developers and suppliers and maintain a high level of professionalism in the multifamily industry to better serve the rental housing needs of the public.

NAA is a federation of 163 state and local affiliates, comprised of more than 28,000 multifamily housing companies representing more than 4.7 million apartment homes throughout the United States and Canada.

The CAPS designation is one of six nationally recognized programs for leasing professionals, on-site managers, maintenance professionals, multi-site supervisors and industry suppliers.

The Education Department provides industry training products and support to members across the United States. Contact them for more information about available programs and training development.



National Apartment Association

201 North Union Street
Suite 200
Alexandria, Virginia
22314

Phone: 703-518-6141
Fax: 703-518-6191
Email: education@naahq.org

National Apartment Association

**CERTIFIED
APARTMENT
PROPERTY
SUPERVISOR**

*Building success through
knowledge and professionalism*



Tel: 703-518-6141
www.naahq.org

Earn recognition as an Industry Professional

Increase your effectiveness by enhancing your knowledge of the multifamily industry and the career you have chosen. The CAPS (Certified Apartment Property Supervisor) curriculum is focused on the needs of the multi-property supervisor who may report to one or more owners or have properties in more than one state. In class, you will gain a new understanding of the challenges you frequently face. At the same time, you will have a new opportunity to share your experiences as a multifamily industry professional with other dedicated peers, establishing valuable contacts for the future and increasing your own experience level.



Make a Difference!

Your enrollment will enhance and advance your own career by demonstrating your commitment to education and higher standards of excellence. All this at the same time you build partnerships and network on group activities and assignments. The programs are ideal for multi-site supervisors and on-site managers who aspire to take the next step to portfolio supervision.

CURRICULUM

The CAPS course requires attendance at all eight programs. Required programs are:

- Marketing
- Risk Management
- Financial Management
- Property Evaluation, Acquisition and Renovation
- Human Resource Management
- Legal Responsibilities
- Property Maintenance
- Adding Value with Technology

Courses are offered at local and state affiliates and may be taken in any order so long as they are completed within the candidacy period.

CANDIDACY

Candidacy requirements include completion of the CAPS Curriculum and fulfillment of experience requirements. The candidate has two years to complete the program and must have two years experience in the industry. To receive the designation, the candidate must complete and earn 500 points from the CAPS Designation



Learn more about the industry you love!

Application (available on the NAA website). The designation is renewable each year with the submission of six continuing education credits (CEC's) and renewal dues.

Don't wait another minute! Take this valuable step towards your future today! **"CAPS helped me when I became a supervisor... it furthered my knowledge and brought me to a new level in my abilities and skills,"** Debi Wehmeier, CPM, CAPS, CAM and 2002 Paragon Award Winner



The National Apartment Association and sponsor Lowe's Home Improvement Warehouse have teamed up to produce this extraordinary program. Check with the NAA or your local affiliate for schedules and programs in your area. We're happy to assist you with any concerns or questions you may have. We want you to be successful!

National Apartment Association

201 North Union Street
Suite 200
Alexandria, Virginia
22314

Phone: 703-518-6141
Fax: 703-518-6191
Email: education@naahq.org
Check us out at: www.naahq.org
5/03