

Metro Multifamily Housing Association Presents

Certified Apartment Manager Designation Program



DON'T MISS OUT ON THIS OPPORTUNITY!

Courses will be held at:



921 SW Washington
Suite 772
Portland, OR 97205

Phone: 503-226-4533
Fax: 503-228-8303
Toll Free: 800-632-3007
Website: www.metro-multifamily.com
Email: naaeducation@metro-multifamily.com

Metro Multifamily Housing Association is the local affiliate for the National Apartment Association. For more

THE CAM DESIGNATION PROVIDES:

- Professional Credibility
- Industry Recognition
- Personal Growth and Development

WHO SHOULD ATTEND?

- Leasing Professionals
- Assistant Managers preparing for promotion
- New On-Site Managers
- Managers seeking a comprehensive refresher course

FULL DESIGNATION

Course of nine classes

MMHA Members: \$695

Non-Members: \$975

INDIVIDUAL CLASSES

Open Enrollment

MMHA Members: \$115

Non-Members: \$175

REAL ESTATE CLOCK HOURS:

1 full day - 5 hours

1/2 day - 3 hours

Broker approval required



Partners in Education



Certified Apartment Manager

Professional Designation Program



Maximize Your Experience as an On-Site Professional and Clear the Path for Growth and Recognition. The CAM program provides the opportunity to share experiences, establish valuable contacts and increase experience levels. CAM designates demonstrate their commitment to education and higher standards of excellence.

CAM DESIGNATION REQUIREMENTS

In order to receive this designation you must:

- ◆ Have 6 months of multi-family management experience
- ◆ Complete all classes and exams
- ◆ Complete community analysis
- ◆ The Designation is renewable each year with the submission of six continuing education credits (CEC's) and NAAEI renewal dues.



		COST
FULL DESIGNATION - All Classes listed below are require		\$695.00 Members \$975.00 Non-Members
CAM Registration Welcome & Community Analysis - Description of the comprehensive market and management analysis report, required to complete the designation requirements.	6/09/2009 9:00-12:00 (Full Designates only)	\$
Legal Responsibilities - Equal employment, OSHA and hazardous materials, lease and evictions, vendor contracts.	6/16/2009 9:00-4:00 \$115 Members \$175 Non	\$
Management of Residential Issues - Customer service, occupancy management, security, emergency management, and resident relations.	6/23/2009 9:00-4:00 \$115 Members \$175 Non	\$
Human Resource Management - Executive summary, employment law, employment practices, payroll administration, training and supervision, termination.	6/30/2009 9:00-4:00 \$115 Members \$175 Non	\$
Fair Housing - Fair Housing Laws, families with children, people with disabilities, Fair Housing complaints, management practices, governmental housing.	7/14/2009 9:00-4:00 \$115 Members \$175 Non	\$
Marketing - Introduction to marketing, conducting marketing research, promotional marketing, on-site marketing, and developing the marketing plan.	7/21/2009 9:00-4:00 \$115 Members \$175 Non	\$
Financial Management - Investments, adding value to the investments, mathematics review, financial statements, budgets, and property valuation.	7/28/2009 9:00-4:00 \$115 Members \$175 Non	\$
Risk Management - Minimizing risks to residents, minimizing risks to staff, handling emergencies, liability and insurance.	8/11/2009 9:00-4:00 \$115 Members \$175 Non	\$
Property Maintenance for Managers - Building a team approach, the on-site manager's role, exterior and interior maintenance, preventive maintenance, and safety.	8/18/2009 9:00-4:00 \$115 Members \$175 Non	\$
Registration Information		TOTAL:
Attendee:	Email	Phone Number:
Contact:	Email:	Phone Number:
Management Company:	Property Name:	
Address:		
Check Enclosed: <input type="checkbox"/>	Billing Email (MMHA Members only)	Charge Card Amount:
C/C #:	Expiration Date:	Security Code:

Registration and payment deadline is one week prior to the start of the course. You may take up to, but not more than two single classes prior to upgrading to a full designation. Cancellation requests must be received in writing no later than one week before course begins in order to receive a full refund. All materials ordered are subject to a restocking charge plus freight. One makeup class per course may be granted at no additional charge—rules apply. There is a maximum two year deferral to complete graduation requirements.