

Scheduling a Certification Exam

Preparation and Registration Information for IREM[®] Certification Exams:

- CERTIFIED PROPERTY MANAGER[®] (CPM[®])
- ACCREDITED RESIDENTIAL MANAGER[®] (ARM[®])
- ACCREDITED COMMERCIAL MANAGER (ACoM)

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IREM Certification Exams

One of the key ways IREM maintains the integrity of its CPM, ARM and ACoM credentials is through the certification examination process.

IREM offers three certification exams:

1. The CERTIFIED PROPERTY MANAGER, or CPM exam
2. The ACCREDITED RESIDENTIAL MANAGER , or ARM exam
3. The ACCREDITED COMMERCIAL MANAGER, or CML exam

To attain any of the IREM credentials, an individual must pass the appropriate certification exam in addition to meeting other requirements.

The following pages describe the process of registering and preparing for a certification exam. Exams may be completed in a classroom format or taken independently with a local IREM Proctor. Students are encouraged to complete the appropriate IREM “preparation courses” in advance of the exam to ensure their best performance on the exam. Exam preparation courses are available in classroom (CPM only) and self-paced formats.

Courses include:

1. CPM Certification Exam Preparation Course (CPM001)
2. ARM Certification Exam Preparation Course (ARM001)
3. ACoM Certification Exam Preparation Course (CML001)

For more information and the most current preparation course schedules, visit www.irem.org/education.

Introduction to the CPM Certification Exam (CPMEXM)

The CPM certification exam is one of the principle tools IREM uses to validate the competency of those who are seeking the CPM designation. To become a CPM, an individual must pass the CPM certification exam, in addition to meeting other requirements.

The exam can be taken:

1. As part of a scheduled classroom group offering sponsored by IREM Chapters throughout the year. To review the schedule and to register, go to www.irem.org/cpmexm.
2. Individually through local IREM Proctors. Register using the form at the end of this document.

Exam Content

- The certification exam measures the competency required to perform the 36 functions IREM uses to define a professional real estate manager. These functions are divided into five competency areas, which are reviewed in the CPM Certification Exam Preparation Course (CPM001) and included in the “Getting the Most from the IREM CPM Certification Exam” Guide (sent to students upon registration for the Exam).
- The exam is comprised of 150 multiple-choice questions.
- Students are given four hours to complete the exam. Absolutely no additional time will be allowed.

Recommended Pre-Exam Preparation

IREM offers the CPM Certification Exam Preparation Course (CPM001), available in classroom and self paced formats, to assist you in preparing for and taking the exam. Please visit www.irem.org/cpm001 for more information.

Introduction to the ARM Certification Exam (ARMEXM)

The ARM certification exam is the principle tool IREM uses to validate the competency of those who are seeking the ARM certification. To become an ARM, an individual must pass the ARM certification exam, in addition to meeting other requirements.

The exam can be taken:

1. As part of the classroom course Successful Site Management (RES201). To review the schedule and to register, go to www.irem.org/RES201

PLEASE NOTE: the online and self paced versions of RES201 do not include the ARM Certification Exam. Students completing RES201 in these formats who wish to complete the ARM exam must do so via Option 2, listed below.

2. Individually through local IREM Proctors. Register using the form at the end of this document.

Exam Content

- The certification exam measures the competency required to perform the 29 functions IREM uses to define a professional residential property manager. These functions are divided into five competency areas, which are reviewed in the ARM Certification Exam Preparation Course (ARM001) and included and included in the “Getting the Most from the IREM ARM Certification Exam” Guide (sent to students upon registration for the Exam).
- In addition, because potential ARM Members are also required to adhere to the IREM Code of Professional Ethics, the exam also measures an individual’s understanding of the code, which is also included in the “Getting the Most from the IREM ARM Certification Exam” Guide.
- The exam is comprised of 100 multiple-choice questions.
- Students are given four hours to complete the exam. Absolutely no additional time will be allowed.

Recommended Pre-Exam Preparation

IREM offers the ARM Certification Exam Preparation Course (ARM001), available in self paced format, to assist you in preparing for and taking the exam. Please visit www.irem.org/arm001 for more information.

Note: CID201 students taking the ARM Exam must read the required supplement "CID201 Supplemental Handout." This document contains lessons and practice activities in marketing, leasing, and budgeting for income-producing properties which are test areas on the ARM Exam.

Introduction to the ACoM Certification Exam (CMLEXM)

The ACoM certification exam is the principle tool IREM uses to validate the competency of those who are seeking the ACoM certification. To become an ACoM, an individual must pass the ACoM certification exam, in addition to meeting other requirements.

The exam can be taken:

1. As part of a scheduled classroom group offering sponsored by IREM Chapters throughout the year. To review the schedule and to register, go to www.irem.org/cmlexm.
2. Individually through local IREM Proctors. Register using the form at the end of this document.

Exam Content

- The certification exam measures the competency required to perform the 29 functions IREM uses to define a professional commercial property manager. These functions are divided into five competency areas, which are reviewed in the ACoM Certification Exam Preparation Course (CML001) and included in the “Getting the Most from the IREM ACoM Certification Exam” Guide (sent to students upon registration for the Exam).
- In addition, because potential ACoM Members are also required to adhere to the IREM Code of Professional Ethics, the exam also measures an individual’s understanding of the code, which is also included in the “Getting the Most from the IREM ACoM Certification Exam” Guide.
- The exam is comprised of 100 multiple-choice questions.
- Students are given four hours to complete the exam. Absolutely no additional time will be allowed.

Recommended Pre-Exam Preparation

IREM offers the ACoM Certification Exam Preparation Course (CML001), available in self paced format, to assist you in preparing for and taking the exam. Please visit www.irem.org/cml001 for more information.

Exam Administration

To ensure you earn proper credit for taking the CPM, ARM, or ACoM certification exam, please follow these instructions carefully.

Students have the flexibility to complete their exam either (1) in the classroom environment with a group of other students, or (2) independently with a local Proctor.

(1) Registering for and Taking a Classroom / Group Offering of the Exam

- Visit www.irem.org/CPMEXM, www.irem.org/ARMEXM, and www.irem.org/CMLEXM for the latest schedule for exam offerings in classroom format. You may also contact your local IREM Chapter directly to determine if it will be sponsoring additional offerings in the near future.

(2) Registering For and Taking the Exam Individually with a local IREM Proctor (Independent Certification Exam)

- Registration for independent certification exams via proctor are scheduled through IREM Headquarters.
- Complete the registration form at the end of this document and mail it to the address indicated with the exam fee. Please note that no refunds are permitted once you register for the exam.
- Within two weeks of receipt of your registration, you will receive a confirmation letter, which will give you the name, address, and phone number of the Proctor assigned to you, along with additional instructions. At the same time, the Proctor will be sent your name and phone number and your exam.
- You will be instructed to contact your assigned Proctor to discuss the best time and place for taking the exam, which most likely will be at the Proctor's office. **You will have 60 days from the date of your confirmation letter to take the exam.**
- Upon registration for the exam, you will receive a receipt confirming registration and payment, and a "Taking the Certification Exam" Guide. This guide provides additional details on the exam process and should be reviewed carefully.

Materials You Need for the Exam

- *You must bring with you to the exam site* photo identification, your confirmation of registration, and two No. 2 pencils.
- The exam is **open book**, which means you may bring any of your IREM **course** materials with you for reference during the exam. Non-IREM materials are not permitted.
- You should also bring a calculator. No additional items are allowed with you in the exam room.
- For the CPM exam, laptop computers are optional and allowed for calculations only.

Exam Results

Upon completion of the exam, you will receive only a **pass** or **fail** grade– not a numerical score. You will receive your exam results by mail within 45 days from the day the exam is received at IREM Headquarters. It is IREM policy to not provide exam results over the phone, by fax, or by e-mail under any circumstances.

Passing the Exam

You must receive an overall score of 70% or higher in order to pass the CPM, ARM or CML exam. If you earn a 70% or higher score, a passing grade will be posted to your IREM transcript.

Failing the Exam

In the unfortunate event you fail the exam by receiving less than a 70% score; you will have the opportunity to take an alternate exam.

To take the alternate exam, you will need to register again for the exam and pay the full exam fee. There is no limit to the number of times you may retake an alternate exam.

Once you pass the exam with a score of 70% or higher, a passing grade will be posted to your IREM transcript, as noted above.

Questions?

If you have any questions, please contact:

Certification Exam	Education Services Coordinator 800-837-0706 ext. 6068 or 312-329-6068 acole@irem.org
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Membership Questions	Membership Admissions 800-837-0706 ext. 4640 admissions@irem.org
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CPM Certification Exam Registration

(Complete this registration to take the exam individually with a Proctor)

Please type or print neatly

IREM Federal ID Number: 36-6214767

Last Name _____ First Name _____ M.I. _____

Check one: I am an IREM Member. IREM ID number (if known) _____
 I am not an IREM Member.

IREM Mailing Address (**check one**): Business Home

Firm Name (only if using your business address) _____

Address _____

City/State/Zip _____

Daytime Phone _____ Fax _____

E-mail _____

Exam Fee Check for \$100 is enclosed (make check payable to IREM)
 Visa MasterCard American Express Discover

Card No. _____ Expires _____

Cardholder's Name and Billing Address (if different than above) _____

Signature _____

Date _____

Mail to: CPM Certification Exam Registration
 ATTN: Customer Relations
 Institute Real Estate Management
 430 N. Michigan Avenue
 Chicago, IL 60611

Or if paying by credit card:
Fax: 800-338-4736
Phone: 800-837-0706 ext. 4650

Confirmation will be mailed within two weeks of receipt of this registration.

ARM Certification Exam Registration

(Complete this registration to take the exam individually with a Proctor)

Please type or print neatly

IREM Federal ID Number: 36-6214767

Last Name _____ First Name _____ M.I. _____

Check one: I am an IREM Member. IREM ID number (if known) _____
 I am not an IREM Member.

IREM Mailing Address (**check one**): Business Home

Firm Name (only if using your business address) _____

Address _____

City/State/Zip _____

Daytime Phone _____ Fax _____

E-mail _____

Exam Fee Check for \$60 is enclosed (make check payable to IREM)
 Visa MasterCard American Express Discover

Card No. _____ Expires _____

Cardholder's Name and Billing Address (if different than above) _____

Signature _____

Date _____

Mail to: ARM Certification Exam Registration
 ATTN: Customer Relations
 Institute Real Estate Management
 430 N. Michigan Avenue
 Chicago, IL 60611

Or if paying by credit card:
Fax: 800-338-4736
Phone: 800-837-0706 ext. 4650

Confirmation will be mailed within two weeks of receipt of this registration.

ACoM Certification Exam Registration

(Complete this registration to take the exam individually with a Proctor)

Please type or print neatly

IREM Federal ID Number: 36-6214767

Last Name _____ First Name _____ M.I. _____

Check one: I am an IREM Member. IREM ID number (if known) _____
 I am not an IREM Member.

IREM Mailing Address (**check one**): Business Home

Firm Name (only if using your business address) _____

Address _____

City/State/Zip _____

Daytime Phone _____ Fax _____

E-mail _____

Exam Fee Check for \$60 is enclosed (make check payable to IREM)
 Visa MasterCard American Express Discover

Card No. _____ Expires _____

Cardholder's Name and Billing Address (if different than above) _____

Signature _____

Date _____

Mail to: ACoM Certification Exam Registration
 ATTN: Customer Relations
 Institute Real Estate Management
 430 N. Michigan Avenue
 Chicago, IL 60611

Or if paying by credit card:
Fax: 800-338-4736
Phone: 800-837-0706 ext. 4650

Confirmation will be mailed within two weeks of receipt of this registration.