

Overview

The CPM[®] Capstone Track is the culminating hurdle on your journey to earning the CPM[®] designation.

- The **Management Plan Skills Assessment (MPSA)** is an application of a systematic method to evaluate a subject property in its current condition and compare that baseline condition to a proposed alternative course of action based on identified issues and concerns. A final recommendation is made as a result of thorough analysis based on ownership goals for the property.
- The **CPM[®] Certification Exam** is a 150 multiple-choice question exam that tests knowledge of property and asset management concepts based on the IREM[®] curriculum and/or your own professional experience.

Technical Prep

The exam is completed electronically using a laptop computer that you must bring to the offering, meeting the following requirements:

- Fully registered version of Microsoft Word 2003 or newer
- Fully registered version of Microsoft Excel 2003 or newer
- Windows Media Player (<http://windows.microsoft.com/en-US/windows/windows-media-player>) OR Apple QuickTime Player (<http://www.apple.com/quicktime/download/>)
- Headphone port and headphones
- USB port

Preparation Requirements

- Attend a [CPM Capstone Track Webinar](#) offered monthly. This live webinar led by an IREM instructor will provide the information you need to ensure the best possible exam experience. You may also access the recorded webinar located on the same page.
- Download the [MPSA Practice Spreadsheet](#). You will use a spreadsheet similar to this during the exam, so reviewing in advance will help you prepare.
- Have either a handheld HP10bII+ financial calculator or download a [desktop version](#). **Cell phones and tablets are not permitted during the exam**, so you will not be able to access a calculator app.
- Have a photo ID in order to check in to your exam.

Tips for Success

How to Prepare Prior to the CPM[®] Capstone Track

- Complete the 7 CPM[®] courses before attempting the MPSA and CPM[®] Certification Exam.
- Prepare to be removed from home and work distractions; many students prefer to travel to distant offerings and/or get a hotel for the week.
- Plan to have someone ready to handle work calls and emails during the exam days – mobile phones and tablet usage is not permitted on Days 3, 4, and 5, except during breaks.
- Register as early as possible in order to take advantage of all of the review materials provided.
- Connect with other CPM[®] Candidates preparing for the exams through the IREM[®] Course Student Groups on [Facebook](#) and [LinkedIn](#).
- Ensure laptop meets all technical requirements. (See Technical Prep section in this guide).
- Review additional IREM[®] resources on any concepts you may find challenging, such as comparison grid analysis (see Resources section in this guide).

What to Bring

- Laptop with USB port (or adapter) and headphone jack (see Technical Prep section in this guide)
- Power cord
- Headphones
- Mouse (if desired)
- Calculator
- IREM[®] course materials (hard copy or electronic versions) – exams are open book
- Pens, pencils, highlighters, post-it notes
- Snacks and drinks (water available on site)

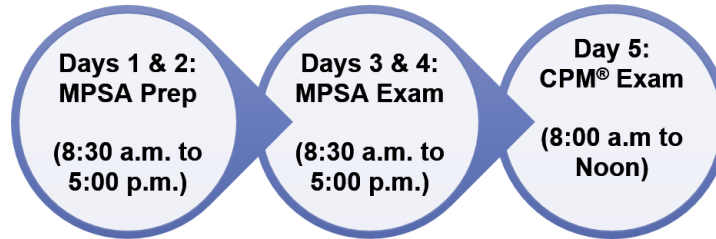
What to Wear

Suggested dress is business casual/casual – dress comfortably and with layers, room temperatures can vary throughout the day.

When to Arrive

Plan to arrive at the site at least 30 minutes prior to the start time. This will give you time to ensure your laptop and files are prepared and ready to go. You'll also have time to network with the other attendees.

What to Expect Each Day



Day 1

MPSA Review and Prep with Instructor. You will receive a workbook and exam questions for reference.

- Introduction
- Lesson 1: As Is Scenario Property Analysis
 - Physical and managerial description
- Lesson 2: As Is Scenario Financial Analysis using As Is Spreadsheet
 - Operating history and pro forma
 - Current market value, equity, cap rates
 - Loan analysis including LTV%, DCR and measures of leverage
 - Four tests of investment return: cash-on-cash rate of return, value enhancement, net present value (NPV) and internal rate of return (IRR)
- Lesson 3: As Is Market Analysis
 - Region, neighborhood, marketing plan

Day 2

MPSA Review and Prep with Instructor.

- Lesson 4: Alternative Scenario and Alternative Spreadsheet
 - Issues and concerns
 - Alternative comp grid
 - Alternative pro forma statement
 - Alternative current market value, equity
 - Alternative four tests of investment return
- Lesson 5: Recommendation
 - Summary matrix
 - Recommended course of action
- Lesson 6: Executive Summary

Day 3

MPSA Exam with a Proctor. You will receive a case study property video and booklet. You will have until 5:00 pm to work on your exam.

- Review property case study
- Complete the As Is Spreadsheet
- Complete the As Is Property Analysis, As Is Financial Analysis, and As Is Market Analysis
- Answer in narrative format using critical thinking
- Time management is key – try not waste too much time on one question
- Answer each question as if speaking to someone with no knowledge of the property; explain each step and concept clearly and completely
- Refer to any IREM[®] course materials (print or electronic) – the exam is open book

Day 4

MPSA Exam with Proctor. You will have until 5:00 pm to work on your exam.

- Complete the Alternative Spreadsheet
- Complete the Alternative Scenario, Recommendation, and Executive Summary
- Upload completed exam files by end of business day (5 p.m.) Monday to: MPSA@irem.org
 - MPSA Text Answers (Word)
 - MPSA Spreadsheet Answers (Excel)
 - *Note: An MPSA is considered a “fail” if it is not received by end of business day Monday.*

Day 5

CPM[®] Certification Exam with Proctor.

- When you registered, you received a link in your confirmation email to the CPM[®] Exam Preparation Tutorial, a self-paced online tutorial that reviews key concepts and calculations that will be tested on the exam – be sure to complete this tutorial in advance
- You will have 4 hours to complete the CPM[®] exam
- The exam is 150 multiple-choice questions
- The exam is open book – you can refer to your IREM[®] course materials and use a financial calculator or spreadsheet

Grading

MPSAs are graded by a trained IREM[®] grader. To pass the MSPA, you must achieve:

- A minimum overall score of 70%
- A minimum score of 70% in the Alternative Scenario section
- A minimum score of 70% in the Recommendation section

To pass the CPM[®] Certification Exam, you must achieve a score of 70% or higher.

Results are provided in writing – pass or fail only. MSPA results are sent within 45 days of the conclusion of the CPM[®] Capstone Track, and include a grader summary. CPM[®] Exam results are sent within 10 days of the conclusion of the CPM[®] Capstone Track.

Resources

MPSA Prep

[CPM[®] Capstone Track Live Webinar](#) (offered monthly; led by an IREM[®] instructor; provides the information needed to ensure the best possible experience; a recording is also always available)

[CPM[®] Capstone Track Tutorial](#) (explains what to expect before, during, and after)

[MPSA Working Spreadsheet](#) (spreadsheet used during the exams)

[Financial Calculator – Desktop Based](#) (a desktop financial calculator similar to the handheld HP10bII+)

[IREM Financial Analysis Spreadsheet](#) (taught in the IREM[®] asset management courses)

[HP10BII Financial Calculator Webinar: Downloadable Recording](#) (a recorded webinar to learn how to use this calculator)

CPM[®] Exam Prep

[CPM[®] Exam Prep Tutorial](#) (link provided in registration confirmation email; provides a recap of key concepts from the CPM[®] courses; a printable resource is downloadable within tutorial that can be used during the exam)

General Areas for Review

Know these concepts to increase your success:

- The IREM[®] Financial Analysis Spreadsheet
- Before-tax cash flow analysis, including, pro forma statement, calculating market value (IRV), going-in and going-out cap rates (taught in IREM[®] asset management courses)
- The four financial tests: Cash-on-Cash, Value Enhancement, NPV, and IRR (taught in IREM[®] asset management courses)
- Comparison Grid Analysis (taught in IREM[®] marketing and leasing courses)