



# CPM® Checklist

This simple checklist outlines the path to earning your CPM. Make sure you review all four steps below to get a full understanding of your journey, and the cost and time commitments involved. Once enrolled, visit [irem.org/myIREM](http://irem.org/myIREM) to view your customized CPM Progress Report and track your progress.



## Step 1: Enroll — Time: 10 minutes, Cost: \$425<sup>1</sup>

### Review all steps and enroll

- 1. Enroll online for the CPM at [irem.org/cpmenroll](http://irem.org/cpmenroll)
- 2. Pay the one-time non-refundable enrollment fee of \$425



## Step 2: Learn — Time: 12-18 months, Cost: \$5,700<sup>2</sup>

### Take 8 CPM certification courses

- 1. Ethics for the Real Estate Manager ([ETH800](#))<sup>3</sup>
- 2. Budgeting, Cash Flow, and Reporting for Investment Real Estate ([FIN402](#))
- 3. Marketing and Leasing Strategies for retail, multifamily or office buildings respectively ([MKL404](#), [MKL405](#), or [MKL406](#))
- 4. Leading a Winning Property Management Team ([HRS402](#))
- 5. Managing Maintenance Operations and Property Risk ([MNT402](#))
- 6. Financing and Loan Analysis for Investment Real Estate ([ASM603](#))
- 7. Performance and Valuation of Investment Real Estate ([ASM604](#))
- 8. Asset Analysis of Investment Real Estate ([ASM605](#))

### Waive CPM Courses with the CPM Fast Track<sup>4</sup>

CPM candidates who meet any one of the conditions below can waive all courses except ETH800:

- Hold a CCIM, CFM, CSM, PCAM, RPA, CRRP, or SIOR designation
- Have a bachelors or graduate degree with major, minor or concentration in real estate or property management
- Have 20 years of qualifying real estate management experience as verified via CPM Experience Form



## Step 3: Test — Time: 3 days - 1 month, Cost: \$1,665

### Pass the CPM Capstone two-part final assessment

- 1. Management Plan Skills Assessment (MPSA)
- 2. CPM Certification Exam (CPMEXM), a multiple-choice test covering all coursework and acquired skills

### Interested in other options?

Most CPM candidates take the [CPM Capstone](#). As an alternative, you can submit a Management Plan ([MPLIND](#)) and take the live online proctored CPM Certification Exam ([CPMEXM](#)). Visit [irem.org](http://irem.org) to learn more.



## Step 4: Graduate — Time: 1-2 months, Cost: \$810

### Complete your candidate file

- Have 36 months of qualifying real estate management experience by the time of graduation, recorded on your [CPM Experience Form](#)<sup>5</sup>
- Have been a CPM candidate for one year (this requirement is waived for those who are ACoMs or ARMs for 12+ months)
- Pay annual CPM candidate dues of \$495 plus IREM chapter dues (Varies by chapter)
- Pay one-time graduate processing fee of \$210
- Hold membership in the NATIONAL ASSOCIATION OF REALTORS® as a REALTOR, REALTOR Associate, or Institute Affiliate
- Hold an active real estate license (if required for your position in your state)
- Attend at least 2 chapter events in the 12 months before graduation

1) Covers the remainder of the calendar year.

2) Varies by course.

3) Note: IREM is temporarily offering [ETH001](#) as credit towards the CPM. To earn this credit, an individual must be enrolled as CPM candidate and register for the ETH001 course by Dec. 31, 2021.

4) Requires submission of form and Fast Track Approval fee. Ethics for the Real Estate Manager (ETH800) is not waived.

5) See the [CPM Experience Form](#) for details about qualifying real estate management experience.