

Becoming a CPM® Candidate Member

Being a CPM Candidate Member connects you with the organization, including a local IREM® Chapter, and guarantees that you stay informed about your progress toward fulfilling the requirements for the CPM designation.

To become a CPM Candidate Member:

- Complete the CPM Candidate application and send it to IREM Headquarters with the non-refundable application fee, which is \$160 (\$80 for current IREM Members). You can also apply online at www.irem.org/JoinIREM/CPM.
- Either hold a real estate license or validate that you are not required to have one.
- Pledge to uphold the IREM Code of Professional Ethics.
- Be confirmed by the local IREM Chapter.

Vendors, suppliers, and service providers to the real estate management industry are not eligible for CPM candidacy.

The Chapter Network

IREM has chapters throughout the country. If you live or work within the jurisdiction of an IREM Chapter, you will be assigned to a chapter based on your preferred mailing address. Or you may choose your chapter affiliation by indicating the chapter on the CPM Candidate Application. At the same time that you receive your membership approval letter, a notification of your membership is sent to your chapter.

When you are approved as a CPM Candidate:

- Once your CPM Candidate application is received, you will receive an e-mail confirming your membership within 8 business days.
- You will receive official notification of your approval from IREM Headquarters.
- Review the CPM Candidate Handbook; your guide to completing the requirements to become a CPM, at www.irem.org/CandidateHandbook.
- You become a member of IREM and will immediately begin to receive member benefits and services.
- You will be invoiced for your prorated CPM Candidate dues for the current year; national dues for the full year are \$495. You will also be responsible for local chapter dues. You then will be invoiced for annual dues each subsequent calendar year. You are required to pay your national and chapter dues annually to maintain your CPM Candidate membership.
- You can keep up-to-date on your candidacy status and membership record anytime by logging into www.irem.org/myIREM and reviewing your Candidate Status Report.
- You must continuously adhere to and abide by the IREM bylaws, policies, and IREM Code of Professional Ethics.

Not ready to become a CPM Candidate
but still want a connection to the IREM
community? Visit
www.irem.org/Associate

Experience

Have three years (36 months) of qualifying real estate management experience meeting the established minimum portfolios and performing a minimum number of functions on those portfolios as outlined by IREM*. View the portfolio and function requirements at www.irem.org/CPMexperience.

Education

Meet one of four education options.

Option 1. IREM Courses

Complete seven required courses – available in classroom and online formats. Course descriptions and schedules are available at www.irem.org/education. To maximize understanding of the course content, it is highly recommended that you take the courses in this order:

1. “Budgeting, Cash Flow, and Reporting for Investment Real Estate” (FIN402)
2. “Marketing and Leasing Strategies for Retail Properties” (MKL404) or “Marketing and Leasing Strategies for Multifamily Properties” (MKL405) or “Marketing and Leasing Strategies for Office Buildings” (MKL406)
3. “Leading a Winning Property Management Team” (HRS402)
4. “Managing Maintenance Operations and Property Risk” (MNT402)
5. “Financing and Loan Analysis for Investment Real Estate” (ASM603)
6. “Performance and Valuation of Investment Real Estate” (ASM604)
7. “Asset Analysis of Investment Real Estate” (ASM605)

If you have already taken previous IREM courses, go to www.irem.org/JoinIREM/CPM to view the CPM Course Equivalency Chart. For a complete schedule of IREM courses, visit www.irem.org/Education.

Option 2. Other Designations

Hold one the following designations — CCIM, CFM, CSM, PCAM, RPA, or SIOR and submit the fast-track approval fee.

Option 3. College Degree

Have an bachelors or graduate degree with a major, minor, or concentration specifically in real estate or property management from a regionally accredited college or university and submit the fast-track approval fee.

Option 4. Professional Experience

Have 20 years of qualifying* real estate management experience and submit the fast-track approval fee.

(* as outlined under **Experience** below)

For more information, visit www.irem.org/CPMFastTracks

Management Plan

Pass the management plan requirement by fulfilling one of two options.

Option 1. Prepare and receive a passing evaluation on a management plan on an actual property of your choice following detailed guidelines provided by IREM.

Option 2. Complete and receive a passing score on a management plan skills assessment (MPSA®). The MPSA is available in a four-day classroom offering as part of a CPM Capstone Track.

CPM Certification Exam

Pass the CPM certification exam, which covers these competency areas: financial operations and asset management, human resource management, legal and risk management, maintenance and operations, and marketing and leasing.

Ethics

Attend a classroom offering and pass the exam for “Ethics for the Real Estate Manager” (ETH800) and continue to commit to uphold the IREM Code of Professional Ethics. A copy of the Code is included in this application.

Other requirements

- Be current with annual national and chapter dues. (national dues are \$495; chapter dues vary by chapter.)
- Be a CPM Candidate for a minimum of one year, or be an ARM or ACoM Member in good standing for the 12 months prior to CPM approval.
- Hold a real estate license or verify that you are not required to have one for your current position.
- Submit three Professional References. Forms can be found at www.irem.org/MyReferences
- Attend two IREM Chapter meetings or events during the 12 months immediately prior to CPM approval.
- Submit a CPM application with the application fee, which is \$210.
- Be interviewed and recommended for approval by your IREM Chapter.
- Be affiliated with the NATIONAL ASSOCIATION OF REALTORS®.

CPM Candidate Application

Please type or print clearly all information

Apply online at www.irem.org/JoinIREM/CPM

(Page 1 of 2)

Mr.	Ms.	First Name	M.I.	Last Name
Business Name			Date of Birth (Month/Date/Year)	
Business Address			Residence Address	
City/State/ZIP			City/State/ZIP	
Mailing Address (check one) <input type="checkbox"/> Business <input type="checkbox"/> Residence			Directory Address (check one) <input type="checkbox"/> Business <input type="checkbox"/> Residence	
Daytime Phone Number		Evening Phone Number		Mobile Phone Number
E-mail Address			Fax Number	

Were you referred by an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever taken an IREM course(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who? (Full Name)	If yes, did you take any IREM course under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	IREM ID# (if known)
If yes, what name?	

IREM Chapter Affiliation:
As a CPM Candidate, you will be required to affiliate with an IREM Chapter, provided that you work or reside within a chapter's jurisdiction. If you have a preference as to which chapter you would like to affiliate with, please indicate the chapter name or number below. If no preference is given, you will be assigned to a chapter based on your mailing address. _____

1. Do you currently manage property? Yes No
If yes, types of property _____
2. What is your position in your current company? _____
What type of company? _____
Briefly describe your current position _____
3. Does your state require someone in your position to hold a real estate license? Yes No
4. Do you have a current active real estate license? Yes No
5. Have you earned a Bachelor's or a Master's degree in real estate or property management (major, minor, or concentration)? Yes No
6. Do you hold any of the following designations? CCIM CFM CSM PCAM RPA SIOR

To be approved as an CPM Candidate Member you must be of good moral character and unquestionable integrity, and demonstrate sincerity of purpose. **If you answer "Yes" to any of the questions below, attach a separate, written explanation that includes the following information:** The date of the incident/issue with all relevant facts; date of resolution including any legal action, discipline, and/or settlement, or, if not resolved, an explanation of the status; any mitigating factors; any additional relevant information that helps in understanding the totality of the situation.

1. Yes No Have you been convicted of a crime?
2. Yes No Are you currently a defendant in any pending criminal proceeding?
3. Yes No Are you currently a respondent in or have you ever been found guilty of a civil, regulatory, or administrative proceeding involving fraud, misrepresentation, or misappropriation of funds or property?
4. Yes No Have you ever been subject to disciplinary action by IREM, a member board of NAR, any other professional organization, or a licensing body?
5. Yes No Have you as a real estate professional, or any real estate property management firm you are or were a principal in, been involved in a business bankruptcy?
6. Yes No Have you, or a firm you were a principal in, to your knowledge, ever been involved as defendant or respondent in an action involving alleged fraud, misrepresentation, or misappropriation of funds or property?

CPM Candidate Application

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(Page 2 of 2)

Applicant Name _____

Please read these rules and regulations before signing and submitting this CPM Candidate Application.

In connection with the Institute of Real Estate Management considering this application, I agree that:

- A. All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make any statement with knowledge of its falsity, I understand that it shall be cause for denial of candidacy, CPM Candidate status and membership in the Institute. I further agree to submit to the jurisdiction of the IREM Ethics Committee in the event that allegations of unethical or improper conduct arise during the pendency of this application.
- B. All additional information that may be needed by IREM shall be supplied by me upon request.
- C. I shall conduct my real estate management activities in accordance with the IREM Code of Professional Ethics and shall also be bound by the bylaws and policies of the Institute as they are now or as they may be amended from time to time subsequent to this application and the decisions of any Institute committee and the Governing Council affecting my membership in the Institute.
- D. I agree that the Institute may censure, suspend, expel, or otherwise terminate this candidacy membership, if granted, in accordance with the Institute's bylaws, policies, and item A above, and that the Institute, its officers, members, employees, and agents may disclose its actions, in full or part, to the members of the Institute and the general public.
- E. I shall pay annual dues and fees as set by the Institute and the appropriate chapter.
- F. I, for and on behalf of myself, and my heirs, assigns, administrators, and each of them waive and forever release all claims and demands, or causes of action and each of them, that I or they may have now or may in the future have against the Institute, its members, its officers, councilors, employees, chapters, or others who may supply information or material to the Institute, and each of them, for any act or omission of the Institute, its members, its officers, councilors, employees, chapters, or any others and each of them including but not in any way limited to its or their acts or omissions in granting candidacy or CPM membership in the Institute, failing to grant candidacy or CPM membership, or in censuring, suspending, expelling, or terminating such a candidacy or CPM membership.
- G. The local IREM Chapter shall verify all information herein provided.
- H. Upon acceptance as a CPM Candidate and, subsequently, approval as a CPM, portions of my annual CPM Candidate dues or CPM dues (in the amount of the current subscription rates) will be allocated for a subscription to the *Journal of Property Management (JPM®)*.
- I. I hereby confirm that I am not a vendor, supplier, or service provider to the real estate industry.

Your signature verifies the accuracy of the information on this application, acknowledges that you have read the rules and regulations stated above, and confirms that your application is complete.

Signature _____ Date _____

What prompted you to apply for CPM Candidacy? (Check one)					
<input type="checkbox"/> Advertising	<input type="checkbox"/> Catalog/Brochure	<input type="checkbox"/> Colleague	<input type="checkbox"/> Customer Relations	<input type="checkbox"/> Direct Mail	<input type="checkbox"/> E-mail
<input type="checkbox"/> Employer	<input type="checkbox"/> IREM Chapter	<input type="checkbox"/> IREM Website	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Professor or Instructor	<input type="checkbox"/> Trade Publication
<input type="checkbox"/> Other _____					

CPM Candidate Application fee

IREM Federal ID Number 36-6214767

Non-refundable application fee: \$160

(If you are a current IREM Member, the application fee is \$80)

Check enclosed (made payable to IREM)

Send application with payment to:

CPM Candidate Application
Institute of Real Estate Management
430 N. Michigan Ave.
Chicago, IL 60611
admissions@irem.org

To pay by credit card, please visit www.irem.org/joinIREM/CPM.

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IREM® practices diversity. We are an inclusive organization that embraces and values differences and welcomes individuals of all races, genders, creeds, ages, sexual orientations, gender identities, and national origins, and individuals with disabilities, providing an equal opportunity environment among its members, vendors, and staff.