

## Checklist for Earning the CPM<sup>®</sup> Designation

*As of January 1, 2018*

The following provides an overview of the requirements to earn the CPM<sup>®</sup> designation and becoming a CPM<sup>®</sup> Member. Although requirements are not linear, it is highly recommended that the education requirement be completed prior to attempting the management plan/MPSA<sup>®</sup> and the CPM<sup>®</sup> certification exam.

### Experience

- 3 years (36 months) of qualifying real estate management experience as defined by IREM<sup>®</sup> ([meeting portfolio and function minimums](#))

### Education – Select one of four options

#### Option 1

##### IREM<sup>®</sup> Courses

- [FIN402](#)
- One MKL400-level course  
[MKL404](#), [MKL405](#), [MKL406](#)
- [HRS402](#)
- [MNT402](#) *\*Suggested order, especially*
- [ASM603](#) *ASM603-ASM605*
- [ASM604](#)
- [ASM605](#)

#### Option 2

##### Other Designations Fast Track

- Hold a CCIM, CFM, CSM, PCAM, RPA, or SIOR designation and submit fast track approval fee

#### Option 3

##### Real Estate Degree Fast Track

- Have a bachelors or graduate degree with major, minor, or concentration in real estate or property management and submit fast track approval fee.

#### Option 4

##### Professional Experience Fast Track

- Have 20 years of qualifying professional experience (as verified via experience reports and approved by chapter) and submit fast track approval fee

### Management Plan – Select one of two options

#### Option 1

- [Pass management plan on an actual property \(MPLIND\)](#)

#### Option 2

- [Pass management plan skills assessment \(MPSA<sup>®</sup>\)](#)

### Examination

- [Pass CPM<sup>®</sup> certification exam](#)

### Ethics

- Attend and pass exam for [ETH800](#)
- Pledge to uphold the [IREM<sup>®</sup> Code of Professional Ethics](#)

### Other Requirements

- Be a CPM<sup>®</sup> Candidate for a minimum of one year or an ARM<sup>®</sup> or ACoM Member in good standing for the 12 months prior to CPM<sup>®</sup> approval
- Submit a CPM<sup>®</sup> application with the \$210 application fee
- [Submit three \(3\) Professional References](#) (this process can be managed completely online)
- Be current with annual national dues
- Be current with annual chapter dues
- Hold a real estate license or verify that you are not required to have one for your current position
- Be affiliated with the NATIONAL ASSOCIATION OF REALTORS<sup>®</sup>
- Attend two IREM<sup>®</sup> Chapter meetings or events during the 12 months immediately prior to CPM<sup>®</sup> approval
- Be interviewed and recommended for approval by the local IREM<sup>®</sup> Chapter

**Not ready to apply for CPM<sup>®</sup> Candidate membership? Enjoy member benefits as an Associate Member!**  
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