

Earning the CPM® Designation

Requirements as of January 1, 2017



This checklist gives an overall view of the requirements to earn the CPM® designation and becoming a CPM® Member. The requirements are not linear – you can work on multiple requirements simultaneously. However, it is recommended that you complete the education requirement before attempting the management plan/MPSA and the CPM® certification exam.

Experience

- 3 years (36 months) of real estate management experience (meeting portfolio and function minimums; portfolio and function requirements)

Education – Select one of four options

Option 1: IREM® Courses

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

Option 2

- [Pass management plan skills assessment \(MPSA®\)](#)

Examination

- [Pass CPM® certification exam](#)

Ethics

- Attend and pass exam for [ETH800](#)
- Pledge to uphold the [IREM® Code of Professional Ethics](#) (included as part of the CPM® Candidate application; also listed at www.irem.org/ethics)

Other Requirements

- Be a CPM® Candidate for a minimum of one year or an ARM® or ACoM Member in good standing for the 12 months prior to CPM® approval
- Submit a CPM® application with the \$210 application fee
- Submit three (3) Confidential Letters of Recommendation (provided upon CPM® Candidate approval)
- 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®
- Attend two IREM® Chapter meetings or events during the 12 months immediately prior to CPM® approval
- Be interviewed and recommended for approval by the local IREM® Chapter



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