ARM® Checklist

This simple checklist outlines the path to earning your ARM. Make sure you review all four steps below to get a full understanding of your journey, and the time and cost commitments involved. Those seeking the ARM should follow the steps and tasks in the exact sequence outlined below.

Step 1: Learn — Time: 5 days, Cost: $1,243[1]

Take 2 ARM certification courses via the ARM Track

Registering is easy – ARM Track (ARMTRK). It combines the courses below with the ARM Certification Exam.

- ☐ 1. Ethics for the Real Estate Manager in the classroom (ETH800) –or– Real Estate Management Ethics Online (ETH001) if not taking the ARM Track
- ☐ 2. Managing Residential Properties (RES201)

Waive an ARM course with the ARM Fast Track

Those seeking the ARM can waive RES201 or CID201 if you meet either of the following criteria:

- Hold a CPM, CAM, CRM or RAM designation, and take ETH800 or ETH001
  -OR-
- Have a bachelors or graduate degree with major, minor or concentration in real estate or property management — or an associate's degree in a non-commercial property or real estate management program, and take ETH800 or ETH001

Alternative learning options for the ARM

- MNT402, HRS402, FIN402, MKL410, and ETH800 (recommended if you intend to earn CPM®)
- CID201 and ETH800 (recommended for condo/HOA managers)
- MXD201 and ETH800 or ETH001
- MAH201 and ETH800 or ETH001

Step 2: Test — Time: 1/2 day, Cost: Included in ARM Track tuition

Pass the ARM Certification Exam via the ARM Track[2]

- ☐ 1. Pass the ARM Certification Exam (ARMEXM), an open-book exam covering all coursework and acquired skills

Step 3: Apply — Time: 1 hour, Cost: $160/340[3]

Complete your ARM application with the ARM Experience Form

- ☐ 1. Download and complete the official ARM application
- ☐ 2. Have 12 months of qualifying experience managing a residential or mixed-use portfolio of a minimum size – and record it on your ARM Experience Form in the ARM application
- ☐ 3. Pay the non-refundable application fee[3]

Ethics and IREM

IREM was born out of a duty to uphold morality and ethics in property management. In your ARM application, you'll pledge to uphold the IREM Code of Professional Ethics. The Code helps ensure integrity and professionalism in real estate management.

Step 4: Graduate — Time: 1-2 months

Once your application is approved, you have graduated

Congratulations! IREM will review your application and provide a decision. If approved, you can begin using the ARM certification with your name on professional profiles, email signatures, business cards, and more. You'll also be presented with an official ARM certificate and pin.

Once approved as an ARM, you are required to maintain your certification each year by paying annual ARM dues and IREM chapter dues, which also includes membership. Dues and fees are not refundable.[4]

1. Existing members receive discounted pricing.
2. The ARM Certification Exam can be taken as part of the ARM Track (ARMTRK), or standalone (ARMEXM).
3. Apply between Nov. 1 - Dec. 31, 2025 and enjoy membership through Dec. 31, 2026 for a non-refundable fee of $340 ($170 for current members). Apply Jan. 1, 2026 or after, and enjoy membership through December 31, 2026 by paying a non-refundable application fee of $160 ($80 for current members).
4. Upon approval, no additional ARM fees or dues will be owed during approval year. To maintain the ARM, annual dues are owed.

Accurate through December 31, 2025

IREM® INSTITUTE OF REAL ESTATE MANAGEMENT