



# New CPM<sup>®</sup> candidate welcome handbook

Welcome to IREM<sup>®</sup>



For those who manage  
to make a difference.<sup>™</sup>



# Welcome!

Welcome to IREM! We're glad to have you as a member. Your membership means you're part of a community of talented individuals who value knowledge and excellence in real estate management.

We're an international institute for property and asset managers, providing complete knowledge to take on real estate management's most dynamic challenges.

By becoming a member, you've chosen to connect yourself to the wider IREM community, and for that we applaud you!

To help you get the most out of your membership, we've developed this welcome handbook to give you some valuable tools to assist you along the way. We hope you enjoy all of the various links, charts, and graphics included to help you learn more about IREM and your membership.

We hope you take full advantage of your IREM membership and all the benefits that come along with it. We're excited to have you as a member and look forward to helping you achieve your career goals.

The IREM Customer Experience Support Squad is always here to assist you. Simply contact us at [getinfo@irem.org](mailto:getinfo@irem.org) or (800) 837-0706. We're available Monday–Friday, 8 a.m. – 5 p.m. Central Time.

Welcome, and thanks for choosing IREM!

Your IREM Team



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## CPM candidate orientation information

Below are resources to help you get used to your new membership.

### Now that you're a member:

- Access expert tools:
  - [IREM Income/Expense IQ benchmarks](#), published annually
  - [IREM Financial Analysis Spreadsheet Toolkit](#)
  - Over 250 downloadable IREM property manager forms and checklists
- Download and become familiar with all the information in the [CPM Handbook](#)
- Take advantage of learning opportunities.
- Review the [CPM explainer video](#)

### Staying connected

- Stay up-to-date on [IREM events](#)
- Log in to [myIREM](#) to keep track of all your contributions, transcripts, courses, resources, and more
- Connect with us on social media



- Our website offers many helpful tools and resources on various topics for your everyday work
- Visit the [IREM store](#) for books, forms, and promotional items available for purchase

## Your IREM account

To log in to your account, follow these steps:



Log into your account.

Enter your username here (your username is the email address associated with your account)

Next

[Forgot Username?](#)

[Create Account](#)

Login

Enter your password here

[Forgot Password?](#)

To reset your password, click "Forgot Password" and then follow the instructions to reset.

### Elevate your IREM experience

Our focus is to enhance the IREM member experience, which includes enhancing the information in your profile. This is the number one tool we use to communicate with you. By completing your professional profile, we learn more about you and how we can better serve your needs.

\*Note: Keep your profile information current so we can provide you updates most relevant to your work and experience!

Here is a snapshot of the information you can update within your profile:

- Position in company
- Career level
- Education level
- Other credentials
- Property type managed
- Type of company
- Areas of expertise
- Scope of your company
- Value of assets managed

# CPM FAQ's



[The CPM FAQs](#) are questions most CPM candidates want answers to. These are updated continuously to provide you with the most relevant information you need.

## Resources to guide your CPM journey



### [CPM checklist](#)

A simple checklist to keep track of the steps



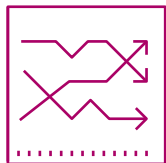
### [CPM Handbook](#)

A full download of the CPM from start to finish. Information about core competencies, what you'll gain, the costs, and testimonials from your IREM network.



### [CPM Open House](#)

Free quarterly webinars designed to walk through the CPM process. Whether you're halfway through or just getting started, get a refresh on the information!



### [My Certifications](#)

Found in your myIREM profile, My Certifications is your go-to resource for the CPM. Find your personalized CPM progress report to track your progress towards the CPM. Submit your CPM qualifying experience. And, once you've eligible for graduation, complete your CPM candidate file.

# Your membership



Congratulations on taking the first steps towards the CPM by enrolling in the CPM program. By enrolling, you are a CPM candidate with IREM. As a member, you gain access to unique benefits and savings. To maintain your membership, annual dues payments are required. IREM HQ will reach out when it is time to renew your dues.

## Membership benefits overview

Review the links below to see the various benefits available to you as an IREM member!

- Save 20% on IREM certification courses
- Save up to 40% on webinars and skills-on-demand courses
- Save up to 20% on IREM books and publications
- Preferred pricing for events including the IREM Global Summit
- Real Estate Management News
- 4 free webinars annually

# Your courses

## How to access IREM Learning

Once logged in to myIREM, click My courses. That will take you directly to IREM Learning where you can view your past, current, and future courses and webinars.



myIREM ▾ Join Contact Hello



Certifications Membership Courses Tools Publications Events Advocacy About



## myIREM

myIREM

My profile

My certifications

My committees

My contributions

My courses

My digital badges

My membership

My Obligations

My transcripts

## Elevate my IREM experience



Update my personal profile



Update my professional profile




Update my contact information



Dashboard IREM Home English (United States) (en\_us) Q 🗨 🔔 👤

# Education that makes a difference.




- Dashboard
- Site home
- Calendar
- Content bank
- Transcript
- My courses

### Announcements


Welcome to your new IREM Learning Dashboard! We are making minor updates to enhance the learner experience. These updates will have no impact on the status of your courses and webinars.

In the new Dashboard, use filters to view your In Progress, Future, and Past courses and webinars. "Star" courses or webinars to view them at any time. Sort by Course Name or Last Accessed courses and display your courses and webinars in Card or List view. If you have any questions, please contact us at: [getinfo@irem.org](mailto:getinfo@irem.org).



### Course Overview

▼ In progress 📄 Course name 🗃 Card



No courses

### Latest news

Add a new topic...  
1:04 PM, Jul 14  
Suzanne Hill  
Don't See Your Course? Check the Past or Future tabs  
7:23 PM, Jan 26  
Suzanne Hill  
Learn on the go with the new IREM Learning app!  
1:59 PM, Jul 9

If you have difficulty logging in, please use the reset username and password feature. Please do not create a new account.



# IREM Chapters

## Chapter information

Use the chapter [locator tool](#) to find any of our chapters.

When you joined, you were automatically assigned to an IREM chapter based on your primary mailing address. You're able to switch to a different chapter if you would like. Contact us through your myIREM profile.

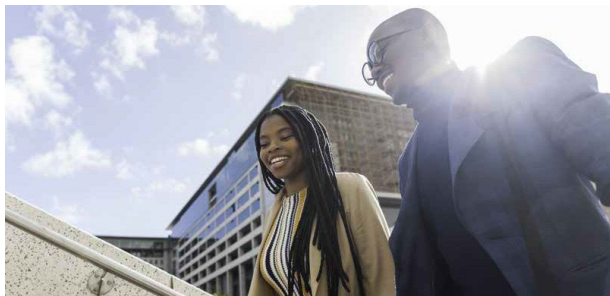
## Benefits of an IREM chapter:

### Networking opportunities

Participate in local conferences, programs, and social functions to connect and learn from colleagues in your area.

### Local information & resources related to property management

Chapters provide resources that enable members to stay up to date on the issues affecting property management at the local level.



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### Education

Gain access to educational programs and topics geared specifically to your location.

### Legislative activity

Local chapters follow state and local laws, ordinances, and programs related to and affecting property management in your area.

### Connect

Access the member directory to find real estate managers, companies, or to connect with other IREM colleagues and business referrals.

## Get involved with IREM

Volunteer today to connect with like-minded individuals who are passionate about the industry, enrich your professional experience, and influence the future of IREM. Learn more about IREM's [volunteer opportunities](#) and get involved.

To learn more about volunteering on the chapter level, we encourage you to reach out directly to your [chapter](#).

Thank you for being a member!

We value you and  
your membership.

