



# CPM® Checklist

This simple checklist outlines the path to earning your CPM. Make sure you review all four steps below to get a full understanding of your journey, and the cost and time commitments involved. Once enrolled, visit [irem.org/myIREM](http://irem.org/myIREM) and click on "Certification Progress" to check your certification status.



## Step 1: Enroll — Time: 10 minutes, Cost: \$425<sup>1</sup>

Review all steps and enroll

- 1. Enroll online for the CPM at [irem.org/cpmenroll](http://irem.org/cpmenroll)
- 2. Pay the one-time non-refundable enrollment fee of \$425



## Step 2: Learn — Time: 12-18 months, Cost: \$4,518<sup>2</sup>

Successfully complete 8 CPM certification courses

- 1. Ethics for the Real Estate Manager ([ETH800](#))
- 2. Budgeting, Cash Flow, and Reporting for Investment Real Estate ([FIN402](#))
- 3. Marketing and Leasing Strategies for Investment Properties ([MKL410](#))
- 4. Leading a Winning Property Management Team ([HRS402](#))
- 5. Managing Maintenance Operations and Property Risk ([MNT402](#))
- 6. Financing and Loan Analysis for Investment Real Estate ([ASM603](#))
- 7. Performance and Valuation of Investment Real Estate ([ASM604](#))
- 8. Asset Analysis of Investment Real Estate ([ASM605](#))

### Waive CPM Courses with the [CPM Fast Track](#)<sup>3</sup>

CPM candidates who meet any one of the conditions below receive credit for all courses except ETH800:

- Hold a CCIM, CFM, CSM, PCAM, RPA, CRRP, or SIOR designation
- Have a bachelors or graduate degree with major, minor or concentration in real estate or property management
- Have 20 years of qualifying real estate management experience as verified via CPM Experience Form



## Step 3: Test — Time: 3 days - 1 month, Cost: \$1,774

Pass the [CPM Capstone](#) two-part final assessment

- 1. Management Plan Skills Assessment (MPSA)
- 2. CPM Certification Exam (CPMEXM), an open-book exam covering all coursework and acquired skills

### Interested in other options?

As an alternative to the MPSA, you can submit a Management Plan ([MPLIND](#)).



## Step 4: Graduate — Time: 1-2 months, Cost: \$785+

Complete your CPM candidate profile

Once you are eligible for graduation, IREM® HQ will contact you to provide you with the graduation and experience forms.

- Have 36 months of qualifying real estate management experience by the time of graduation, recorded on your CPM Experience Form
- Be a CPM candidate at the time of graduation and have been a CPM candidate for at least one year (this requirement is deemed as having been met for those who are ACoMs or ARMs for at least 12 months prior to graduation)
- Pay annual CPM candidate dues of \$530 plus IREM chapter dues (varies by chapter)<sup>4</sup>
- Pay one-time graduate process fee of \$270<sup>4</sup>
- Become an Institute Affiliate of NAR (if not currently a member of the National Association of REALTORS®), current year's dues included in graduate fee above
- Attend at least 2 chapter events in the 12 months before graduation

- 1) No additional charges for the current calendar year. To maintain the CPM, annual dues are owed.
- 2) Varies by course. Cost reflective of CPM candidate discounted pricing.
- 3) Requires submission, and approval, of form and Fast Track Approval fee.
- 4) Dues and fees are not refundable.