



# Strengthen Your Front Line to Increase Your Bottom Line

If you manage multiple apartment communities or you are an experienced apartment manager with a CAM, ARM or RAM designation, earning your **Certified Apartment Portfolio Supervisor (CAPS)** designation is your next step to advancing your career. Register for the CAPS training courses, sponsored by the National Apartment Association Education Institute and the Apartment Association of Orange County.

## When:

March 20-23, 2012 at AAGLA Headquarters located at 621 S. Westmoreland Avenue, Los Angeles, CA 90005.

## Who should attend:

- Multi-site supervisors or experienced apartment managers with a CAM, ARM or RAM designation.

## Course Price:

- \$1250 for the entire designation.
- Group discounts available.
- Minimum of 10 students.

## Instructor:

Alex Jackiw, CAPS, CPM, is responsible for all aspects of property and asset management at Buckingham as well as new business development. She oversees a diverse portfolio of assets totaling almost 18,000 units and 400,000 square feet of commercial space in a six-state area. Her experience includes all aspects of property management, marketing, training, consulting, receivership assignments and new business development.

**CAPS is a nationally recognized designation.**

## Training covers:

- Legal Responsibilities and Risk Management
- Financial Management
- Property Performance Management
- Property Evaluation and Due Diligence
- Effective Leadership

# CAPS

**CERTIFIED APARTMENT  
PORTFOLIO SUPERVISOR**

To register contact Kim McCrossen at 703/518-6141, ext. 121 or [kimberlymccrossen@naahq.org](mailto:kimberlymccrossen@naahq.org).

Apartment Association of Orange County  
12822 Garden Grove Blvd., Suite D | Garden Grove, CA 92843  
714/638-5550 | 714/638-6042 FAX | [www.aoc.com](http://www.aoc.com)



# Registration Form

## Certified Apartment Portfolio Supervisor (CAPS) Training

Sign me up for:

- The CAPS Designation  
March 20-23, 2012

**The price is \$1250 for the entire CAPS designation.**

All courses will be held 9:00 a.m. to 5:00 p.m. at AAGLA Headquarters, located at 621 S. Westmoreland Avenue, Los Angeles, CA 90005.

\* There is a minimum of 10 students \*

### NAAEI Refund Policy

Absolutely no refunds will be issued. If for any reason you cannot attend the course, you or your company may send someone in your place. If you choose to drop the class and cannot replace your seat, you may receive a credit towards another National Training course.

Name: \_\_\_\_\_

Payment: (circle one)

Company: \_\_\_\_\_

VISA      AMEX      MC

Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Exp Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name on the Card: \_\_\_\_\_

**CAPS** 

**CERTIFIED APARTMENT  
PORTFOLIO SUPERVISOR**

**Fax your completed form and payment to  
Kim McCrossen at 703/248-8370.**

Make checks payable to NAAEI and mail to:

Kim McCrossen

NAAEI

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Suite 400

Arlington, VA 22203



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