



How to Obtain and Maintain the NAAEI Certified Apartment Supplier (CAS) Designation

To obtain a CAS designation you must: have worked in the apartment industry for at least 12 months in a supplier role; successfully complete the four required courses; and meet all examination requirements within 24 months of declaring your candidacy for CAS.

To maintain a CAS designation you must: pay annual renewal dues of \$100.00; and, beginning at your second renewal, report completion of three Continuing Education Credits (CECs) for the preceding year. (Each December, NAAEI mails each designate an invoice, a CEC reporting form and complete information about CEC requirements.)

Required CAS Courses

Management of Residential Issues — This course covers: customer service, occupancy management, security, emergency management, operations technology and resident relations. *This course is 9 hours.*

Risk Management — This course covers: minimizing risks to residents, minimizing risks to staff, handling emergencies, liability and insurance. *This course is 5 ½ hours.*

Financial Management — This course covers: investments, adding value to investments, financial statements, budgets and property valuation. *This course is 6 hours.*

Fair Housing — This course covers: Fair Housing laws, people with disabilities, advertising and Fair Housing, Fair Housing complaints, management practices and government housing. *This course is 5 ½ hours.*