



# *Designated Striver?*



Did you take a job but discover an exciting career in the apartment industry? Are you ready to take the next step in your professional development and become a certified success by earning your designation?

By becoming a **Certified Apartment Supplier (CAS)**, you can take your career to the next level.

CAS isn't just a title. CAS training helps you better meet the needs of the apartment communities you serve. Training covers:

*Required:*

- Management of Residential Issues
- Risk Management
- Financial Management

*Electives (select one):*

- Legal Responsibilities
- Human Resource Management
- Fair Housing
- Marketing
- Property Maintenance for Managers

Learn more about how you can earn your designation.

Visit [www.naahq.org](http://www.naahq.org)

*You're already a Success. Become a Certified Success.*

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## How to Obtain and Maintain the NAAEI Certified Apartment Supplier Designation

**To obtain a CAS designation you must:** have worked in the apartment industry for at least 12 months; successfully complete the three required courses (which total 20.5 hours) and one of the elective courses listed below (which range from 4.5 to 9.5); 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 COURSES:

- **Management of Residential Issues<sup>©</sup>** - A 9-hour program that covers: customer service, occupancy management, security, emergency management, operations technology and resident relations.
- **Risk Management<sup>©</sup>** - A 5.5-hour program that covers: minimizing risks to residents, minimizing risks to staff, handling emergencies, liability and insurance.
- **Financial Management<sup>©</sup>** - A 6-hour program covers: investments, adding value to investments, mathematics review, financial statements, budgets, and property valuation.

### ELECTIVE COURSES:

- **Legal Responsibilities<sup>©</sup>** - A 6.5-hour program that covers: Equal Employment Opportunity (EEO), OSHA and hazardous materials, lease and evictions, vendor contracts.
- **Human Resource Management<sup>©</sup>** - A 9.5-hour program that covers: executive summary, employment law, employment practices, payroll administration, training and supervision, termination.
- **Fair Housing<sup>©</sup>** - A 5.5-hour program that covers: Fair Housing laws, families with children, people with disabilities, advertising and Fair Housing, Fair Housing complaints, management practices, government housing.
- **Marketing<sup>©</sup>** - A 4.5-hour program that covers: introduction to marketing, conducting marketing research, promotional marketing, on-site marketing, and the marketing plan.
- **Property Maintenance for Managers<sup>©</sup>** - A 5.5-hour program that covers: team building, the on-site manager's role, exterior maintenance, interior maintenance, preventive maintenance, maintenance safety.