



IROP Online Completion Instructions



The Independent Rental
Owner Professional Course



Welcome to IROP Online!

Congratulations on taking an important step in your career. The Independent Rental Owner Professional credential opens the door to opportunities throughout the apartment industry.

The following steps will guide you toward the achievement of your credential. Save these instructions for reference throughout your candidacy.



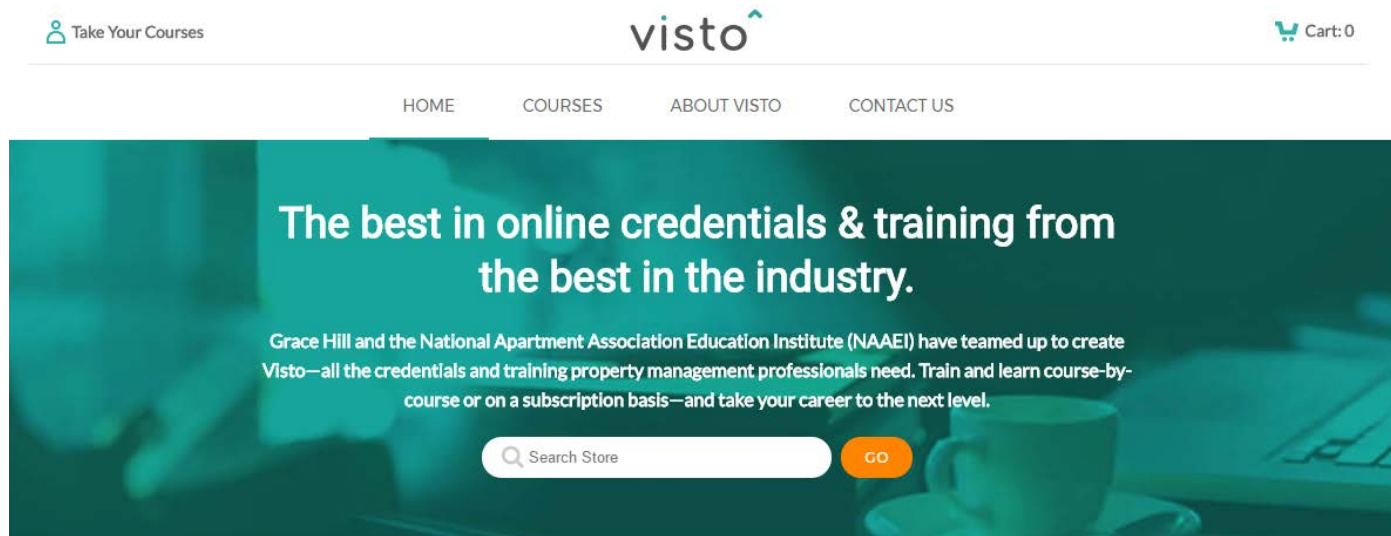
Enroll as a Candidate

- Visit <https://members.naahq.org> to create an NAA account (if you don't already have one) and to enroll as a candidate in the IROP program.
- Candidacy is a one-year period during which you must complete the IROP course modules and pass the comprehensive exam.



Purchase the IROP Course

- Purchase the IROP Online course at www.gowithvisto.org.
- After purchasing the course, you will receive a confirmation email with a link to access the program. You can also access your course at www.gowithvisto.org by clicking on the Take Your Courses button on the top left side of the home page.





About the IROP Exam

- Once you have completed the course, contact education@naahq.org to request your exam instructions.
- The IROP exam consists of 65 multiple choice questions and is timed for one hour and 30 minutes. The exam is administered by Castle Worldwide and can be accessed on any computer with an Internet connection.
- The IROP exam is scored pass/fail.
- If you do not pass the exam, you make retake the exam after seven days have elapsed. A retake fee of \$30 will be charged when you log in to retake the exam.
- Contact education@naahq.org to obtain a retake exam eligibility code.

Retrieve Your Digital Badge, Certificate and Pin

- Within a few days of successfully completing the IROP exam, you will receive an email from ProExam Vault with instructions for downloading your digital badge.
- Digital badges can be used in the signature line of emails, on digital resumes and on LinkedIn, Facebook and other social media.
- Allow 3-4 weeks after your exam completion to receive your official certificate and pin in the mail.
- Be sure that your correct mailing and e-mail addresses are on file with NAAEI.



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Thank You



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