

# CAMT ENROLLMENT AND ONLINE COURSEWORK TUTORIAL

May 2022

# Credential Enrollment

Congratulations! You are showing your dedication to your career by choosing to enroll in NAAEI's Certified Apartment Maintenance Technician (CAMT) program.

Enrollment is a two-step process:

1. Creating or identifying your NAA login
2. Completing the credential enrollment form

After you have enrolled as a CAMT candidate and completed the classroom courses, you will complete online practice scenarios and a soft skills training course. Follow these steps carefully to ensure that you will be able to take your exam and receive your certificate in a timely manner.

# Step 1: Identify your NAA User ID

If you have already visited the NAA website, you should have an NAA User ID and password. If not, you can create one. Either way, your first step is to click on the *My Account* button at the top of the NAA website homepage ([www.naahq.org](http://www.naahq.org)).

← → ↻ 🏠 naahq.org

📱 Apps 📅 Concur 🌐 NAA website 📄 Anybill 🌐 Okta 🧑 iSolved ☁️ Salesforce 📦 Workbench 🕒 NAAEI Online Schedu... 🏆 BadgeCert 📅 Days from



Contact Us

My Account



# Step 1: Create your NAA Account

Connecting to 

Sign in with your National Apartment Association (NAA) account  
to access NAA Community



Sign-In

Email

ezolotukhina@naahq.org

Password

.....

☐ Remember me

Sign In

[Forgot password or need to create an account?](#)

On the following page, you will have two options.

1. Sign into your existing account (with the ability to reset your password if you don't have it); or
2. Create a new account.

To create a new account, click “Forgot password or need to create an account?” at the bottom of the page.



# Step 1: Create your NAA Account

Then click Create an Account.

Sign-in with your National Apartment Association (NAA) account to access NAA Community



## Sign-In

Email

ezolotukhina@naahq.org

Password

.....

☐ Remember me

Sign In

Forgot password or need to create an account?

[Reset My Password](#)

[Create an Account](#)

For additional help, contact NAA



# Step 1: Create your NAA Account

## Create My Account

Please provide some information to create your account.

**First Name**

\*required

**Last Name**

\*required

**Email**

\*required

**Password**

\*required

Password must contain one upper, small,  
#\_@ and 8-16 digit.


**Confirm Password**

\*required


Create Account


Fill out your name, email address and password to create your account. Click the green Create Account button.

# Step 1: Create your NAA Account



Sign-In (You may need to reset your password if this is your first time login in with the Single Sign On)

Email 

Password 

☐ Remember me

**Sign In**

Need help signing in?

Once you have created your account, you will be returned to the Sign-In page. Enter your email and password to sign into your account.

# Step 1: Create your NAA Account

## Personal Snapshot

View your latest notifications and snapshots of your profile.

My Profile	<b>Company</b>
Edit My Profile	Summary of your current company affiliations.
My Education Institute	<b>National ID</b>
My Orders	Full Name
My Registrations	Title
Affiliate Portal	Phone
Click & Lease	Mobile
NAA Home	Email
NAA Upcoming Events	Shipping Street
	Shipping City
	Shipping State/Province
	Shipping Zip/Postal Code
	Shipping Country
	Member
	<b>Companies</b>
	Summary of your current company affiliations.
	<b>Primary Affiliation</b>

You will be taken to the Personal Snapshot page, where you can edit your profile, complete additional personal information and enroll in programs. Your NAA ID is listed on this page. You will need your NAA ID to log into your online CAMT coursework.



# Step 2: Complete the Enrollment

To start the enrollment process, click My Education Institute and then Enroll in a Credential.

## Personal Snapshot

View your latest notifications and snapshots of your profile.

[My Profile](#)

[Edit My Profile](#)

[My Education Institute](#)

[My Orders](#)

[My Registrations](#)

[Affiliate Portal](#)

[Click & Lease](#)

[NAA Home](#)

[NAA Upcoming Events](#)

### Company

Summary of your current company affiliations.

**National ID**

**Full Name**

**Title**

**Phone**

**Mobile**

**Email**

**Shipping Street**

**Shipping City**

**Shipping State/Province**

**Shipping Zip/Postal Code**

**Shipping Country**

**Member**

### Companies

Summary of your current company affiliations.

**Primary Affiliation**

## Your Education Overview

[Account Overview](#) /

### Education



[Find A Course](#)



[Visto Online Learning](#)



[Education Dashboard](#)



[Renew My Credential](#)



[Enroll in a Credential](#)




[Schedule My Exam](#)



[Credential Holder Directory](#)

# Step 2: Complete the Enrollment

The form will pre-populate with your account information. Select the option that you are taking the course with a **training provider**.

**Profile Overview** 

**Name:** Sara Belle

**Title:** Property Manager

**Email:** sara@pixiehollow.net

**Phone:** 703-555-1234

**Cell phone:**

**Address:**

**NOTE: CAMT is not offered as an online program. You must select Training Provider as your course option.**

Congratulations on your decision to distinguish yourself with an NAAEI designation! Earning a nationally recognized designation after your name signifies you have made a meaningful commitment to professional excellence.

Will you be purchasing your credential course through Visto, or through a training provider such as; a local apartment association, college or employer?

Training Provider



# Step 2: Complete the Enrollment

## Enrollment Detail

\* Fields in bold are required

**I am taking the course with**

- Select a local apartment association -



☐ **I have already been in contact with my local association**

**I am enrolling in**

CAMT



**I started working in the apartment industry on**



01/01/2019

**Highest level of education completed**

--Select--



**Birth year**



**Supervisor's Name**

**Supervisor's Email**

**Employer**

You must check the box below

- ☐ The data I am providing with this enrollment form is accurate to the best of my knowledge.  
I authorize NAAEI to share designation candidate information with my local NAA affiliated apartment association.

NEXT

After selecting that you are taking the course in the classroom, you will be prompted to complete the following form. All bolded fields are required. Choose the appropriate course sponsor (your local apartment association, college or university). Enter your industry start date to record your employment experience.

Click "Next" at the bottom of the form.



# Step 2: Complete the Enrollment

## Confirm Enrollment Information

### Profile Overview

Name: Amy Monaghan

Title:

Email: amymallen001@gmail.com

Phone:

Cell phone:

Address:

### Enrollment Detail

**I am taking the course with**

Western Technical College

**I have already been in contact with my local association**

No

**I am enrolling in**

CAMT

**I started working in the apartment industry on**

01/01/2019

**Highest level of education completed**

High School or GED

**Birth year**

1974

**Supervisor's Name**

**Supervisor's Email**

**Employer**

BACK

SUBMIT

Once you complete the form, you will see a summary page where you can confirm that your information is correct. To complete the enrollment, click Submit at the bottom of the screen.

# Step 2: Complete the Enrollment

Congratulations! You are now enrolled in the CAMT program. On your dashboard, you will see a confirmation of your enrollment and a list of any other programs you may currently be enrolled in. An email confirmation of your new enrollment will be sent to the email address you have listed in your account.

You have been enrolled in the CAMT program.

Enroll in a new program [here](#)

## Current Programs

Program	Enroll Date	Thru Date	Status	
CAMT	September 3, 2019	September 2, 2020	Enrolled	<a href="#">VIEW</a>

# Online Course Requirements

CAMT online course requirements include:

- ▣ CAMT Practice Scenarios
- ▣ CAMT Soft Skills Training

# Accessing the Online Courses

- ❑ CAMT candidates must complete the online practice scenarios and an online soft skills training course once they have completed the classroom training.
- ❑ Candidates must have an NAA account and be enrolled in the CAMT program through NAA in order to access the online courses (see Steps 1 and 2 above).
- ❑ To access the online practice scenarios, click here: <https://gowithvisto.org/camtsoftskills>.
- ❑ Click on the Add to Cart button.

# Accessing the Online Courses

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[Home](#) [Career Paths](#) [Catalog](#) [Blog](#) [About](#) [Support](#) [Classroom](#)

[Home](#) > [CAMT Soft Skills and Practice Scenarios](#)



## CAMT Soft Skills and Practice Scenarios

**\$0.00**

### Course Description

There are two components of CAMT Online Training: the soft skills course and the practice scenarios. Complete both sections in preparation for your CAMT exam. You may review this material as many times as needed.

This courseware is the online portion of the larger CAMT credential. Add this course to your cart and complete the check out process. This course will be added to your Visto library for you to complete. Once the course is complete, a transcript is available in the Achievements section of your account.

### Course Details

Course Type: [Course](#)  
Course Length: [2 hours](#)  
Course Provider: [NAAEI](#)  
CECs: [0](#)

ADD TO CART

BUY IT NOW






# Accessing the Online Courses

- Your cart will appear. Click Check Out.

and NAAEI

[Home](#) [Career Paths](#) [Catalog](#) [Blog](#) [About](#) [Support](#) [Classroom](#)

## Your cart

Product	Price	Total
 CAMT Soft Skills and Practice Scenarios <a href="#">REMOVE</a>	\$0.00	\$0.00

Add a note to your order

Subtotal \$0.00  
Taxes and shipping calculated at checkout

[CONTINUE SHOPPING](#) [UPDATE](#) [CHECK OUT](#)



# Accessing the Online Courses

My Account

Log In [Create an Account](#)

First Name \* Last Name \*

Position Company

Email (username) \* Phone

NAAEI ID Password \*

[Forgot NAA Member ID?](#) | [Create an NAA ID](#)

Career Paths \*

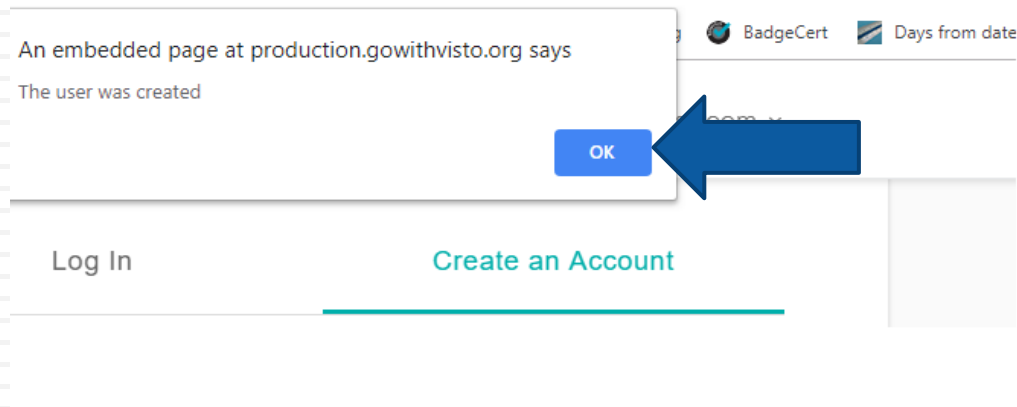
☐ I would like to be added to your [mailing list](#).

[Create Account](#)

- Click on the “Create an Account” tab.
- This is where you create your Visto account. This account is **separate from and not connected to** your NAA account.
- Complete the required fields (marked with an \*), and click “Create Account”.

# Accessing the Online Courses


- A box will pop up. Click “ok”, as indicated by the arrow below.



# Accessing the Online Courses

- Complete the required fields (marked with an \*) of the “My Industry Profile”. Then, click “Save.”

## My Industry Profile

  
[Edit Profile Photo](#)

<b>First Name *</b> Elizabeth	<b>Last Name *</b> Test
<b>Position</b>	<b>Company</b>
<b>Email (username) *</b> yz2432@columbia.edu	<b>Phone</b>
<b>NAAEI ID</b> <a href="#">Forgot NAA Member ID?</a>   <a href="#">Create an NAA ID</a>	<b>Password</b> ***** <a href="#">Reset Password</a>

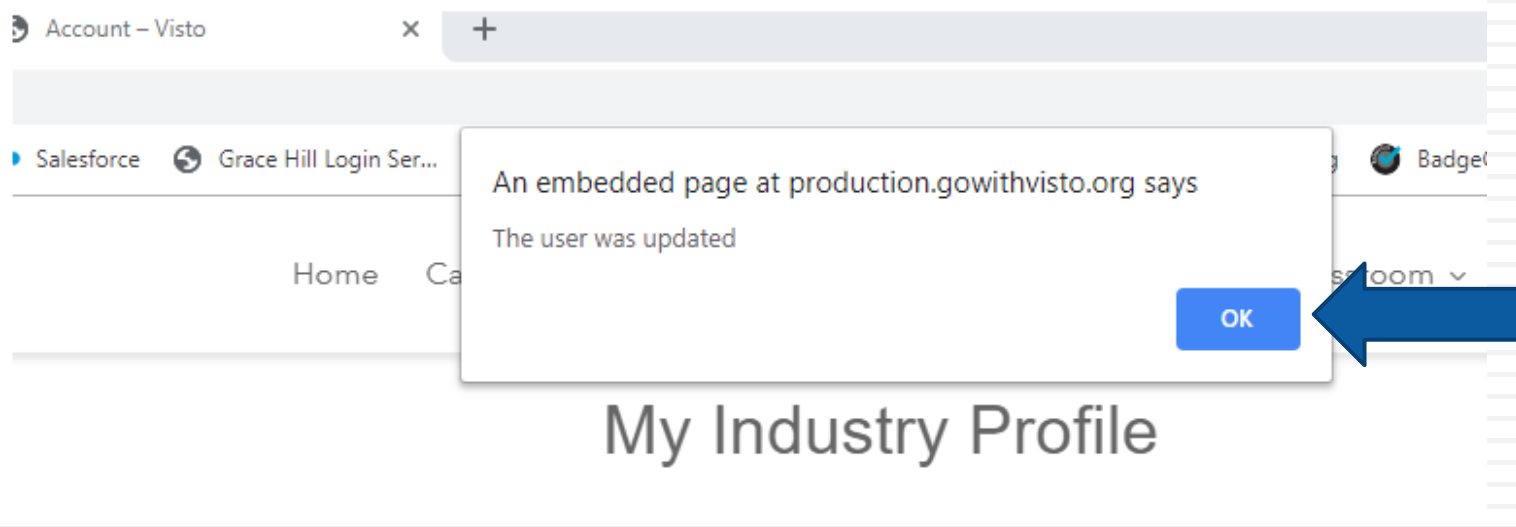
☐ I would like to be added to our [mailing list](#).

[Cancel](#) [Save](#)



# Accessing the Online Courses

- A box will pop up. Click “ok”, as indicated by the arrow below.



# Accessing the Online Courses

- Click on the shopping cart in the upper right corner.

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[← Home](#) > [My Industry Profile](#)

[Logout](#)

## My Industry Profile



[Edit Profile Photo](#)

First Name \*  
Elizabeth

Last Name \*  
Z

# Accessing the Online Courses


- You will see your cart. Click Check Out.

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[Home](#) [Career Paths](#) [Catalog](#) [Blog](#) [About](#) [Support](#) [Classroom](#)



## Your cart

Product	Price	Total
 <u>CAMT Soft Skills and Practice Scenarios</u> <a href="#">REMOVE</a>	\$0.00	\$0.00

Add a note to your order

Subtotal \$0.00

Taxes and shipping calculated at checkout

[CONTINUE SHOPPING](#)

[UPDATE](#)

[CHECK OUT](#)



# Accessing the Online Courses

- ❑ Complete the Billing Information section. All fields are required. **You will not be asked to enter payment information and will not be charged for this purchase.**
- ❑ Click “Continue to payment”

visto<sup>^</sup>

[Cart](#) > [Information](#) > [Payment](#)

## Contact information



Elizabeth Z (elizabeth.zolotukhina@wilsoncenter.org)  
[Log out](#)

☐ Keep me up to date on news and exclusive offers

## Billing address

First name

Last name

Company

Address

Apartment, suite, etc. (optional)

City

Country/Region  
United States

State  
Virginia

ZIP code

[Return to cart](#)

[Continue to payment](#)



CAMT Soft Skills and Practice Scenarios

Free

Discount code

[Apply](#)

Total

USD \$0.00





# Accessing the Online Courses

- On the payment screen click on Complete order.

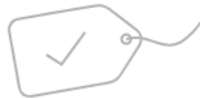
visto

[Cart](#) > [Information](#) > [Payment](#)

Contact [elizabeth.zolotukhina@wilsoncenter.org](#) [Change](#)

Billing [AEA, 1600 Penn Ave NW, Washington DC 20004, United States](#) [Change](#)

## Payment



Your order is **free**. No payment is required.

[Return to information](#)

[Complete order](#)



CAMT Soft Skills and Practice Scenarios

Free


Discount code

[Apply](#)

Total USD **\$0.00**

# Accessing the Online Courses

- From the order confirmation page, click on Continue to my Classroom.



Order #2372  
Thank you Elizabeth!


✓

Your order is confirmed


You'll receive a confirmation email with your order number shortly.

Customer information

<b>Contact information</b>	<b>Billing address</b>
elizabeth.zolotukhina@wilsoncenter.org	Elizabeth Z AEA 1600 Penn Ave NW Washington DC 20004 United States

 Need help? Contact us

[Continue to my Classroom](#)



CAMT Soft Skills and Practice Scenarios

Free

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Total USD **\$0.00**

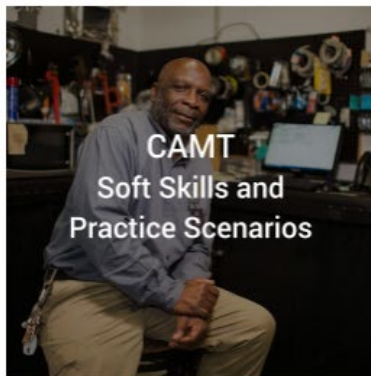
# Accessing the Online Courses

- You will see the CAMT Soft Skills and Practice Scenarios on the “My Courses” page.
- Click on “Start” to begin your courses.

## My Courses

SORT BY Purchase Date Ascending ▾

1 Product



CAMT Soft Skills and Practice Scenarios

Purchase Date 11/08/2019 | Reserve Time On My Calendar

Start

The course is not yet started



Education Institute

# Accessing the Online Courses

Click on the “Start” button to the right of the course title to begin. An example is below.

The screenshot shows the Visto platform interface. At the top, the 'visto' logo is on the left, and navigation links (Home, Career Paths, Catalog, Blog, About, Support, Classroom) are on the right. Below the navigation bar, a breadcrumb trail reads 'Home > My Courses > CAMT'. The main content area features a large heading 'CAMT' with a monitor icon. Below this, there are two tabs: 'Table of Contents' (active) and 'Resources'. Under the 'Table of Contents' tab, there is a search bar, a 'Print' button, and a progress indicator showing '0 / 11 Short Courses Completed'. A sidebar on the left contains a 'Welcome to Soft Skills' section with a globe icon and the word 'Welcome'. A large blue arrow points from the 'Start' button in the sidebar to the 'Start' button in the main content area.

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Home Career Paths Catalog Blog About Support Classroom

Home > My Courses > CAMT

CAMT

Table of Contents Resources

Search

Print

0 / 11 Short Courses Completed

Welcome to Soft Skills

Welcome

Start

# Accessing the Online Courses

- ❑ Click Next to advance through the course.



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Home Career Paths ▾ Catalog ▾ Blog About Support Classroom ▾



🔍 👤 🛒

A Day in the Life of a Maintenance Technician

- ▼ Welcome to the Industry
  - Welcome to the Industry
  - Welcome to the Industry
  - Welcome to the Industry
  - Welcome to the Industry
  - Welcome to the Industry
- ▼ What it Means to be an Apartment Manager
  - What It Means to Be an Apartment Manager
  - What It Means to Be an Apartment Manager
  - What It Means to Be an Apartment Manager
- ▼ What It Takes to Be a Successful Apartment Manager
  - What It Takes to Be a Successful Apartment Manager
  - What It Takes to Be a Successful Apartment Manager
  - What It Takes to Be a Successful Apartment Manager
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  - What It Takes to Be a Successful Apartment Manager
  - What It Takes to Be a Successful Apartment Manager
  - What It Takes to Be a Successful Apartment Manager



< Back Next >



# Accessing the Online Courses

- When you complete the entire online course, click on Achievements from the Classroom drop down menu to view your transcript. Your transcript will appear in the section indicated by the thick blue arrow below.

The screenshot shows the Visto website interface. At the top, the navigation bar includes links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. A blue arrow points to the Classroom link. A dropdown menu is open under Classroom, showing options for Login / Create Account, My Courses, and Achievements. Another blue arrow points to the Achievements option. Below the navigation bar, the breadcrumb trail shows Home > Achievements. The main heading is 'Achievements'. On the right, there are links for 'Print Transcripts' and 'Email'. Below this is a table with columns: Type, Title, Score, Date Completed, and Actions. The table is currently empty, displaying 'No records to display'. A thick blue arrow points to this message. At the bottom right, it shows '0-0 of 0' and a page number '50'.

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Home Career Paths ▾ Catalog ▾ Blog About Support Classroom ▾

Login / Create Account  
My Courses  
Achievements

← Home > Achievements

## Achievements

Print Transcripts Email

Type	Title	Score	Date Completed	Actions
No records to display				

< >

0-0 of 0 50

# CAMT Exam Preparation

- There is a practice exam available at <https://www.naahq.org/candidate-resources>: the CAMT Practice Test (Spanish-English).

The CAMT Skill Checks and Answer Key are also available in the CAMT Candidate Resources section of the NAA Web site.

## CAMT

### CAMT Reference Materials

The [CAMT Candidate Handbook](#) is available for CAMT candidates.

- [CAMT Candidate Handbook](#)
- [CAMT Enrollment, Online Coursework and Exam Information](#)
- [Visto Login Instructions to Access Online Courses](#)

### CAMT Exam Prep

- [CAMT Skill Checks](#)
- [CAMT Skills Checks Answer Key](#)
- [CAMT Skill Checks Answer Key \(Spanish Version\)](#)
- [CAMT Spanish-English Practice Test](#)

# CAMT Certificate Exam

- ❑ Participants will receive exam scheduling instructions and an exam eligibility code from their sponsoring association.
- ❑ The CAMT exam consists of 100 questions in both English and Spanish and is timed for two hours and 30 minutes.
- ❑ The CAMT exam is a proctored exam that may be taken on student's computer with a remote proctor or at the course sponsor's testing site with a live proctor.
- ❑ The CAMT exam is NOT an open book exam. Participants are not permitted to carry their notes or class materials with them.
- ❑ To schedule your CAMT exam, visit the online scheduling site:  
[https://www.scantronassessment.com/tds\\_v5/asp/NAAEI\\_scheduling.asp](https://www.scantronassessment.com/tds_v5/asp/NAAEI_scheduling.asp).
- ❑ Results are available immediately upon completion of the exam.