Applying for CALP in PACE

Follow the steps below to apply for the CALP credential. Once all application requirements are complete, you may request to schedule your exam.

Start here: [https://my.naahq.org](https://my.naahq.org). Log into your NAA account and click My Education Institute on the Personal Snapshot page to access PACE.

1. The PACE portal home screen is displayed below. In the “Apply for New Credentials” tile, click on Apply for CALP.

![Apply for New Credentials](image-url)
2. Enter your industry start date. Click Continue. If you do not have at least six months of apartment leasing experience, go to step 4 below. You will apply via the Provisional CALP pathway. If you have at least 6 months of apartment leasing experience, continue here.

3. Enter your industry start date, and your legal first and last name (needed for your exam). Then, click “Continue.”
4. If you do not have the required six months of apartment leasing experience, enter today’s date. Click Continue. You’ll see the message below.
5. Click Continue to apply using the Provisional CALP path.

6. Enter your legal first and last name (required for your exam.) Click Continue.

7. Check the box next to “I agree to the attestations above”, then click Continue.
8. Verify that all information is correct and click Continue on the next page.

9. On the next page, click Close. You’ll be taken back to the portal home page. You’ve completed the Provisional CALP application process.
10. To check your Provisional CALP application progress at any time, from the PACE portal home page, click on Check Credential Application Process in the “In-Progress Credential Application” tile.

In-progress Credential Applications

CAPS | 2/5/2024
☑ Check Credential Application Progress

CALP Provisional | 2/20/2024
☑ Check Credential Application Progress

CAM | 2/20/2024
☑ Check Credential Application Progress

CAS | 2/6/2024
☑ Check Credential Application Progress

11. Once all provisional CALP application prerequisites are completed, you’ll be able to request to schedule your CALP exam. To request to schedule your CALP exam, click on “Successfully Complete exam” pictured below.