Applying for CAPS in PACE

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

Start here: 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 CAPS.
2. You will see two application type options. Choose **CAPS Enrollment – Standard** if you have at least 24 months of experience as a multi-site supervisor OR hold a CAM credential and have 24 months of experience as an apartment manager.

Choose **CAPS Enrollment – Direct** if you meet the listed criteria. CAPS Direct applicants are not required to complete the CAPS coursework but must pass the CAPS exam. The fee for this program is $750.

**CAPS Application Options**

**CAPS Standard** requires 24 months of experience as a multi-site supervisor OR CAM + 24 months as an apartment manager. Applicants who meet either experience requirement must complete the CAPS coursework and successfully pass the CAPS exam.

**CAPS Direct** allows you to earn your CAPS credential without completing the CAPS coursework, provided you fulfill specific criteria. To qualify for CAPS Direct, candidates must meet two of the following three criteria: 1. Hold a Bachelor’s or Master’s degree with a major, minor or concentration in property management or real estate. 2. Hold a current CFM designation. 3. Have over five years of experience as a multi-site portfolio supervisor.

3. Enter your industry start date and answer the questions below. Note: your legal first and last name are required for access to the exam. Click Continue.
4. Check the box next to “I agree to the attestations above”, then click Continue.

5. Verify that all information is correct and click Continue.
6. On the next page, click Close. You’ll be taken back to the portal home page. You’ve completed the CAPS application process.

7. To check your CAPS application progress at any time from the PACE portal home page, click on Check Credential Application Process in the “In-Progress Credential Application” tile.
8. Once all CAPS application requirements are completed, you'll be able to request to schedule your CAPS exam. To request to schedule your CAPS exam, click on “Successfully complete CAPS exam” pictured below.