



**CERTIFIED APARTMENT
MANAGER®**

BE A LEADER IN THE RENTAL HOUSING INDUSTRY



Enhance your professional growth in the apartment industry by becoming a Certified Apartment Manager (CAM) and take your career to the next level. CAM training helps you manage your apartment community and your team more effectively.

The National Apartment Association Education Institute (NAAEI) offers this nationally-recognized designation to apartment industry professionals who want to advance their career path in apartment management.

INNOVATIVE NAA-CERTIFIED APARTMENT MANAGER TRAINING WITH AACSC

September 3 – INDUSTRY ESSENTIALS

- Global State of the Apartment Industry
- Property as an Investment
- Stakeholders
- Advocacy Role

September 10 and 24 – RISK MANAGEMENT

- Minimize Risk to Residents
- Liability
- Handling Emergencies
- Insurance

October 1 and 8 – HUMAN RESOURCES

- Employment Laws
- Payroll Administration
- Employment Practices
- Training and Supervision

October 15 and 22 – MARKETING

- Introduction to Marketing
- Conducting Marketing Research
- Promotional Marketing
- Marketing Plan

Oct. 29 and Nov. 5 – PROPERTY MAINTENANCE FOR MANAGERS

- Role and Responsibilities
- Types of Maintenance
- Maintenance Terminology
- Preventative Maintenance

November 12 and 19 – FINANCIAL MANAGEMENT

- Financial Analysis
- Manage Expenses
- Budgets
- Property Valuations

November 26 and December 10 – LEGAL RESPONSIBILITIES

- Accommodating Disabilities
- Lease and Evictions
- Fair Housing Laws
- Equal Employment

December 17 – RESIDENT EXPECTATIONS

- Building Relationships with Residents
- Resident Education
- Application & Screening
- Move Out Procedures

CLASSES START SEPTEMBER 3, 2019

Tuesdays, 6:00 to 9:00 p.m. in the AACSC Educational Center, 333 W. Broadway, Ste. 101, Long Beach, CA 90802

Member Price: \$950 • Non-Member Price: \$1,150

For information contact Rachael, Education Coordinator (562) 426-8341

Company: _____ Contact: _____

Address: _____

Phone: (____) _____ E-Mail: _____ Membership No: _____

No. Attending: _____ Names of Attendees: _____

Form of Payment: *Note: Reservations not cancelled 48 hours prior to start of session will be charged.)*

Check Enclosed Bill My Company

Credit Card: Visa M/C AmEx Discover Expiration Date: _____ Last 3 #s on back of card: _____

Number: _____ Name on Card: _____

Signature: _____



Fax form to AACSC at (562) 424-3764 – Attn: Rachael
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