

M. Sample Participant Welcome and Registration/Enrollment Letter

(Prepare on your letterhead or email)

Name of Candidate
Address

RE: (Name of Designation Program) Registration

Dear Future (Name of Designation) Designate:

We have received your registration to participate in the National Apartment Association Education Institute (NAAEI) (name of designation program) at the (name of your association). **Welcome!** We are excited to have you in our class and commend you for furthering your education and career with a professional designation. This designation is a symbol of your commitment to not only the apartment industry but also to your own professional development.

As the (state your title), it is my job to provide support to you throughout the designation process and to help in any way to ensure completion of your designation. I can also act as a liaison between candidates and the National Apartment Association Education Institute and will be a resource to you after your designation is completed and during your designation renewal process.

Because this is a nationally recognized program, it is important that you enroll with the National Apartment Association (NAA) as soon as possible. To assist you, I have attached a one-page Participant Tip Sheet on how to complete this process in three easy steps. You have already completed the first step by registering for this program.

- Step 1. Register for the program with (name of your association)
- Step 2. Create an account with NAA
- Step 3. Enroll in a course (this program) with NAAEI

NAA will send you an email confirming your ID and password. Put it in a safe place! You will use this identity throughout the designation process, including taking the exam. Your NAA ID will identify you throughout your industry career.

Please note that your local association will be sent confirmation of your enrollment automatically.

Once you have correctly registered AND enrolled, you will see a confirmation page listing your ID, password, and verification of enrollment in this designation course. We encourage you to print the confirmation page for your records. Please note that if (for any reason) you do not complete this NAA enrollment process online, it will NOT void

your class registration with our affiliate; however, you must complete the online enrollment to be a designation candidate.

Once again, thank you for taking this big step in your career! We will confirm your complete registration prior to our first class. You will receive your textbook or instructions for downloading your eBook on the first day of the course. Please let me know if I may assist you in any way prior to the start of class.

Regards,

(Your Name, Title and Contact Information)