

CAS Online Completion Instructions



CERTIFIED APARTMENT
SUPPLIER®

May 2017





Welcome to CAS Online!

Congratulations on taking an important step in your career. The Certified Apartment Supplier (CAS) credential opens the door to employment opportunities throughout the apartment industry.

The following steps will guide you toward the achievement of your credential. Save these instructions for reference throughout your candidacy.



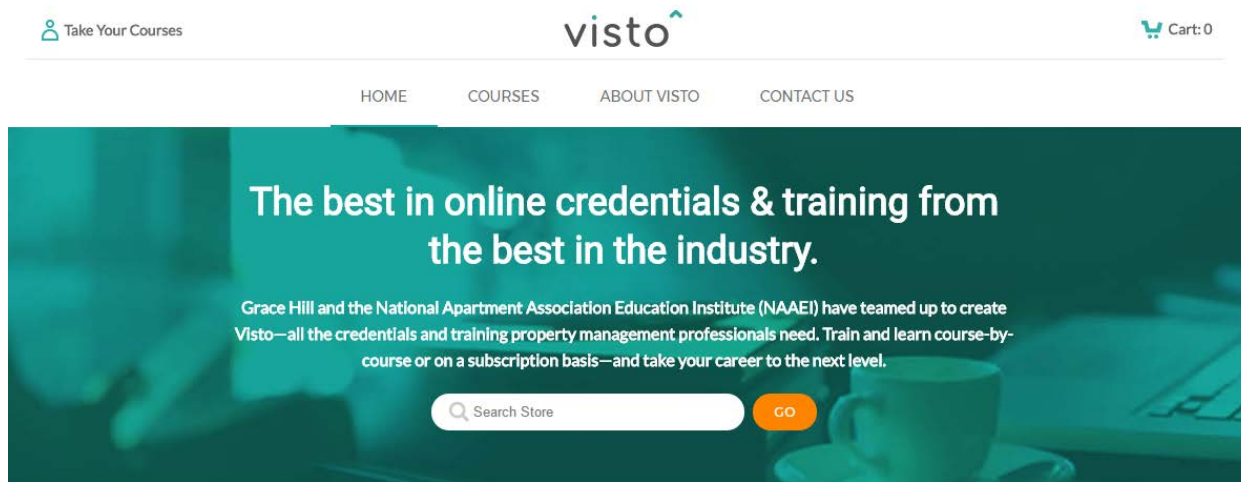
Enroll as a Candidate

- Visit <https://members.naahq.org> to create an NAA account (if you don't already have one) and to enroll as a candidate in the CAS program.
- When enrolling, include the name of your employer. The CAS credential requires current experience as an apartment supplier.
- Candidacy is a one-year period during which you must complete the four CAS modules and the Supplier Success class, and pass the certification exam.



Purchase the CAS Modules

- Purchase the CAS Online modules at www.gowithvisto.org.
- CAS modules must be purchased as a full program.
- After purchasing the modules, you will receive a confirmation email with a link to access your courses. You may also access your courses at www.gowithvisto.org by clicking on the Take Your Courses button on the top left side of the home page.





Complete CAS Coursework

Be sure you have completed the four required CAS Online modules on Visto:

- Industry Essentials (optional)
- Financial Management
- Risk Management
- Legal Responsibilities
- The Resident Experience

You must also complete the Supplier Success course, offered as a two-part webinar series or half-day classroom training. Search for a class [here](#).



Prepare for the CAS Exam

The CAS exam is a 100-question online multiple choice exam timed for two hours. The exam is administered by Castle Worldwide.

- Exam study materials are located on the [Candidate Resources](#) section of the NAA website.
- Study materials include knowledge checks, practice financial calculations and a quick reference guide for financial terms and formulas.

Take the CAS Exam

- Contact NAAEI at education@naahq.org to obtain your exam eligibility code.
- To take your exam, go to <https://www.castleworldwide.com/naaei/login.asp> and log in with your NAA ID and eligibility code.
- If you do not pass the exam, you make retake it after seven days have elapsed. A retake fee of \$30 will be charged when you retake the exam.
- If necessary, contact education@naahq.org to obtain a retake exam eligibility code.

Retrieve Your Digital Badge, Certificate and Pin

- Within a few days of successfully completing the CAS exam, you will receive an email from ProExam Vault with instructions for downloading your digital badge.
- Digital badges can be used in the signature line of emails, on digital resumes and on LinkedIn, Facebook and other social media.
- Allow 3-4 weeks after your exam completion to receive your official certificate and pin in the mail.
- Be sure that your correct mailing and e-mail addresses are on file with NAAEI.



Maintain Your CAS Credential

- A CAS is required to submit three continuing education credits (CECs) each year to satisfy the credential renewal requirement.
- Visit www.gowithvisto.org to find great courses to satisfy the CEC requirement.
- You will receive a renewal notice by mail and email each year a few months prior to the anniversary date of your renewal.
- Submit CECs and renewal payment of \$100 online [here](#).
- Be sure to update your contact information, including personal email address, with NAAEI if anything changes.

CAS Online Completion Instructions

Thank You



CERTIFIED APARTMENT
SUPPLIER®

