

NALP Online Completion Instructions



Welcome to NALP Online!

Congratulations on your decision to obtain the NALP credential, a critical step in an apartment leasing professional's career.

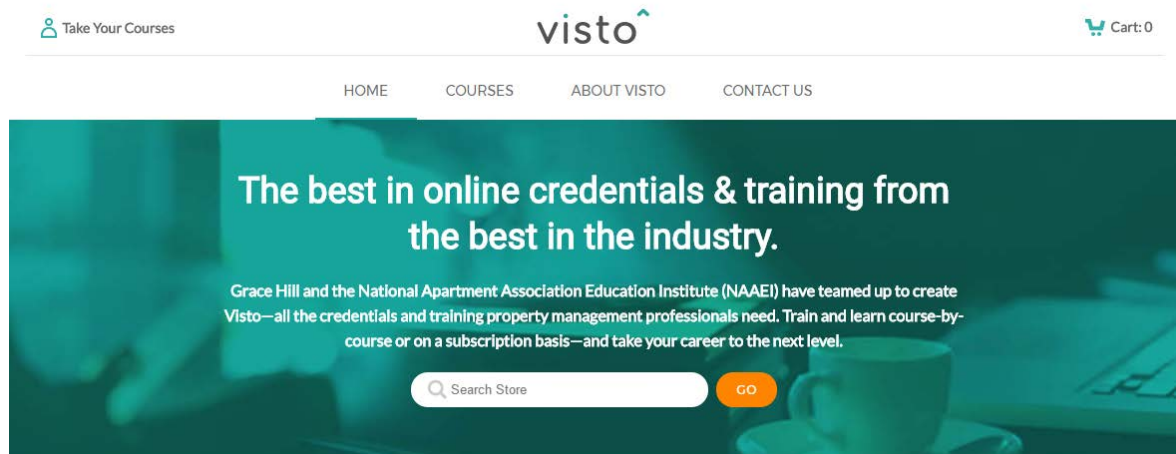
The following steps will guide you toward the achievement of your credential. Save these instructions for reference throughout your candidacy.

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 NALP program.
- When enrolling, include the date you entered the apartment industry. The NALP credential requires six months of apartment industry experience.
- Candidacy is a one-year period during which you must complete the seven NALP modules and pass the exam.

Purchase the NALP Modules

- Purchase the NALP Online modules at www.gowithvisto.org.
- NALP modules can be purchased individually or as a full program.
- After purchasing the modules, you will receive a confirmation email with a link to access your courses. You can 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 Seven NALP Modules

Be sure you have completed the seven NALP Online modules on Visto:

- Bringing in New Residents: Be Prepared
- Marketing and Maintaining Your Community
- Why Your Competition Matters
- Relevant Laws and How to Apply Them
- The Sales Process and Building Relationships
- Effectively Meeting the Needs of Current Residents
- The Market Survey

Prepare for the NALP Exam

- Exam study materials are located on the [Candidate Resources](#) section of the NAA website.
- Study materials include a practice test and skill checks.

About the NALP Exam

- The NALP exam is a 100-question online multiple choice exam timed for 90 minutes. The exam is administered by Castle Worldwide.
- Contact NAAEI at education@naahq.org to obtain your exam eligibility code. You will need your exam eligibility code and your NAA ID to log into the NALP exam.
- To access the exam, go to <https://www.castleworldwide.com/naaei/login.asp>.
- The exam may be taken on any compatible computer at any time.
- 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 schedule an exam retake. Contact NAAEI for a retake eligibility code if necessary.

Retrieve Your Digital Badge, Certificate and Pin

- Within a few days of successfully completing the NALP 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 NALP Credential

- An NALP 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 \$50 online [here](#).
- Be sure to update your contact information with NAAEI if anything changes.



NATIONAL APARTMENT
LEASING PROFESSIONAL®

Good luck on your path to NALP!

