

CAPS EXAM BLUEPRINT

Domain/Task	Description	Number of Questions on exam
Domain I	Talent Management	49
Task 1	Implement hiring strategies that will result in the selection of high-performing employees.	
Task 2	Improve employee performance through team building, career development, coaching, and feedback in order to foster employee longevity and meet operational goals.	
Task 3	Address employees' performance and behavior deficiencies by reinforcing policies and procedures with counseling in order to improve organizational effectiveness.	
Task 4	Maintain positive stakeholder relationships by communicating effectively (both in writing and verbally) in order to minimize conflict and misunderstandings.	
Task 5	Demonstrate ethical behavior by identifying and avoiding situations that challenge standards of conduct in order to mitigate conflicts of interest and other inappropriate actions.	
Domain II	Financial Management	44
Task 1	Develop business plans and annual operating budgets in order to meet established performance benchmarks and owner objectives.	
Task 2	Analyze financial position in order to make appropriate operational adjustments for all stakeholders.	
Task 3	Prepare reporting packages for the owner in order to track progress toward meeting the owner's objectives.	
Task 4	Calculate property value using the income capitalization approach in order to identify the impact of operational and financial decisions.	
Task 5	Measure individual property impact on portfolio by comparing roll-up performance to ownership objectives	
Domain III	Property and Portfolio Performance Evaluation	35
Task 1	Preserve the physical property by developing a maintenance plan in order to protect the owner's investment	
Task 2	Manage due diligence process by collecting data and evaluating results to make an acquisition, disposition, or refinancing recommendation to the owner	
Task 3	Establish a process for property transitions by developing schedules and checklists in order to ensure a smooth and timely ownership or management change	
Task 4	Develop rehabilitation, renovation, or repositioning strategies in order to meet ownership objectives	
Task 5	Analyze operational and financial data in order to implement either best practices or corrective measures	
Task 6	Analyze portfolio performance using single asset evaluation in relation to stakeholder and ownership strategy in order to maximize return on investment	

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Domain IV	Legal Responsibilities and Risk Management	32
Task 1	Identify the potential areas of risk on a property by conducting inspections and/or audits in order to minimize property loss or personal injury	
Task 2	Identify owner's and managing agent's responsibilities by reviewing management agreements in order to ensure the legal compliance, maximum service, and profitability of the property	
Task 3	Review all legal requirements necessary by studying applicable laws, regulations, and company policies to minimize legal risk and liability	

There are also 25 pretest questions on the exam. Pretest questions are only there to establish their validity and do not count towards your total score. Candidates will not know which questions are for pretest.