

# MEMBERSHIP

IREM | YOUR CAREER PARTNER

## LOOKING FOR EASY SOLUTIONS TO YOUR EVERYDAY PROBLEMS IN MANAGING REAL ESTATE?

WANT TO EXPAND YOUR NETWORK AND BUSINESS BY CONNECTING WITH PEERS FROM AROUND THE WORLD?

## LOOKING TO GAIN CONFIDENCE, ESTABLISH PROFESSIONALISM, FAST-TRACK YOUR CAREER, AND MAKE MORE MONEY?

# 3 ways IREM gives you a competitive edge

### 1. MAKE MORE MONEY

The average CPM makes \$124,228 in annual compensation. **Total compensation packages for CPM Members can exceed the packages of non designees of the same age, experience, and education, by 14% to 57%.** That's a pretty good return on investment! The journey to the CPM begins by becoming a CPM Candidate.

### 2. GET AHEAD

Get promoted. **Nearly 70% of IREM Members hold upper-level management positions.** Why? IREM's repository of information and resources puts our members ahead of the game. Want to earn a credential and increase your credibility? Looking to improve the operating efficiency of your property through our income/expense benchmarking reports and green resources? **We have it all.**

### 3. INVEST IN YOURSELF

Spend less than \$2 a day and get more contacts, more deals, more money, and the confidence in knowing that you can manage more effectively and increase your bottom line. Build your personal and professional net worth. **92% of IREM Members surveyed agree that the time and commitment spent obtaining their designation/certification was worth the value they receive from it.**

## DISCOVER WHICH IREM MEMBERSHIP IS RIGHT FOR YOU

### For Instant Membership

If you are engaged in the real estate industry and want an instant connection to the IREM community, become an **Associate Member** by applying online.

### For Asset and Property Managers

If you manage or oversee a team who manages large portfolios of multi-family, office, retail or industrial properties, the **CERTIFIED PROPERTY MANAGER® (CPM®)** designation and membership is your path. Begin the process of earning your CPM by applying online for CPM Candidate membership.

### For Residential Site Managers

If you manage small to mid-size residential portfolios, the **ACCREDITED RESIDENTIAL MANAGER® (ARM®)** certification and membership is perfect for you.

### For Commercial Site Managers

If you manage small to mid-size commercial portfolios, the **ACCREDITED COMMERCIAL MANAGER (ACoM)** certification and membership is for you. The ACoM is a great stepping stone to the CPM designation.



### For Real Estate Firms

If your firm wants global recognition and increased marketability, and you have a CPM in an executive position supervising your real estate management activities, make the leap from great to elite by earning the **ACCREDITED MANAGEMENT ORGANIZATION® (AMO®)** accreditation.

### For College Students

If you are a full-time college student who wants to jump-start a career in real estate management, **Student Membership** is what you need.

### For College Instructors

If you are a part-time or full-time college instructor of real estate, real estate management or related subjects and want to provide your students with the most comprehensive learning experience available, **Academic Membership** is perfect for you.



# MEMBERSHIP

## EARNING THE CPM DESIGNATION



CERTIFIED PROPERTY MANAGER (CPM) designees are trusted to enhance the assets of owners and investors because of their track-record of increasing value through unparalleled expertise and a commitment to professional ethics. Time and time again, owners and investors turn to CPM professionals because of their experience in maximizing returns.

**The first step in becoming a CPM is to become a CPM Candidate.** Being a Candidate Member connects you with the organization nationally and locally through an IREM Chapter — so you're guaranteed to stay informed about your progress and be mentored while working toward fulfilling the CPM requirements. Apply online for CPM candidacy and receive member tuition rates on all courses. [www.irem.org/joinirem/cpm](http://www.irem.org/joinirem/cpm)

## YOUR CHECKLIST FOR THE CPM DESIGNATION

CPM

### EDUCATION — CHOOSE ONE OF FOUR OPTIONS:

**Option 1.** Attend and pass these IREM courses. (This is the recommended order in which to complete these courses):

- One "Marketing and Leasing" course (MKL404, MKL405 or MKL406).
- "Leadership and Human Resource Essentials" (HRS402)
- "Managing the Physical Asset" (MNT402)
- "Investment Real Estate: Financial Tools" (FIN402)
- "Investment Real Estate Financing and Valuation – Part One" (ASM603)
- "Investment Real Estate Financing and Valuation – Part Two" (ASM604)
- "Investment Real Estate Financing and Valuation – Part Three" (ASM605)

### **Option 2. Designation Fast Track:**

Hold a CCIM, CSM, PCAM, or RPA designation

### **Option 3. Real Estate Degree Fast Track:**

Have an undergraduate or graduate degree with a major, minor, or concentration in real estate or property management.

### **Option 4. Professional Experience Fast Track:**

Have 20 years of qualifying real estate management experience

### MANAGEMENT PLAN

CHOOSE ONE OF TWO OPTIONS:

**Option 1.** Submit and pass management plan on an actual property (MPIND)

**Option 2.** Attend and pass the Management Plan Skills Assessment (MPSAXM)

### EXAMINATION

- Pass the CPM Certification Exam (CPMEXM)

### ETHICS

- Attend and pass the exam for "Ethics for the Real Estate Manager" (ETH800)
- Pledge to uphold the IREM Code of Professional Ethics. [www.irem.org/code](http://www.irem.org/code)

### EXPERIENCE

Have 36 months of real estate management experience, meeting minimum portfolio sizes and minimum job functions.

[www.irem.org/joinirem/cpmexperience](http://www.irem.org/joinirem/cpmexperience)

### OTHER REQUIREMENTS

- Be current with annual national and chapter dues. (2013 national Candidate dues are \$495; chapter dues vary by chapter.)
- Be a Candidate for a minimum of one year.
- Submit a CPM application with the application fee, which is \$210 in 2013.
- Submit three confidential letters of recommendation.
- Hold a real estate license or verify that you are not required to have one for your current position.
- Attend two IREM Chapter meetings or events during the 12 months immediately prior to CPM approval.
- Be affiliated with the National Association Of Realtors®.
- Be interviewed and recommended for approval by your IREM Chapter.

# MEMBERSHIP

## EARNING THE ARM CERTIFICATION



The ACCREDITED RESIDENTIAL MANAGER (ARM) certification is the most widely esteemed credential for residential real estate managers. To potential clients and employers, the ARM credential symbolizes broad-based expertise, from day-to-day maintenance to financial operations.

While you work toward earning your ARM certification, apply online for Associate membership and receive the member tuition rate on all courses. [www.irem.org/joinirem/arm](http://www.irem.org/joinirem/arm)

## YOUR CHECKLIST FOR THE ARM CERTIFICATION

ARM

### EDUCATION — CHOOSE ONE OF FIVE OPTIONS:

#### Option 1.

- “Successful Site Management” (RES201)

#### Option 2.

- “Investment Real Estate: Financial Tools” (FIN402)
- “Leadership and Human Resource Essentials” (HRS402)
- “Marketing and Leasing: Multifamily Properties” (MKL405)
- “Managing the Physical Asset” (MNT402)

#### Option 3. Designation Fast Track:

- Hold a CPM, CAM, CRM, or RAM designation.

#### Option 4. Real Estate Degree Fast Track:

- Have an undergraduate or graduate degree with a major, minor, or concentration in real estate or property management or an associate’s degree in a non-commercial property management or real estate program.

#### Option 5.

- “Common Interest Developments: Managing Condominium Association Properties” (CID201)

### EXAMINATION

- Pass the ARM Certification Exam (ARMEXM)

### ETHICS

- Complete one of the four options below:

1. Successfully complete RES201 (as outlined in Education Option 1 above).
2. Successfully complete “IREM Ethics Online” (ETH001)
3. Attend and pass the exam for “Ethics for the Real Estate Manager” (ETH800)
4. Successfully complete CID201 (as outlined in Education Option 5 above).

- Pledge to uphold the IREM Code of Professional Ethics. [www.irem.org/code](http://www.irem.org/code)

### EXPERIENCE

- Have 12 months of residential real estate management experience, meeting minimum portfolio sizes and minimum job functions. [www.irem.org/joinirem/armexperience](http://www.irem.org/joinirem/armexperience)

### OTHER REQUIREMENTS

- Submit an ARM application with the non-refundable application fee, which is \$80 in 2013.
- Submit three confidential letters of recommendation.
- Be interviewed and recommended for approval by your IREM Chapter.

“IREM membership has helped me in my career by giving me the added confidence that I needed. Not only have I progressed from a site manager position in a residential arena up to a supervisor, but, I just recently started my own company because of the confidence that IREM has given me.”

— CAMMIE ALLIE, CPM, ARM  
PORTLAND, OR

# MEMBERSHIP

## EARNING THE ACoM CERTIFICATION



The ACCREDITED COMMERCIAL MANAGER (ACoM) certification gives real estate managers with small to mid-size commercial portfolios increased market visibility and credibility with employers and clients — and the prestige and recognition that comes with holding a credential from IREM. The ACoM certification is a great stepping stone to the CPM designation.

While you work toward earning your ACoM certification, apply online for Associate membership and receive the member tuition rate on all courses. [www.irem.org/joinirem/acom](http://www.irem.org/joinirem/acom)

## YOUR CHECKLIST FOR THE ACoM CERTIFICATION

ACoM

### EDUCATION – CHOOSE ONE OF THREE OPTIONS:

#### Option 1.

- “Investment Real Estate: Financial Tools” (FIN402)  
OR  
“Investment Real Estate Financing and Valuation – Part One (ASM603)
- “Leadership and Human Resource Essentials” (HRS402)
- “Marketing and Leasing: Office Buildings” (MKL406)  
OR  
“Marketing and Leasing: Retail Properties” (MKL404)
- “Managing the Physical Asset” (MNT402)

#### Option 2. Designation Fast Track:

- Hold a CPM, CCIM, CSM, PCAM, or RPA designation.

#### Option 3.

- Have an undergraduate or graduate degree with a major, minor, or concentration in real estate or property management or an associate’s degree in a non-residential property management or real estate program.

### EXAMINATION

- Pass the ACoM Certification Exam (CMLEXM)

### ETHICS

- Complete one of the two options below:

1. Successfully complete “IREM Ethics Online” (ETH001)

2. Attend and pass the exam for “Ethics for the Real Estate Manager” (ETH800)

- Pledge to uphold the IREM Code of Professional Ethics.

[www.irem.org/code](http://www.irem.org/code)

### EXPERIENCE

- Have 12 months of commercial real estate management experience, meeting minimum portfolio sizes and minimum job functions.

[www.irem.org/joinirem/acomexperience](http://www.irem.org/joinirem/acomexperience)

### OTHER REQUIREMENTS

- Submit an ACoM application with the non-refundable fee, which is \$80 in 2013.
- Submit three confidential letters of recommendation.
- Be interviewed and recommended for approval by your IREM Chapter.

“The people I’ve met through IREM are really extraordinary. It’s been great to get to know people in my chapter and all over the country and all over the world...and I can bring those experiences directly back to my company and use those contacts to get information about the industry.”

— SHANNON ALTER, CPM  
SANTA ANA, CA

# MEMBERSHIP

## EARNING THE AMO ACCREDITATION



The ACCREDITED MANAGEMENT ORGANIZATION (AMO) accreditation is the mark of distinction among real estate management firms. By earning the AMO, your firm will increase its status within the industry, while enjoying improved awareness through aggressive marketing and brand advancement tactics and savings for all employees of your firm with member discounts on IREM courses.

## YOUR CHECKLIST FOR THE AMO ACCREDITATION

AMO [www.irem.org/joinirem/amo](http://www.irem.org/joinirem/amo)

### CPM IN CHARGE

Have a CPM on staff that directs and supervises the firm's real estate management activities (referred to as a firm's "Executive CPM").

### EDUCATION

The CPM who qualifies as the firm's Executive CPM must successfully complete the AMO education requirement by meeting one of these two options:

#### Option 1.

- "Growth Strategies for Real Estate Management Companies" (BDM601)
- "Today's Leadership Challenges" (HRS603)
- "Ethics for the Real Estate Manager" (ETH800) or "IREM Ethics Online" (ETH001)

#### Option 2.

- Course 701 prior to 1998.
- "Ethics for the Real Estate Manager" (ETH800) or "IREM Ethics Online" (ETH001)

### ETHICS

- Pledge to uphold the AMO Code of Professional Ethics. [www.irem.org/code](http://www.irem.org/code)

### BUSINESS STABILITY & FISCAL RESPONSIBILITY

- Demonstrate business and financial stability by having been in business for at least three years, which is verified by an independent credit check at the time of application.
- Meet specific standards for operations of the firm.
- Meet specific standards for servicing the client.
- Perform minimum functions relative to operations of the firm, servicing the client, and managing properties.

### INSURANCE COVERAGE

- Hold a minimum amount of depositor's forgery and alterations coverage.
- Hold a minimum amount in a fidelity bond.

### OTHER REQUIREMENTS

- Submit an AMO application with the non-refundable application fee, which is \$425 in 2013.
- Submit three confidential letters of recommendation.
- Be interviewed and recommended for approval by your IREM Chapter.