

Consulting Fellow Application

Name: _____ NPMA Chapter: _____

Address: _____
Street

City _____ State _____ Zip _____

Phone: _____ Fax: _____

Email: _____

The Consulting Fellow recognition program is designated to provide the NPMA with a core group of property/asset management technical experts who will mentor the next generation of property managers, educate the NPMA members, perpetuate the literature of property/asset management and provide leadership in the property field. This core group is known as the "Council of Fellows".

In accordance with the requirements and criteria approved by the Council of Fellows, I hereby submit this application for consideration by the Consulting Fellow Review Board. If accepted into the Council of Fellows, I recognize that the NPMA expects the following:

That I will uphold the highest standards of professional and personal ethics expected of a Consulting Fellow and contribute in one or more of the following:

That I will contribute to the advancement of the NPMA and the property/asset management profession.

That I will contribute through service as an officer or committee member at the chapter, region or National level.

That I will mentor other property professionals to perpetuate the field of property/asset management.

That I will contribute to the literature and professional standards of property/asset management.

That I will contribute to the knowledge base of the property profession through teaching, speaking or providing training.

I. MINIMUM QUALIFICATIONS

The following requirements must be met and completed before filling out the remainder of this application.

A. CPPM Certificate (CPPM Certificate No. _____)

B. The number of years working in the Property/Asset Management. Minimum of 8 required _____

NOTE: If any of the required documentation is available on the NPMA website, it is not necessary to copy onto the disc for submittal. However, please note the location on the website on your disc table of contents.

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II. ACADEMIC ACHIEVEMENTS

	Qualifying Criteria	Maximum Points Available	Points Earned	Sub Total
1.	NPMA Educational Offerings (Educational offerings or chapter, regional, or national Seminars) attach NPMA CEU Report or certificates of completion. Point Totals equate to CEU's awarded. Note: 10 CLU's = 1 CEU and 1 academic semester hour = 1 CEU	10		
	NPMA PROPERTY MANAGEMENT ACADEMIC TRAINING SUMMARY (MAXIMUM 10 POINTS)			
2.	Other property/asset related training courses or seminars, for example, DAU courses, classes for other professional associations. Attach copies of all Certificates of Completion 1 point equals 1 full day of training (8 hours)	10		
	OTHER PROFESSIONAL ASSOCIATION TRAINING SUMMARY (MAXIMUM 10 POINTS)			
3.	Other Professional Association Certification, equivalent to NPMA CPPM (Must identify Association and provide a copy of certificate) 1 Certificate = 5 points	5		
	OTHER PROFESSIONAL ASSOCIATION CERTIFICATION SUMMARY (MAXIMUM 5 POINTS)			
4.	Academic Training (Attach copy of degree or college Transcript)			
	Associates Degree	5		
	Bachelor's degree	10		
	Master's Degree	15		
	Doctorate	20		
	(A through D are not additive)			
	ACADEMIC TRAINING SUMMARY (MAXIMUM 20 POINTS)			
5.	Contributions to the Literature Base of the Association through writing and publication of articles, manuals, procedures, ASTM Property Standards or other substantive documents in property/asset management. Organization property manuals, procedures, guidebooks, etc. may be included if published by the NPMA . At least one should be an article suitable for the Property Professional. A copy of the article must be submitted with reference if already published. Note: <i>Newsflash, Digest</i> , or similar publications are excluded.			
	A. First article, manual, procedure, -publication or Standard	5		

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	Qualifying Criteria	Maximum Points Available	Points Earned	Sub Total
	B. Second article, manual, procedure, publication or Standard	2		
	C. NPMA Literary Award	4		
	D. Multiple recipient of NPMA Literary Award	2		
	E. Property Professional "Article of the Year"	3		
	(A through E are additive)			
LITERATURE SUMMARY (MAXIMUM 16 POINTS)				
6.	Teaching in the field of Property Management (copies of training material or college/university course synopsis is required)			
	A. Teaching one full semester or academic quarter at an accredited college, university or equivalent (10 points per one full semester)	10		
	B. Teaching a formal professional development course for NPMA (1 day of training equals 1 point)	10		
	C. Teaching formal Property Management training within companies, government agencies, universities, etc. (8 hours of training equals 1 point)	10		
	D. Teaching formal certification training at the Chapter, Region or National Levels	5		
TEACHING SUMMARY (MAXIMUM 35 POINTS)				
7.	Active participation in Chapter workshops as a presenter (excludes formal certification training - refer to #6 above) (submit copies of the presentation and chapter newsletter)			
	A. First presentation	3		
	B. Subsequent presentations (must be different material)	3		
CHAPTER PRESENTATIONS (MAXIMUM 6 POINTS)				
8.	Active participation in National/Regional/Chapter Seminars/Conferences as a Program speaker (Submit copies of the presentations and Seminar programs) (Note: not to be confused with Seminars/Conferences leadership or committees – see #IV-2 or National Leadership – see #IV-5)			
	A. First presentation	5		
	B. Second presentation (must be different material)	3		
	C. Third time or more (must be different material)	3		
NATIONAL/REGIONAL/CHAPTER SEMINAR/CONFERENCE PRESENTATIONS (MAXIMUM 11 points)				
TOTAL POINTS FOR ACADEMIC ACHIEVEMENT (MIN 30 POINTS)				

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III. Career Accomplishments

	Qualifying Criteria	Maximum Points Available	Points Earned	Sub Total
1.	Property/-Asset work experience (attach list with Job titles and dates of employment)			
	A. Ten years	5		
	B. Fifteen Years	10		
	C. Twenty Years	15		
	D. Twenty-five years or more	20		
(A through D are not additive)				
EXPERIENCE (MAXIMUM 20 POINTS)				
2.	Leadership position in the Property Management field (Attach a copy of your position description which must include your level of responsibility, type and amount of property managed, number of staff, decision making responsibility and your position in the organization. This must be signed by your immediate manager.)			
	A. Supervisor, Manager or Director of Property or Finance, Contracts or other department responsible for Property Management or higher. Must hold such position at least two documented years.	15		
	B. Non-supervisory policy or decision maker in organization. Must hold position at least two documented years.	10		
	C. Other, i.e. educators, consultants. Must hold position two documented years.	10		
	(A through C are not additive)			
PROFESSIONAL LEADERSHIP IN PROPERTY/ASSET MANAGEMENT (MAXIMUM 15 POINTS)				
3.	Professional recognition in the workplace, i.e. certificate of recognition, letter of appreciation, participant in inter-company or agency councils, etc. (Must be related to achievement in property-related performance. Attach copies of recognitions. 2 points per recognition, 10 point maximum)	10		
PROFESSIONAL RECOGNITION IN THE WORKPLACE (MAXIMUM 10 POINTS)				

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4.	Significant other achievement(s) in the Property field Examples: Development of a unique process or system, implementation of a property system in an organization where one does not exist or is unsatisfactory, recognition(Property Person of the Year, Federal Property person of the Year), participation in a committee such as the FAR rewrite or GASP, etc. Supporting documentation must be submitted by the chapter, regional vice president, national officer, consulting fellow, committee chair, or supervisor. The information will be evaluated by the CF Review Committee who will rate the criteria from 1 to 10 points based on the level of complexity or significance. (Please enter your recommended points earned)	10		
SIGNIFICANT OTHER ACHIEVEMENT (MAXIMUM 10 POINTS, INDIVIDUAL POINTS ARE ADDITIVE)				
TOTAL POINTS FOR CAREER ACCOMPLISHMENTS (MIN 25 POINTS)				

IV. NPMA SERVICE

Qualifying Criteria		Maximum Points Available	Points Earned	Sub Total
1.	Chapter Meeting Attendance – Past 12 months (Chapter president’s signature is required on the CF application)			
	A. 50% to 75%	3		
	B. 76% or better	6		
CHAPTER MEETING ATTENDANCE SUMMARY (MAXIMUM 6 POINTS)				
2.	Active participation on National/Regional/ Chapter Seminars/Conferences in the capacity of master of ceremonies, Seminar/Conference chair or a member of a recognized committee, such as registration, speakers, exhibitors, hospitality, etc.. (not to be confused with #II-8 above) (Provide copies of your Certificates of Appreciation, or written confirmation from the NPMA Meeting Planner, Regional Vice President, or Chapter president of your assigned responsibilities.)			
	A. Seminar Chair or Master of Ceremonies	5		
	B. Committee Chairperson	3		
	C. Committee member	2		
SEMINAR ORGANIZATIONAL PARTICIPATION SUMMARY (MAXIMUM 10 POINTS)				

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	Qualifying Criteria	Maximum Points Available	Points Earned	Sub Total
3.	Chapter Leadership – must have served full term (1 or 2 years depending upon chapter bylaws)– (Written confirmation from current chapter president is required.)			
	A. President	7		
	B. Vice President, Treasurer or Secretary	3		
	C. Chairperson of programs, membership/awards or education committees	2		
	D. Other chair	2		
	E. Chapter committee member	1		
	F. Chapter delegate	2		
	G. Outstanding Member Recognition	1		
CHAPTER LEADERSHIP SUMMARY (MAXIMUM 10 POINTS)				
4.	Regional Leadership – must have served full 2 year term – (Written confirmation from current Region Vice President is required.)			
	A. Vice President	7		
	B. Secretary or Treasurer	5		
	C. Regional Director/Chair	2		
	D. Regional Committee member	1		
REGIONAL LEADERSHIP SUMMARY (MAXIMUM 15 POINTS)				
5.	NPMA National Leadership – must have served full 2 year term – (Written confirmation from the NPMA Executive Director is required) (Note: not to be confused with Seminars/Conferences leadership or committees – see #IV-2)			
	A. President	15		
	B. Executive Vice President	10		
	C. Nationally elected Vice President	7		
	D. National Director	4		
	E. Chairperson of the Board of Advisors	7		
	F. Member of the Board of Advisors	4		
	G. Chair of National committee/task force	3		
	H. National committee member	1		
	I. Chair or Co-Chair of SIG Group (0-3 points based on activity & verified by SIG Director)	3		
	J. SIG participation (0-2 points based on activity & verified by SIG Chair)	2		
NATIONAL LEADERSHIP SUMMARY (Maximum 20 points)				

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	Qualifying Criteria	Maximum Points Available	Points Earned	Sub Total
6.	Participation in similar professional associations as that Participation relates to the Property Management field (for example, NCMA, NAPM, APICS, ASTM, SOLE, etc.)			
	A. National Office (president, executive board, etc. Provide documentation	10		
	B. Teaching, seminar presenter, certification instructor, chapter workshop presenter, etc. provide documentation (1 point for each occurrence, 5 point maximum)	1		
	C. First publication of article in other association Magazine or newsletter. Provide documentation	5		
	D. Second publication of article in other association Magazine or newsletter. Provide documentation	2		
	E. Member of other related association	2		
PARTICIPATION ON OTHER ASSOCIATIONS SUMMARY (MAXIMUM 10 POINTS)				
7.	Significant other participation or achievement(s) in NPMA Service. Examples: Forming a new chapter, serving as a certification proctor, or anything not addressed in any of the other categories within this section of NPMA Service. Supporting documentation must be submitted by the Chapter Pres, Regional Vice President, National Officer, Consulting Fellow, Committee Chr., or Supervisor. The information will be evaluated by the CF Review Committee who will rate the criteria from 1 to 10 points based on the level of complexity or significance. (Please enter your <i>recommended</i> points earned).	10		
SIGNIFICANT OTHER NPMA SERVICE SUMMARY (MAXIMUM 10 POINTS)				
TOTAL POINTS FOR NPMA SERVICE (MIN 20 POINTS)				
TOTAL SECTIONS				
SECTION II: Academic Achievements (at least 30 points)				
SECTION III: Career Accomplishments (at least 25 points)				
SECTION IV: NPMA Service (at least 20 points)				
GRAND TOTAL: MUST TOTAL 100 POINTS				
NOTE: THE APPLICANT MUST ACHIEVE THE MINIMUM POINT REQUIREMENT FOR THE ACADEMIC ACHIEVEMENTS, CAREER ACCOMPLISHMENTS AND NPMA SERVICE CRITERIA. THE APPLICANT MUST ALSO ACHIEVE AN ADDITIONAL 25 POINTS FROM ANY OF THE THREE CRITERIA TOPICS FOR A TOTAL OF THE 100 MINIMUM.)				

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(For use by the Certification Review Board only)						
Central Region			Approved	Yes		No
	Signature	Date				
Eastern Region			Approved	Yes		No
	Signature	Date				
Western Region			Approved	Yes		No
	Signature	Date				
Approved :	Yes	No	Remarks:			
Chairperson, CF Review Board						
			Signature			Date
(For use by the NPMA Certification Manager only)						
	Certificate Number:		Date Issued:			