



Continuance and Lifetime Application

National Property Management Association (NPMA) Certification as either a Certified Professional Property Administrator (CPPA) or Certified Professional Property Manager (CPPM) shall be in effect for a period of five (5) years from the date of award. If you are retired from active employment in property management and your NPMA certification is current, you may apply for a Lifetime Certification.

The application requirements are as follows:

1. Be an NPMA member in good standing which includes a current, non-expired certification.
2. Meet three (3) of the nine (9) qualifying criteria listed below over the previous 5-year period.
3. Complete this application accurately and completely. Submit applicable supporting documentation, clearly cross-referencing related criteria. Obtain all required signatures.
4. RETIRED certified property professionals are eligible for the Lifetime Certificate (does not expire).
5. Fee Structure: Certification Continuance \$75 / Lifetime Certificate \$25
6. Submit this form, supporting documentation, and renewal fee to:

NPMA Headquarters
28100 US Highway 19 N.
Suite 400
Clearwater, FL 33761

- Check or Money Order Enclosed
 Credit Card: Visa / MasterCard / American Express

Number: _____ Exp. Date: _____

Cardholder's Name

Signature

Credit Card Billing Address and Zip Code

Name: _____ CPPA No: _____ Issue Date: _____

Expiration Date: _____

Chapter: _____ CPPM No: _____ Issue Date: _____

Expiration Date: _____

Address: _____

Street

City

State

Zip

Daytime Phone: (_____) _____ e-mail: _____

Check the circles (○) that apply to you.

Lifetime Certificate. I am RETIRED from active employment in property management. My certificate is current.

Certification Continuance Examination. I do not meet the certification continuance criteria. I originally tested under the (circle one) [Contract] [Federal] [Standard] [State & Local Government] [College & University] curriculum.

Proctor's Name: _____ If proctor is not an NPMA member, please attach mailing address, email, title and phone number.

Qualifying Criteria Submitted. Check at least three boxes ().

1. I actively participated in a property management training program or seminar as a speaker or planner. Sponsor is event organizer.

Sponsor: _____ Program Title: _____

Date: _____ Location: _____ Your role: Speaker: _____ Planner: _____

Attach a copy of the program or schedule.

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- ❑ 2. Attend two (2) NPMA seminars at the Chapter, Regional and/or National levels. Other conferences where technical, administrative, and/or managerial applications on property management are discussed or demonstrated also fulfill this requirement. Note: If CEUs were designated, this also counts towards criteria No. 3 below.

Sponsor: _____ Program Title: _____

Date: _____ Location: _____

Sponsor: _____ Program Title: _____

Date: _____ Location: _____

Attach a copy of the attendance certificate(s). For NPMA sponsored events, go to our website at www.npma.org. Log in to the Member Area, click on the "Your Professional Development History" link and change the date range. Print and attach the page to this application.

- ❑ 3. Obtain fifteen (15) credits of Continuing Education Units (CEUs) from a university, college, government, industry, or professional organization (e.g. - NPMA, NCMA, NMA, AMA) for courses/seminars related to property management.

Sponsor: _____ Program Title: _____

Date(s): _____ No. of Hours: _____

Sponsor: _____ Program Title: _____

Date(s): _____ No. of Hours: _____

Sponsor: _____ Program Title: _____

Date(s): _____ No. of Hours: _____

Attach copy of certificate or proof of attendance. For NPMA sponsored events, go to our website at www.npma.org. Log in to the Member Area, click on the "Your Professional Development History" link and change the date range. Print and attach the page to this application.

- ❑ 4. Author and have published at least one paper, thesis, or article about property management. Participate in community- or state-oriented property management activities.

Publication: _____ Date/edition _____

Type of paper: _____ Title _____

- ❑ 5. Attend at least four (4) Chapter meetings per year.

Chapter President's signature is required below.

Chapter President (please print)

Signature

Date

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6. Serve as a Chapter, Regional or National Officer.

Office Held (include level): _____

Dates of Service: _____
From To Total No. of Years

7. Serve as an exam writer, reviewer and/or test grader for the NPMA Certification Program.

Position Held: _____

Dates of Service: _____
From To

8. Serve as a committee member at the Chapter, Regional, or National level.

Position Held (include level): _____

Committee Name: _____

Dates of Service: _____
From To Total No. of Years

9. I have held property-related position(s) over the past five years.

Company name: _____

Position Title: _____

Supervisor's signature is required below.

Supervisor (please print)

Signature

Date

Applicant's Signature

Date