

Checklist for Earning the CPM[®] Designation

As of January 1, 2018

The following provides an overview of the requirements to earn the CPM[®] designation and becoming a CPM[®] Member. Although requirements are not linear, it is highly recommended that the education requirement be completed prior to attempting the management plan/MPSA[®] and the CPM[®] certification exam.

Experience

- 3 years (36 months) of qualifying real estate management experience as defined by IREM[®] ([meeting portfolio and function minimums](#))

Education – Select one of four options

Option 1

IREM[®] Courses

- [FIN402](#)
- One MKL400-level course
[MKL404](#), [MKL405](#), [MKL406](#)
- [HRS402](#)
- [MNT402](#) **Suggested order, especially*
- [ASM603](#) *ASM603-ASM605*
- [ASM604](#)
- [ASM605](#)

Option 2

Other Designations Fast Track

- Hold a CCIM, CFM, CSM, PCAM, RPA, or SIOR designation and submit fast track approval fee

Option 3

Real Estate Degree Fast Track

- Have a bachelors or graduate degree with major, minor, or concentration in real estate or property management and submit fast track approval fee.

Option 4

Professional Experience Fast Track

- Have 20 years of qualifying professional experience (as verified via experience reports and approved by chapter) and submit fast track approval fee

Management Plan – Select one of two options

Option 1

- [Pass management plan on an actual property \(MPIND\)](#)

Option 2

- [Pass management plan skills assessment \(MPSA[®]\)](#)

Examination

- Pass CPM[®] certification exam

Ethics

- Attend and pass exam for [ETH800](#)
- Pledge to uphold the [IREM[®] Code of Professional Ethics](#)

Other Requirements

- Be a CPM[®] Candidate for a minimum of one year or an ARM[®] or ACoM Member in good standing for the 12 months prior to CPM[®] approval
- Submit a CPM[®] application with the \$210 application fee
- [Submit three \(3\) Professional References](#) (this process can be managed completely online)
- Be current with annual national dues
- Be current with annual chapter dues
- Hold a real estate license or verify that you are not required to have one for your current position
- Be affiliated with the NATIONAL ASSOCIATION OF REALTORS[®]
- Attend two IREM[®] Chapter meetings or events during the 12 months immediately prior to CPM[®] approval
- Be interviewed and recommended for approval by the local IREM[®] Chapter

Not ready to apply for CPM[®] Candidate membership? Enjoy member benefits as an Associate Member!
www.irem.org/associate