



# ARM® Checklist

This simple checklist outlines the path to earning your ARM. Make sure you review all four steps below to get a full understanding of your journey, and the time and cost commitments involved. Those seeking the ARM should follow the steps and tasks in the exact sequence outlined below.



## Step 1: Learn — Time: 5 days, Cost: \$1,175<sup>1</sup>

### Take 2 ARM certification courses via the ARM Track

Registering is easy – use the [ARM Track \(ARMTRK\)](#). It combines the courses below with the ARM Certification Exam.

- 1. Ethics for the Real Estate Manager in the classroom (ETH800) –or– Real Estate Management Ethics Online (ETH001) if not taking the ARM Track
- 2. Managing Residential Properties (RES201)

### Waive an ARM course with the ARM Fast Track

Those seeking the ARM can waive RES201 or CID201 if you meet either of the following criteria:

- Hold a CPM, CAM, CRM or RAM designation, and take [ETH800](#) or [ETH001](#) or
- Have a bachelors or graduate degree with major, minor or concentration in real estate or property management — or an associate's degree in a non-commercial property or real estate management program, and take [ETH800](#) or [ETH001](#)

### Alternate option to complete the ARM

- Take [MNT402](#), [HRS402](#), [FIN402](#), [MKL405](#), and [ETH800](#) (recommended for those who intend to someday earn the CPM®)
- Take [CID201](#) and [ETH800](#) (recommended for condo and-HOA managers)



## Step 2: Test — Time: 1/2 day, Cost: Included in ARM Track tuition

### Pass the ARM Certification Exam via the ARM Track<sup>2</sup>

- 1. Pass the ARM Certification Exam (ARMEXM), an open-book, 100 multiple-choice question exam available in the classroom or online with a live proctor



## Step 3: Apply — Time: 1 hour, Cost: \$80<sup>3</sup>

### Complete your ARM application with the ARM Experience Form

- 1. Download and complete the official ARM application.
- 2. Have 12 months of qualifying experience managing a residential or mixed-use portfolio of a minimum size – and record it on your ARM Experience Form in the ARM application
- 3. Pay the \$80 non-refundable application fee



## Step 4: Graduate — Time: 1–2 months, Cost: ~\$335<sup>4</sup>

### Once your application is approved, you have graduated

Congratulations! IREM will review your application and provide a decision. If approved, you can then begin using the ARM certification with your name on professional profiles, email signatures, business cards and more. You'll also be presented with an official ARM certificate and pin.

Once approved as an ARM, you are required to maintain your certification each year by paying annual ARM dues and IREM chapter dues, which also include membership. This helps maintain the high standards that make your ARM so valuable.

- 1) Existing members receive discounted pricing.
- 2) The ARM Certification Exam can be taken as part of the ARM Track (ARMTRK), or standalone (ARMEXM).
- 3) Application fee for existing IREM members is \$40. Upon approval, new ARMs will be billed for prorated dues. If you are an existing member and paid in full, you will owe nothing further in the year you're approved as an ARM.
- 4) Chapter dues vary by location.