



## Earn your CAM even faster!

Enhance your professional growth in the apartment industry by becoming a Certified Apartment Manager (CAM) and take your career to the next level. CAM training helps you manage your apartment community and your team more effectively.

CAM is a nationally recognized designation, created by the National Apartment Association Education Institute (NAAEI) to maximize the experience of the on-site professional. The CAM training helps you manage your apartment community and your team more effectively. **This program is accelerated and condensed into 5 days!**

The San Diego County Apartment Association offers this nationally recognized CAM designation to apartment industry professionals who want to advance their career path in apartment management. This program is also available online.

## GET YOUR CAM TODAY!

To learn more about how you can earn your designation or to register, visit: [www.sdcaa.com/current-offerings](http://www.sdcaa.com/current-offerings)



## CAM COURSES

### Management of Residential Issues

- Customer Service
- Occupancy Management
- Security
- Emergency Management
- Operations Technology
- Resident Relations

### Human Resource Management

- Employment Law
- Employment Practices
- Payroll Administration
- Training and Supervision
- Termination

### Fair Housing

- Fair Housing Laws
- People with Disabilities
- Advertising & Fair Housing
- Fair Housing Complaints
- Management Practices
- Government Housing

### Marketing

- Introduction to Marketing
- Conducting Market Research
- Promotional Marketing
- Onsite Marketing
- Marketing Plans

### Property Maintenance for Managers

- Team Building
- The Onsite Manager's Role
- Exterior Maintenance
- Interior Maintenance
- Preventative Maintenance
- Maintenance Safety

### Risk Management

- Minimizing Risk to Residents
- Minimizing Risk to Staff
- Handling Emergencies
- Liability
- Insurance

### Financial Management

- Investments
- Adding Value to Investments
- Financial Statements
- Budgets
- Property Evaluation

### Research, Analysis & Evaluation

This course provides case studies and in-class activities to ensure that students have critical problem-solving skills and are able to draw conclusions and recommendations from present facts and conditions

## YOU should take CAM if you:

- Wish to take your career to the next level
- Want to understand and be more involved in the budgeting and financial review process
- Are in or aspire to be in a decision making role
- Love learning!

## How to Obtain and Maintain the NAAEI Certified Apartment Manager (CAM) Designation

### To obtain a CAM designation you must:

- Declare your candidacy for CAM on the NAA website
- Have worked in the apartment industry for at least 12 months
- Successfully complete required courses listed to the left
- Meet all examination requirements within 12 months of declaring your candidacy for CAM

***\*Because of the pace of this course, we strongly suggest candidates should have knowledge and experience of budgets and routine financial review***



# Registration Form

CERTIFIED APARTMENT  
MANAGER®

## Registration Type

- Register me for the full CAM series of required courses.
- Register me only for the individual course(s) that are marked below.

<input type="checkbox"/> Legal	Nov. 10, 2016	8:00am-12:00pm
<input type="checkbox"/> Fair Housing	Nov. 10, 2016	1:00pm-5:00pm
<input type="checkbox"/> Financial Mgmt.	Nov. 11, 2016	8:00am-12:00pm
<input type="checkbox"/> Risk Management	Nov. 11, 2016	1:00pm-5:00pm
<input type="checkbox"/> Residential Issues	Nov. 12, 2016	8:00am-12:00pm
<input type="checkbox"/> Property Maintenance	Nov. 12, 2016	1:00pm-5:00pm
<input type="checkbox"/> Research & Analysis	Nov. 13, 2016	8:00am-12:00pm
<input type="checkbox"/> Marketing	Nov. 13, 2016	1:00pm-5:00pm
<input type="checkbox"/> Human Resources	Nov. 14, 2016	8:00am-3:00pm

\*Times for modules may decrease due to lunch times.

\*\*Class dates are subject to change.

## Registrant Information

Name: \_\_\_\_\_ Member No.: \_\_\_\_\_

Company: \_\_\_\_\_ Attendee Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Attendee E-mail: \_\_\_\_\_

## Payment Information

**I am paying**  For the Series  Payment Plan  Per Course

**Payment by check**, make payable to SDCAA (5675 Ruffin Road, Suite 310, San Diego, CA 92123)

**Payment by credit card**

American Express  Discover  Master  Card Visa

Credit Card No.: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Cancellation Policy and Re-scheduling:

### Cancellations only accepted in writing.

**Series:** Cancellations received 72 hours **prior to** the first course will result in a refund of the series price minus a \$75 cancellation fee and **materials cost** (if received). Cancellations received 72 hours **prior to** subsequent courses will result in a refund of series price minus a \$75 cancellation fee, materials cost (if received), and fee for courses attended. Cancellations received **within** 72 hours to any course will result in a refund of series price minus a \$75 cancellation fee, materials cost (if received), and fee for courses attended, and courses not cancelled in advance. NO EXCEPTIONS! **Individual courses:** All cancellations received **within** 72 hours of each course and all "noshows" are responsible for payment of the course fees. **Re-scheduling courses:** Students need to re-register in writing for any courses they were unable to attend. **This registration form is legally binding when signed below by the student and accepted by SDCAA.**

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Location:

Belfore Property Restoration  
Executive Room  
9060 Activity Road, Suite A  
San Diego, CA. 92126

### Lunch Break:

12:00 pm -1:00 pm  
\*Lunch is not provided

### Cost:

#### CAM Series Discount:

(Includes CAM book and two-part exam)  
**\$799 Members/ \$950 Non-Members**  
\$250 due upon registration, balance due before attendance of first course.

#### Individual Courses: (Materials Included)

Management of Residential Issues  
**\$147 Member / \$167 Non-Member**

Human Resource Management  
**\$160 Member / \$180 Non-Member**

Marketing  
**\$115 Member / \$135 Non-Member**

Fair Housing  
**\$115 Member / \$135 Non-Member**

Financial Management  
**\$115 Member / \$135 Non-Member**

Risk Management  
**\$100 Member / \$120 Non-Member**

Property Maintenance for Managers  
**\$83 Member / \$103 Non-Member**

Research, Analysis and Evaluation  
**\$60 Member / \$80 Non-Member**

Legal Responsibilities  
**\$83 Member/\$103 Non-Member**

#### CAM Payment Plan:

**\$847 Members ONLY**  
\$250 due upon registration, three (3) consecutive payments of \$199, automatically charged at the beginning of each following month. (Credit card on file required)

**Courses may be taken as part of the series or as stand-alone classes**

Confirmation for your enrollment will be e-mailed with instructions to complete your candidacy declaration on the NAA website. Please note your candidacy period begins when you complete the NAA enrollment form.