



Get your CAPS today!

Take the next step in your professional development and become a certified success by earning your **Certified Apartment Portfolio Supervisor (CAPS)** designation.

CAPS is a nationally recognized designation, created by the National Apartment Association Education Institute (NAAEI) to maximize the experience of the on-site professional.

The San Diego County Apartment Association (SDCAA) offers this nationally recognized designation for multi-site supervisors and experienced apartment managers with a CAM, ARM or RAM designation.

GET YOUR CAP TODAY!

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



Registration Form

CERTIFIED APARTMENT
PORTFOLIO SUPERVISOR®

Registration Type

- Register me for the full CAPS series of required courses.
- Legal Responsibilities & Risk Mgmt October 27, 2016 8:00am-5:00pm
- Financial Management October 28, 2016 8:00am-5:00pm
- Property Performance & Leadership/
 - Property Eval. & Due Diligence (Part 1) October 29, 2016 8:00pm-5:00pm
- Property Eval. & Due Diligence (Part 2) October 30, 2016 8:00am-5:00pm

*Times for modules may decrease due to lunch times.
**Class dates are subject to change.

Registrant Information

Name: _____ Member No.: _____
 Company Name: _____
 Attendee Address: _____ City: _____ St.: _____
 Zip: _____ Phone Number: _____
 Fax: _____ Attendee E-mail: _____

Payment Information

I am paying For the Series Payment Plan
 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 "no shows" are responsible for payment of the course fees.
 This registration form is legally binding when signed below by the student and accepted by SDCAA.

Signature _____ Date _____/_____/_____

Location:
SDCAA Meeting Room
5675 Ruffin Road, Suite 310
San Diego, CA. 92123

Lunch Break:
12:00 pm -1:00 pm

Cost:

(Includes CAPS course book, Breakfast, & Lunch)

\$1500 Members/ \$1650 Non-Members
\$500 due upon registration, balance due before attendance of first course.

To obtain a CAPS designation you must:

- worked as a multi-site supervisor for 24 months or be a CAM, ARM or RAM designate in good standing with 24 months of management experience;
- successfully complete the five courses listed above (which total 40 hours); and
- meet all examination requirements, within 12 months of declaring candidacy for CAPS.

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.