



A NABO DESIGNATION

Advanced Registered in Apartment Management Continuing Education Profile

The RAM Board of Governors set forth Continuing Education guidelines for all RAMs effective January 1, 1982. This program has been designed to keep all RAMs at the forefront of the multifamily industry and to maintain the standards of the industry.

HOW IT WORKS

Under established guidelines, holders of the RAM designation, including Advanced RAMs, must acquire a minimum of 75 points each three-year period in order to maintain their privilege of RAM program affiliation. HUD public housing managers are exempt from continuing education requirements but are encouraged to continue their education and to submit continuing education profiles. Managers of HUD assisted or insured housing are not exempt from continuing education requirements.

All RAMs must report continuing education activity on their third annual anniversary with the program. Reports submitted to the national RAM office before that time will be returned. Please include verification of attendance or participation.

HOW CONTINUING EDUCATION POINTS MAY BE EARNED

Continuing Education: 3.5 points are given for each hour of the following (25 points per each 8 hours):

- HBA/Multifamily Council luncheons or meetings (with speaker)
- Work related courses at local community colleges, universities and junior colleges
- Industry-related conventions or trade/home shows
- All multifamily housing management related courses including:
 - NAHB/Multifamily convention/conference education programs
 - In-house training programs and other industry-related seminars
 - United States Department of Housing and Urban Development seminars
 - Related trade association educational events (e.g., IREM, NAA, NAHMA, ABO)

Writing Articles (Please enclose copy of article):

- Published articles 1,250-4,000 words in length earn 7 points
- Articles over 4,000 words in length earn 8 points

Speaking at Industry Related Programs:

- RAM Deans and instructors earn 25 points for each basic 40-hour seminar. 4 Points are given for each one-day seminar presented. Fractional points awarded for partial participation.

Industry Leadership Roles:

- Multifamily Council or Home Builders Association officers earn points for each year of service. Committee membership in an industry related trade group also earns points. Points are given on a case by case basis.

Continuing education points are not awarded for employment history, e.g., promotions, work projects

HOW TO COMPLETE THIS FORM

- 1) Print or type the information requested.
- 2) Include all required information on the form. Please do not refer to another form or publication.
- 3) If extra space is needed, use additional blank sheets. Identify each page with your name and the appropriate Continuing education Profile Section.
- 4) Make a copy of the completed form for your file.
- 5) Attach copies of continuing education forms/certificates of attendance.
- 6) Mail to: National Associated Builders and Owners, RAM Program Coordinator, 5 Hanover Sq., Suite 1605, New York, NY 10004

SECTION I: CONTINUING EDUCATION

List educational programs/training sessions completed in the last year that are directly related to multifamily development or management. Each approved credit hour earns 3.5 points. Attach additional sheets if necessary.

Title/Subject: _____	Dates: _____	Hours: _____
Sponsor: _____	Location: _____	
Title/Subject: _____	Dates: _____	Hours: _____
Sponsor: _____	Location: _____	
Title/Subject: _____	Dates: _____	Hours: _____
Sponsor: _____	Location: _____	
Title/Subject: _____	Dates: _____	Hours: _____
Sponsor: _____	Location: _____	

SECTION II: ARTICLES WRITTEN

Attach copies of articles and additional sheets if necessary.

Title: _____	Length (words): _____
Published by: _____	Issue/Date of Publication: _____
Title: _____	Length (words): _____
Published by: _____	Issue/Date of Publication: _____

SECTION III: SPEAKER/TRAINER ENGAGEMENTS

Attach copies of articles and additional sheets if necessary.

Title/Subject: _____	Dates: _____	Hours: _____
Sponsor: _____	Location: _____	
Title/Subject: _____	Dates: _____	Hours: _____
Sponsor: _____	Location: _____	

SECTION IV: ACHIEVEMENTS

List participation in professional, business, technical or property management organizations or associations. Provide name of organization, dates of activity, and office held.

Organization: _____ Dates: _____ Office: _____

Organization: _____ Dates: _____ Office: _____

Organization: _____ Dates: _____ Office: _____

PLEASE VERIFY YOUR CONTACT INFORMATION

Attach copies of articles and additional sheets if necessary.

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

I hereby affirm that the information supplied in my Continuing Education Profile is correct to the best of my knowledge and pledge myself to abide by the RAM Code of Ethics. I authorize the RAM Board of Governors or its designee to verify for accuracy.

Participant's Signature

Date

If you have any questions regarding these requirements, please call
(212) 838-7442