



CERTIFIED LEASING PROFESSIONAL

Continuing Education
Profile

Name: _____



The National Associated Builders and Owners
CLP Program Manager
5 Hanover Square
Suite 1605
New York, NY 10004
212-385-4949
info@registeredmanager.com

CERTIFIED LEASING PROFESSIONAL PROGRAM

What is the CLP program?

The CLP program is an approved professional certification program that sets professional competency standards, and services the needs of the multifamily leasing and sales skills by offering quality professional training. The CLP designation says to your peers and employers that you are a qualified individual who is committed to a high level of professionalism in the leasing, sales, development and management of multifamily housing properties.

What are the requirements for certification?

Becoming a CLP means meeting the high standards of education and ethics established by the RAM Board of Governors. Certification requirements include:

- Completion of CLP Shopper's Report
- Completion of CLP Professional Profile
- Completion of CLP Course taught by an authorized teacher
- Completion of national CLP Exam with a minimum of 350 points

How long is a CLP certification valid?

CLP certification is effective for two years, subject to the payment of a \$25.00 annual renewal fee. Recertification is required after that time. Recertification process requires submittal of 10 hours of Continuing Education Credits: 4 hours mandatory Fair Housing/ 1 hour mandatory ADA/ 5 hours optional leasing topics. For more information, contact The Associated Builders and Owners at (212) 385-4949.

Instructions for completion:

1. Print or type the information requested.
2. Attach copies of proof of educational activities (certificates, transcripts, syllabi, letters of attendance).
3. Use additional sheets, if necessary. Identify each sheet with your name and the section number.
4. Make a copy of your completed profile for your files.
5. Send your completed form along with a \$50 check payable to: The National Associated Builders and Owners, CLP Program Coordinator, 369 Lexington Ave., Suite 215, New York, NY 10017

Tips for successfully completing CLP Profile/Application:

1. Do not skimp on details. Include all relevant information. Too much information is better than not enough.
2. Include proof of attendance for all educational activities you list.
3. Include all information in the space where it is most appropriate. Do not repeat it elsewhere.

**Please return completed profile with your \$50 application fee to:
The National Associated Builders and Owners
CLP Program Manager
5 Hanover Square
Suite 1605
New York, NY 10004**

**CERTIFIED LEASING PROFESSIONAL
CONTINUING EDUCATION APPLICATION**

CONTACT INFORMATION

Date: _____

Name _____

Company _____

Work Address _____

Work City/State/Zip _____

Work Telephone _____ Work Fax _____

Work Email Address _____

Home Address _____

Home City/State/Zip _____

Home Telephone _____ Home Fax _____

Home Email Address _____

Are you a member of your local Home Builders Association (HBA)? _____ Yes _____ No

If yes, please list the name of your local association _____

HBA # _____ Your NAHB membership number _____

**All CLP correspondence will be sent to your home address. However, only your business address
will be released. Please send all address changes to CLPinfo@abogny.com.**

SECTION I: EDUCATION

A. High School: (copy of diploma not required) _____

City/state: _____

Date graduated: _____

B. Higher Education (community college, vocational training, university, post-graduate education - related or unrelated to multifamily management, attach proof of graduation, if applicable)

Name of institution: _____

Major/Degree: _____

Dates attended: _____ Graduated? _____

C. Certifications/Licenses

List any current certifications or licenses related to multifamily management. Include proof of current certification or licensure.

Type: _____ Date of certification: _____

Type: _____ Date of certification: _____

Type: _____ Date of certification: _____

D. CLP School (include your certificate/letter of completion)

Sponsored by: _____

Location: _____

Dates: _____ CLP Lead Instructor: _____

E. Continuing Education in Property Management

Include any seminars or workshops you have attended in the last five years that were directly related to multifamily property management, including trade show education. Attach a certificate/letter of completion (some type of proof of attendance) for each seminar. Required courses for certifications or licenses declared above cannot be declared in this section. Attach additional sheets if necessary.

Seminar topic/title: _____

Sponsored by: _____

Location: _____

Number of hours: _____ Dates: _____

Seminar topic/title: _____

Sponsored by: _____

Location: _____

Number of hours: _____ Dates: _____

Seminar topic/title: _____

Sponsored by: _____

Location: _____

Number of hours: _____ Dates: _____

Seminar topic/title: _____

Sponsored by: _____

Location: _____

Number of hours: _____ Dates: _____

F. Continuing education in related fields, such as maintenance, business management, etc. Include only education **from the last five years**. Attach a certificate/letter of completion (proof of attendance) for each seminar. Attach additional sheets if necessary.

Seminar topic/title: _____
Sponsored by: _____
Location: _____
Number of hours: _____ Dates: _____

Seminar topic/title: _____
Sponsored by: _____
Location: _____
Number of hours: _____ Dates: _____

Seminar topic/title: _____
Sponsored by: _____
Location: _____
Number of hours: _____ Dates: _____

G. Continuing education in unrelated fields, such as computer skills, public relations, etc. Include only education **from the last five years**. Attach a certificate/letter of completion (proof of attendance) for each seminar. Attach additional sheets if necessary.

Seminar topic/title: _____
Sponsored by: _____
Location: _____
Number of hours: _____ Dates: _____

Seminar topic/title: _____
Sponsored by: _____
Location: _____
Number of hours: _____ Dates: _____

SECTION II: WORK EXPERIENCE

Please begin with your present position and work backward, up to ten years. Because of varied use of job titles around the country, a detailed job description is required. Your detailed job description will determine how many points you receive for your work experience. Please attach additional sheets if necessary.

1. Present position title: _____

Dates of employment: from _____ to _____

Name of company or project: _____

Owner/immediate supervisor: _____

Address: _____

City/state/zip: _____

Number of units: _____ Number of employees supervised: _____

Job description: _____

2. Position title: _____

Dates of employment: from _____ to _____

Name of company or project: _____

Owner/immediate supervisor: _____

Address: _____

City/state/zip: _____

Number of units: _____ Number of employees supervised: _____

Job description: _____

SECTION III: PROFESSIONAL INVOLVEMENT

A. Involvement in professional associations related to multifamily management, such as local Home Builders Association or Multifamily Council.

Name of organization: _____

Office held (if any) and years held: _____

Dates of activity: _____

Name of organization: _____

Office held (if any) and years held: _____

Dates of activity: _____

B. Involvement in professional, civic, or social service associations NOT related to multifamily management

Name/type of organization: _____

Type of activity: _____

Office held (if any) and years held: _____

Dates of activity: _____

Name of organization: _____

Type of activity: _____

Office held (if any) and years held: _____

Dates of activity: _____

C. Property Management Speaker/Trainer Experience (attach additional sheets if necessary)

Your subject: _____

Length of your presentation: Date: _____

Sponsor: Place: _____

D. Published Articles/Books on Multifamily Management, include only those not required as part of work duties.

Title/subject: _____

Type of publication: _____

Length of article: Date of publication: _____

E. Honors and Awards conferred by local, state, or national multifamily management or Home Builders organizations. List organization, reason for award, and date of award.

F. Community/Professional Contributions

Please indicate contributions made to community and social service organizations (beyond those mentioned in section B), including name/type of organization, dates of activity, and honors or awards. Also indicate what you think are the principal contributions you have made to the property management professions or to the firms that have employed you. Attach additional sheets if necessary.

SECTION V: CLP CODE OF ETHICS

I hereby affirm that the information supplied in this Professional Profile Form is correct to the best of my knowledge and pledge myself to abide by the Certified Leasing Professional Code of Ethics.

Signature

Date

The Certified Leasing Professional Code of Ethics promotes the highest standards of residential management, leasing professional and personal conduct. Adherence to this Code of Ethics is required.

As a Certified Leasing Professional, I pledge to:

1. Maintain loyalty to the ownership of the properties I represent and pursue their goals and objectives. Accept no management/leasing assignments that would pose a conflict of interest on my part.
2. Obtain and maintain in force all licenses required by the state and local governments having jurisdiction over my activities.
3. Hold inviolate the confidential and fiduciary relationship with my employer and the confidential information entrusted to me by co-employees and residents.
4. Serve all co-employees and residents impartially and neither provide nor accept any special compensation, commissions, or payments without the prior knowledge and consent to such payments by my employer and the property owner.
5. Allow no exploitation of my position, industry, or profession.
6. Uphold all laws and regulations providing for fair access to housing opportunities, housing purchase, and accommodations. This includes but is not limited to all federal, state, and local Fair Housing laws, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, and related acts and regulations.
7. Exercise sound business principles in leasing properties.
8. Use only legal and ethical means to influence legislation or regulation.
9. Issue no false or misleading statements to the public.
10. Refrain from disseminating any malicious information concerning any property or person.
11. Utilize every opportunity to improve public understanding of the Certified Leasing Professional program.