



A NABO DESIGNATION

CLP Instructor Application

To become an approved instructor for the CLP course, you must complete an Instructor Application Form. The requirements include:

1. Hold current certificates in Property Management.

AND

2. Hold a college degree in real estate, law, business, or other academic area directly related to the multifamily housing industry.

AND

3. Have successfully demonstrated the ability to teach in schools, adult education programs, seminars, or in an equivalent setting.

AND

4. Have at least five (5) years of experience in the professional area of real estate or directly related to the area you wish to teach.

AND

5. Be recognized as knowledgeable in multifamily management in your local/regional area.

AND

6. Have professional instructional experience with trade association(s).

OR

7. Complete the NAHB Train the Trainer* program.

OR

8. Show proof of attending an instructor training course that cover the topics listed below (This may be waived if the applicant can show sufficient credentials to forgo this requirement).

- o Adult learning principles and their application when teaching.
- o Methods to get students ready to learn, receive and retain information.
- o The use of effective questioning and the Socratic method when teaching.
- o Structuring and facilitating interactive exercises including buzz groups, demonstrations, analogies and case studies.
- o The use of visual aids including handouts, videos, PowerPoint slides, and flipcharts.
- o Effective delivery skills including verbal delivery, movement, gestures, the balanced stance, home base positions and eye contact.

A CLP course must have an approved instructor selected from the list of approved instructors. In order to become an approved instructor one must use the application and return a copy of the application and all supporting documents to the RAM Program Manager. The RAM Program Manager will submit all applications to the RAM Dean Review Subcommittee and will maintain a list of approved instructors. Only instructors who have had their applications approved by the RAM Dean Review Subcommittee will be allowed to teach a course.

Mail your completed application to: The National Associated Builders and Owners, CLP Program Coordinator, 5 Hanover Sq., Suite 1605, New York, NY 10004

Please note: The RAM Board of Governors has the authority to waive any or all of these requirements and exempt instructor.

CLP INSTRUCTOR APPLICATION

Name	Phone
Title	Fax
Company	Email
Address	
City / State / Zip	

Please check the appropriate boxes and attach supporting documents where required:

- I have the following certificates in property management. Only active memberships will be accepted. Please include proof and the year received. (Check all that apply):
 - RAM
 - ARM
 - CAM
 - CPM
 - NALP
 - Other (specify)

- I hold a college degree in real estate, law, business, or other academic area directly related to the multifamily housing industry. Please specify.

- I have successfully demonstrated the ability to teach in schools, adult education programs, seminars, or in an equivalent setting. Please explain on attached sheet(s).

- I have at least five (5) years of experience in the professional area of real estate or directly related to the area I am proposing to teach. Please attach your resume.

- I am recognized as knowledgeable in multifamily management in my local/regional area. Please attach one (1) letter of reference.

- I have professional instructional experience with trade association(s). Please supply reference name, company and phone number and dates of all programs/seminars taught in the last five (5) years if not included in your biography or resume.

OR I have completed the NAHB Train the Trainer* program.

Location: _____ Date: _____

OR I can show proof of attending an instructor training course.

Company: _____ Date: _____

Location: _____

Signature: _____ Date: _____

Return form and materials to:

Membership Director

NABO

5 Hanover Sq.

Suite 1605

New York, NY 10004

(212) 385 – 4949

Fax (212) 385 – 4242

Email: info@registeredmanager.com

You will be notified regarding the status of your application. Approved instructors will be supplied one set of instructor materials upon their approval and the scheduling of their first course. Additional or replacements materials can be ordered for a fee.