



Did you take a job but discover an exciting career in the apartment industry? Are you ready to take the next step in your professional development and become a certified success by earning your designation?

By becoming a Certified Apartment Supplier (CAS), you can take your career to the next level.

CAS isn't just a title. CAS training helps you better meet the needs of the apartment communities you serve.

CAS candidates MUST take three required courses and one elective course listed below.

CAS REQUIRED Training includes:

- Management of Residential Issues - Tuesday, March 27, 2012
- Financial Management - Thursday, April 5, 2012
- Risk Management - Tuesday, April 10, 2012

CAS ELECTIVE Training includes:

- Legal Responsibilities - Thursday, March 29, 2012
- Marketing - Tuesday, April 3, 2012
- Property Maintenance - Tuesday, April 10, 2012
- Human Resource Management - Thursday, April 12, 2012
- Fair Housing - Tuesday, April 24, 2012

You're already a Success. Become a Certified Success.

All classes must be completed in a 2 year period in order to become certified. Test is administered upon completion of full course. Designation requires passing score on test. Cost per module is \$95 for members (\$190 for non-members). For complete CAS designation, cost per person is \$325 (\$650 for non-members). Reservations and fees are due two weeks in advance of class. All classes are from 3 pm to 8 pm in the Apartment Association /CORT Training Center in Covington, Kentucky. Call Viann at the GCNCAA offices to get registered.



A designation for apartment management professionals.

COURSE DESCRIPTIONS AND REGISTRATION

Management of Residential Issues covers customer service, occupancy management, security, emergency management, operations technology and resident relations.

Legal Responsibilities covers Equal Employment Opportunity (EEO), OSHA and hazardous materials, lease and evictions and vendor contracts.

Human Resource Management covers employment law, employment practices, payroll administration, training and supervision and termination.

Marketing covers introduction to marketing, conducting market research, promotional marketing, on-site marketing and the marketing plan.

Property Maintenance for Managers covers team building, the on-site manager's role, exterior maintenance, interior maintenance, preventative maintenance and maintenance safety.

Risk Management covers minimizing risks to residents, minimizing risks to staff, handling emergencies, liability and insurance.

Financial Management covers investments, adding value to investments, financial statements, budgets and property valuation.

Community Analysis reviews the elements required to complete a comprehensive market and management analysis report, the CAM Community Analysis.

CAM REGISTRATION

Name: _____

Company: _____

Phone: _____

Email: _____

PAYMENT INFORMATION

____ **Please bill me**

____ **Check enclosed**

____ **Charge the credit card number below:**

Number _____

Expiration Date _____ Security Number _____

Signature _____