

Debbie Mills Education Scholarship Fund

Roanoke Valley Apartment Association
PO Box 3023
Roanoke, VA 24015

Scholarship Guidelines

General Information:

Scholarships are available for all the NAA designation programs offered through the Roanoke Valley Apartment Association. Competition for these scholarships is based on financial need and a commitment to earning a professional designation. Scholarships are only awarded as long as funds are available in the scholarship fund.

The Roanoke Valley Apartment Association will pay \$500.00 towards the total cost of the designation program (NALP, CAM, CAMT, CAPS) for RVAA members who need financial assistance, provide that the following three guidelines are met:

- 1.) Individuals must successfully complete a scholarship application (see attached) including signature of immediate supervisor with statement as to why scholarship is being requested.
- 2.) Applicants must be employed by a RVAA member in good standing.
- 3.) The individual successfully passes all of the course requirements. If course is not completed or if course is not passed, the individual must reimburse the RVAA the \$500.00 scholarship.

Note: Incomplete applications will not be accepted.

Qualifications for the certification programs are as follows:

National Apartment Leasing Professional (NALP):

- Possess at least six months of leasing experience
- Complete all 7 NALP modules and pass the comprehensive exam.
- Complete a written and oral market survey project

Certified Apartment Manager (CAM):

- Possess at least one year of apartment management experience.
- Complete all nine CAM courses, pass the comprehensive exam and successfully complete a community analysis project.

Certified Apartment Maintenance Technician (CAMT):

- Possess a minimum of one year of apartment maintenance experience.
- Complete all nine CAMT courses and pass the comprehensive exam.

Certified Apartment Property Supervisor (CAPS):

- Apartment managers must have the CAM designation or at least four years of management experience and property supervisors must be responsible for supervising multiple properties for at least two years.
- Complete all eight CAPS courses and pass the comprehensive exam.

Note: Students must complete the certifications within their affiliate's course requirements.

Debbie Mills Education Scholarship Fund

Roanoke Valley Apartment Association
PO Box 3023
Roanoke, VA 24015

Education Scholarship Application

Name: _____
Address: _____
Phone (home): _____
Phone (business): _____
Email: _____
Employer/Company: _____

Please select which NAA Designation course you will be applying this scholarship toward and how much the course costs:

_____ NALP (National Apartment Leasing Professional) Cost \$ _____
_____ CAM (Certified Apartment Manager) Cost \$ _____
_____ CAMT (Certified Apartment Maintenance Technician) Cost \$ _____
_____ CAPS (Certified Apartment Property Supervisor) Cost \$ _____

Include on a separate sheet of paper (please type):

1. How long have you been employed in the industry and what is your current position?
2. List any designations, certifications, licenses or degrees you have.
3. List any activities you have been involved in with RVAA.
4. An explanation demonstrating the need for financial assistance is required. You must be specific (i.e. personal; expenses, property budget, etc.). Please include who will be responsible for the remaining certification program costs.
5. An explanation on why the designation you want to obtain is important to you.
6. Are you willing to volunteer on projects/committees for the RVAA?
7. Statement, and signature, from your supervisor as to why this funding is needed.

I, _____, do hereby authorize and agree that if I do not complete and pass the course, it will be my full responsibility to reimburse the Debbie Mills Education Scholarship Fund for the awarded scholarship (\$500.00).

Applicant's Signature: _____ Date: _____

RVAA Scholarship Committee Use Only

_____ Approved _____ Not Approved _____ Incomplete

Debbie Mills Education Scholarship Fund

Comments: