



# Strengthen Your Front Line to Increase Your Bottom Line

If you manage multiple apartment communities or you are an experienced apartment manager with a CAM, ARM or RAM designation, earning your **Certified Apartment Portfolio Supervisor (CAPS)** designation is your next step to advancing your career. Register for the CAPS training courses, sponsored by the National Apartment Association Education Institute and the Roanoke Valley Apartment Association.

**When:** November 8-12, 2010 at the Pebble Creek Clubhouse.  
Please contact Joanna Merritt at 540/989-3323 for directions.

**CAPS is a nationally recognized designation.**

#### Training covers:

- Legal Responsibilities and Risk Management
- Financial Management
- Property Performance Management
- Property Evaluation and Due Diligence
- Effective Leadership

#### Who should attend:

- Multi-site supervisors or experienced apartment managers with a CAM, ARM or RAM designation.

#### Course Price:

- \$1250 for the entire designation.
- Group discounts available.

#### Instructor:

Doug Chasick, CAPS, CPM, SLE, an instructor with 34 years of experience in managing, leasing, marketing, focusing on multifamily properties. In his career, Doug has managed portfolios in excess of 28,000 units.

# CAPS

CERTIFIED APARTMENT  
PORTFOLIO SUPERVISOR

To register contact Kim McCrossen at 703/518-6141,  
ext. 121 or [kimberlymccrossen@naahq.org](mailto:kimberlymccrossen@naahq.org).

Roanoke Valley Apartment Association  
P.O. Box 3023 | Roanoke, VA 24015  
540/989-3323 | 540/772-1828 FAX | [www.rvaa.org](http://www.rvaa.org)



# Registration Form

## Certified Apartment Portfolio Supervisor (CAPS) Training

Sign me up for:

The CAPS Designation

**The price is \$1250 for the entire CAPS designation.**

All courses will be held 9:00 a.m. to 5:00 p.m. at the Pebble Creek Clubhouse.

Please contact Joanna Merritt at 540/989-3323 for directions.

Name: \_\_\_\_\_

Payment: (circle one)

Company: \_\_\_\_\_

VISA      AMEX      MC

Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Exp Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name on the Card: \_\_\_\_\_



**Fax your completed form and payment to  
Kim McCrossen at 703/248-8370.**

Make checks payable to NAAEI and mail to:

Kim McCrossen  
NAAEI  
4300 Wilson Blvd.  
Suite 400  
Arlington, VA 22203



### NAAEI Refund Policy

Cancellation requests must be received in writing. You are entitled to a 100% refund less a \$25 administrative fee up to two weeks prior to each scheduled course. No cash refunds will be issued within the two week window. If you choose to cancel within the two week window you may apply it towards a future class.



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