



## APPLICATION FOR ADVANCED INSTRUCTOR TRAINING

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1. Name:

2. Your Designations: (Check all that apply)

- |                               |                             |
|-------------------------------|-----------------------------|
| <input type="radio"/> CAPS    | <input type="radio"/> CAMT  |
| <input type="radio"/> CAM     | <input type="radio"/> CAS   |
| <input type="radio"/> NALP    | <input type="radio"/> Other |
| <input type="radio"/> CAMT II |                             |

3. Title:

4. Company:

5. City & State:

6. Phone:

7. Cell Phone:

8. Email:

9. Mailing Address: (You will receive pre-course materials to read before the start of class)

10. Highest Education Level Attained:

- |  |   |
|--|---|
| <input type="radio"/> High School or GED         | <input type="radio"/> Masters Degree    |
| <input type="radio"/> Career or Technical School | <input type="radio"/> Doctorate Degree  |
| <input type="radio"/> Associates Degree          | <input type="radio"/> None of the above |
| <input type="radio"/> Bachelors Degree           |   |

11. Name of Sponsoring Affiliate:

12. Which Designations do you instruct? (Select all that apply)

- |                               |                               |
|-------------------------------|-------------------------------|
| <input type="radio"/> CAPS    | <input type="radio"/> CAS     |
| <input type="radio"/> CAM     | <input type="radio"/> ROC     |
| <input type="radio"/> NALP    | <input type="radio"/> CDPM    |
| <input type="radio"/> CAMT II | <input type="radio"/> CDPM II |
| <input type="radio"/> CAMT    |                               |

13. Which Modules do you instruct? (select all that apply)

*CAPS*

- Financial management
- Property Acquisition, Valuation & Renovation
- Marketing
- Property Maintenance
- Legal Responsibilities
- Risk Management
- Human Resource Management
- Technology

*CAM*

- Conducting an Apartment Community Analysis
- Property maintenance
- Finance
- Human Resource Management
- Management of Residential Issues
- Risk Management
- Fair Housing
- Marketing
- Legal Responsibilities

*NALP*

- Keys to Success in Leasing
- Leasing and the Internet
- Leasing Demonstration & Resolving Objections
- Legal Aspects
- Rental Policies & Procedures
- Telephone Presentations
- The Leasing Overview & Qualifying Residents

*CAMT II*

- Advanced Appliance Maintenance
- Advanced Electrical Maintenance
- Advanced Plumbing Maintenance
- Advanced HVAC Maintenance

*CAMT*

- Overview of Apartment Community Maintenance & Fair Housing
- Personal & Property Safety
- Customer Service & Satisfaction
- Basic Electrical Repair & Replacement
- Basic Plumbing Repair & Replacement
- HVAC Introduction & Preventative Maintenance
- Appliance Introduction & Preventative Maintenance

14. Do you train for your company? If yes then what topics do you train?

15. Describe your training and instruction experience:

Due to many people registering for Advanced Instructor Training and cancelling at the last minute NAAEI will charge a refundable \$250 deposit for Advanced Instructor Training registrations. This fee can be refunded if someone cancels more than thirty days in advance. After 30 days, the \$250 deposit is forfeited. This deposit will be returned upon the successful completion of the course.

These last-minute cancellations have become problematic because it is difficult for NAAEI or its affiliates to recruit someone at the last minute to attend the session. NAAEI incurs considerable expense when offering each Advanced Instructor Training session and seeks to maximize the return on its investment by training 20 people in every training session.

Name of Enrolled Student (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$250 x \_\_\_\_ (# of students) = \_\_\_\_\_ Deposit

Check   Credit Card:  VISA    MASTERCARD    AMEX

Card #: \_\_\_\_\_ Exp. \_\_\_\_\_

Date \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_