



IREM Institute of Real Estate Management

Minnesota Chapter 45

CAPSTONE COURSES

Monday, October 11 - Friday, October 15, 2010

Golden Valley

Please mark which course(s) you would like to register for:

Management Plan Skills Assessment (MPSAXM) | October 11-14

All Members and Non-Members: \$1,295

The MPSAXM is designed to assess a student's knowledge of the concepts, technical skills, and processes involved in preparing, analyzing, and completing a property management plan. It includes an exam component that requires written responses to management scenarios based on a property type of your own choosing.

Exam components include: IREM Management Plan Review (Day 1 and 2); MPSA Exam/Concept Evaluation (Day 3); MPSA Exam/Practical Application - Case Study Day (Day 3); MPSA Exam/Practical Application - Skills Assessment (Day 4). The exam may be completed electronically or in a paper-based format. Students must comply with specific guidelines and pre-course requirements prior to being able to complete the electronic version. More information about the prep for this course will be provided in the confirmation letter.

The HP10BII financial calculator is required for the MPSAXM. Laptop computers are required for students taking the electronic version.

CPM Certification Exam Preparation Course (CPM001) | October 15 (1/2 Day) - Morning

Premier Member Rate: \$155

Classic Member Rate: \$180

Non-Member Rate: \$195

Ensure your best performance on the CPM Certification Exam with this comprehensive review. If you have fulfilled your education requirement for the CPM designation, take advantage of this great opportunity to refresh your knowledge, have final questions answered, network with fellow Candidates, and prepare yourself to pass the exam.

This course reviews all major concepts tested and includes sample test questions to help assess your strengths and weaknesses.

In this course you'll review:

- Financial operations and asset management
- Human resources
- Legal and risk management
- Maintenance and operations
- Marketing and leasing

The HP10BII financial calculator is required for this course. Laptop computers may be used during class for calculations only.

CPM Certification Exam (CPMEXM) | October 15 (1/2 Day) - Afternoon

All Members and Non-Members: \$100

The CPM Certification Exam tests all that you have learned through your education and experience in real estate management and ensures the integrity of the CPM designation. If you have completed the education requirements for the CPM designation, you are ready to take the CPM Certification Exam.

The exam measures professional competency in the following areas:

- Financial operations and asset management
- Human resources
- Legal and risk management
- Maintenance and operations
- Marketing and leasing

The HP10BII financial calculator is required for this course. Laptop computers may be used during class for calculations only.

REGISTRATION FORM

Please circle the course(s) that you would like to register for:

MPSAXM, October 11-14 | CPM001, October 15 | CPMEXM, October 15

If you're registering for the MPSAXM, you must note which property type you would like to work with:

- Office building
- Multi-family apartments
- Neighborhood shopping center (retail)

Please check your membership type:

- Premier Member (CPM Member, CPM Candidate, ARM Member, ACCREDITED COMMERCIAL MANAGER Member, or AMO Firm Employee)
- Classic Member (Associate Member, Student Member, Academic Member)
- Non-Member

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

PAYMENT METHOD:

- Check enclosed (*payable to IREM Chapter 45*) Credit Card (*please specify type*) Visa Master Card

Cardholder Name _____

Card Number _____ Expiration Date _____

Cardholder Signature _____

THIS REGISTRATION FORM IS DUE BY WEDNESDAY, SEPTEMBER 22, 2010 AND PRE-REGISTRATION IS REQUIRED.

A confirmation letter with time and location details will be emailed to you.

RETURN THIS REGISTRATION FORM TO:

Elizabeth Eddy • IREM Chapter 45
4248 Park Glen Road • Minneapolis, MN 55416
p: (952) 928-4664 • f: (952) 929-1318
eddy@harringtoncompany.com • www.iremmn.org

CANCELLATION POLICY:

To cancel your registration for this course, you must notify IREM Chapter 45 in writing. If you cancel 10 or more business days prior to the start of the course, you will receive a full refund of your registration fee. If you cancel less than 10 business days but a minimum of 3 business days prior to the start of the course, you may either receive a full refund (less a \$75 administrative fee) or you may transfer to another course. There is no administrative fee for students transferring to another course but the transfer is only valid for up to 12 months from the date of cancellation. If you cancel within 3 business days of the start of the course or you do not attend, a refund of your registration fee or a transfer to another course will not be possible. If IREM cancels a course, your registration will be fully refunded. However, IREM assumes no liability for any expenses incurred other than the registration fee.