CHAPTER 6 – INFORMATION FOR CANDIDATES

ELIGIBILITY

There are three levels of certification available through NPMA: Certified Professional Property Specialist (CPPS), Certified Professional Property Administrator (CPPA) and Certified Professional Property Manager (CPPM).

CPPS Level Certification is for candidates who are new to property management or work as a specialist in a specific area (e.g., shipping, receiving, or inventory, etc.).
- NPMA membership is NOT a requirement
- There are no eligibility requirements at this level

CPPA Level Certification is for candidates who have worked at least three years in the area of property management in at least seven of the recognized property management functional areas.
- NPMA membership is NOT a requirement
- Candidates must have successfully completed all CPPS requirements, examinations and have an active CPPS designation
- Candidates must have at least 3 years of property/asset management work experience in at least 7 functional areas
- Candidates must have an NPMA accepted Work Experience Summary* form which clearly demonstrates eligibility requirements

CPPM Level Certification is for candidates who have worked at least six years in the area of property management in at least seven of the recognized property management functional areas and have four years of managerial experience. Managerial experience includes supervision of personnel, decision-making, or management of resources (budget or assets). Managerial experience would include project management, program management, financial management, team leadership, or performing duties and responsibilities as the sole property manager in an organization.
- NPMA membership is NOT a requirement
- Candidates must have successfully completed all CPPS and CPPA requirements, examinations and have an active CPPA designation
- Candidates must have at least 6 years of property/asset management work experience in at least 7 functional areas
- Candidates must have at least 4 years of managerial experience
- Candidates must have an NPMA accepted Work Experience Summary* form which clearly demonstrates eligibility requirements

NPMA membership is not required for participation in the NPMA Certification Program; however, members do receive a discounted rate for the purchase of exams.

*See Appendix E of this document for the Work Experience Summary form.