



Top 5 Tips for Renewing Your NPMA Property or Fleet Certification

Staying current with regulations and leading practices in federal fleet or property management is of utmost importance. Renewing your certification showcases your commitment to continuous learning and advancement in your career, achieved through education, contributions, and sustained engagement in the property or fleet management field.

Professionals holding NPMA Certified Property and Fleet credentials are required to renew their highest level of certification every five years. To facilitate the renewal process, here are five tips:

1. You'll receive certification renewal reminder emails starting six months prior to your expiration date. Make sure your profile contains your most up-to-date email address to ensure you receive these notifications.
2. The certification renewal involves a 3-step process:
 - a. Payment of the renewal application fee.
 - b. Completion of the renewal application.
 - c. Submission of the renewal application along with all supporting documents.
3. The certification renewal application fee differs from the fee associated with renewing your NPMA membership. While NPMA membership isn't a prerequisite for earning or renewing your NPMA Certification, being a member entitles you to a discounted renewal fee.
4. Utilize your Course History, accessible under "My Learning" in your profile, as a resource to identify NPMA education completed within the past five years. Be sure to include your Course History when submitting your renewal application, as it serves as confirmation of your attendance.
5. Begin working on the Renewal Application early by saving it to your desktop. The application is a fillable PDF, allowing you to progressively add information, save your progress, and return to it whenever you complete another criterion.

For additional information on the certification renewal process, as well as links to the application, renewal fee details, and submission guidelines, please visit the following webpages:

[Property Certification Renewal](#)

[Fleet Certification Renewal](#)

If you have questions about your certification renewal, email certification@npma.org or call 404-789-3160.