



New York Association of Realty Managers is dedicated to raising the standards of excellence for the real estate professional through education, information and a peer network that makes NYARM the benchmark for technological advancement and career enhancement.

Margie Russell, Executive Director
212.216.0654 Fax 212.216.0680
mrussell@nyarm.com www.nyarm.com



The NY ACCREDITED REALTY MANAGER Certification, conducted by The New York Association of Realty Managers, is a professional real estate management program for Building: managers, supervisors, owners & maintenance personnel. Participants are certified in practical building management knowledge.

The NY ACCREDITED REALTY MANAGER Certification is government agency recognized by the:

- New York State Division of Housing & Community Renewal (DHCR)
- New York City Department of Housing Preservation & Development (HPD)

► **All-inclusive certification processing fee = \$250: Receive (1) year FREE attendance to all NYARM conferences & classes & (1) year membership (includes access to HELP-LINE !!!)**

► Margie Russell consults with applicant during the certification process creating an efficient program based on the applicant's background & experience. It takes approximately 4 to 40 weeks for successful candidates to be awarded the certification designation.

A) Skills Classes 6:30 to 8:30 PM Mondays at 500 8th Ave @ West 35th Street, NYC

Improve skills to manage Commercial, Multifamily, Mixed Use Buildings

2018 Sept 17 **Governance & Enforcement:** Innovative Use of Documents – Methods - Timing - Alteration Agreements - Bylaws - House Rules – Agency Laws - Lease Provisions

2018 Oct 15, 22 **Budgets: Operating/Repair/Capital**

For Commercial, Multifamily Rentals, Coop/Condos, Mixed Use

2019 Jan 14, 21 & Feb 11, 18 **Financials: Understanding Reports - Annual – Monthly – Quarterly**

For Commercial, Multifamily Rentals, Coop/Condos, Mixed Use

2019 April 15 & May 13, 27 **Compliance Laws for NYC, NYS, Federal:** Best Practices

B) Current Topics: Conferences or On-Site Field Tours

2018 September 12 Morning Program **Sexual Harassment Laws:** Nuanced legalities exist among: building workers, contractors, occupants/tenancy, and owners; Mandatory training; How to administer training; Types of harassment; Particulars & Consequences for Failure to Comply

Topics To-B-Determined>>> 2018 Dec 4 2019 Feb 25 April 2 April 29 June 18 Aug 14 Sept 23

C) Annual Compliance Seminars October 30, 2018 9:30am - 3:30pm

► **Additional Education Credit** is earned via several means:

- 1) Independent field projects or study-at-home
- 2) Attendance at NYARM conferences, expo & classes.
- 2) Targeted or previous courses at other property management institutions & associations.

► **Education Assignments** are customized based on the individual's need to augment their education based on the applicant's credit for previous experience or education.

► **Core Disciplines** for certification assignments are: ETHICS - EXPENDITURE BUDGETING - THE LAW & THE COURTS - FINANCIAL MANAGEMENT - LOCAL LAWS/ADMINISTRATIVE CODES - MANAGING BUILDING SYSTEMS - PEOPLE SKILLS

New York Association of Realty Managers
 NYARM's Executive Director
 Mail c/o Margie Russell
 60 West 66th Street #34 i
 New York, NY 10023



PROSPECTIVE INDIVIDUAL MEMBER
 Property Manager, Resident Manager
 Building Manager, Building Superintendent
 Owner, Facility Manager, Landlord
 P.E., Attorney, CPA, Operating Engineer

For your convenience we do accept payment by credit card

Card # _____

Exp. Date _____

Signature _____

Date		Status
9/1/2018	Membership & Classes	PROPOSAL

Description	Amount
<p>Individual Certification Processing & Membership Term lasts for 13 months from time of payment.</p> <p>Classes on Monday evenings from 6:30 to 8:30 PM at 500 8th Ave at West 35th Street, NYC</p> <p>The NY ACCREDITED REALTY MANAGER Certification, sponsored by NYARM, is government agency recognized by the: New York State Division of Housing & Community Renewal (DHCR) & New York City Department of Housing Preservation & Development (HPD)</p> <p>HOW TO BEGIN - Individuals start with a \$250 application payment.</p> <ol style="list-style-type: none"> Establishment of baseline experience credits Customized counseling on accumulating necessary credit Final certification processing cost is included in the initial \$250 An individual Membership Term for 13 months from time of payment FREE attendance at all conferences, classes & educational programs, see pg 2 for dates & topics HELP-LINE, call Margie Russell for opinion or direction on building management issues, as you see fit. <p>Education Credit is earned through:</p> <ol style="list-style-type: none"> 1) Customized study-at-home 2) Independent field projects 3) Attendance at NYARM conferences, expo and classes. 4) Courses at other property management learning institutions & industry associations. 5) Property Management Company sponsored classes, at their location, can be arranged. <p>] Margie Russell consults with the applicant creating a plan based on background & experience.] Depending on the candidate it can take anywhere from 4 to 40 weeks in the program.] Upon successful completion the candidates will be awarded the New York ACCREDITED REALTY MANAGER Certification.</p> <p>NYARM's continuing education, membership and participation improves a building manager's ability to succeed.</p> <ol style="list-style-type: none"> 1) Superior professionals conduct the programs. 2) Participation applies to NYS & NYC recognized property mgmt certifications. 3) We emphasize: Fiscal Acuity; Compliance; Legal Jeopardy; Ethical Decision Making; Risk & Liabilities <p>Core Disciplines for certification assignments are: ETHICS - EXPENDITURE BUDGETING - THE LAW & THE COURTS - FINANCIAL MANAGEMENT - LOCAL LAWS/ADMINISTRATIVE CODES - MANAGING BUILDING SYSTEMS - PEOPLE SKILLS</p> <p>MARGIE RUSSELL is the PRIMARY INSTRUCTOR for the Skills Classes BIO LINK>>>> www.linkedin.com/in/margierussell/</p> <p>Education events have limited space. Please don't delay signing up.</p> <p>LINK TO SCHEDULE OF CLASSES http://www.nyarm.com/CERTIFICATIONINFORMATION.pdf</p>	250.00