



NYARM

Serving the Real Estate Industry



One APPLICATION Applies for All

- NYS Accredited Realty Manager (ARM) Certification, *nyarm***
- NYC HPD Apartment Building Superintendent Competency (Adm Code §27-2055)**

1. Name _____ Phone () _____

2. Residence Address _____

City, State and Zip _____

Fax () _____ Email: _____

3. Current Employment (Attach Resume if Available for past employment):

Company/Site Name: _____ Position _____

Address _____

City, State and Zip _____

4. Name of Immediate supervisor _____ Title _____

Company Name _____ Telephone # _____

5. I have been engaged in real estate management or building superintending for _____ years

6. References: Members of the Association who are acquainted with your real estate management experience and who the Association may contact for written reference.

Name _____ Ph() _____ Name _____ Ph () _____

Company _____ Company _____

7. Professional and business references: (real estate officers of banks, insurance companies or other such institutions)

Name _____ Ph() _____ Name _____ Ph () _____

Company _____ Company _____

8. Teaching Experience

Name of Institution _____

Position/Course Description _____

Year _____

9. Membership in Civic Organization (Attach List)

Name _____

Position _____

Year _____

Copy of Drivers License, or equivalent ID must be attached

➔ \$150, payable to NYARM, for applicants for either certification

Check Off Total Amount Enclosed: \$150 Payable to NYARM; Credit Cards Accepted

Name _____ exp date _____

Cc# _____

MAIL Application & checks to:

The New York Association of Realty Managers, NYARM

Attention: Executive Director, Margie Russell

500 8th Avenue, Suite 1212, New York, NY 10018

Tel: (212) 216-0654, Fax: (212) 216-0680

	Institute	<input checked="" type="checkbox"/>			Mo/Yr	nyarm Certification points
CATEGORY 1						
◆ Fundamentals of Financial Management	NYARM					10
◆ Building Finance (#203)	HPD					10
⊖ Budgets & Systems I, II, III (Instructor Margie Russell)	32BJ					10
	REEDC					
	Baruch/NYU					
CATEGORY 2						
◆ Managing/Supervising Employees & Occupant Relations	NYARM					10
◆ Working With Tenants and Shareholders (#204)	HPD					10
◆ Human Relations combined with Project Mgmt.	32BJ					10
	REEDC					
	Baruch/NYU					
CATEGORY 3						
◆ Budgeting, Fixed & Variable Costs	NYARM					10
◆ Advanced Building Management (#201 Series)	HPD					10
⊖ Budgets & Systems I, II, III (Instructor Margie Russell)	32BJ					10
	REEDC					
	Baruch/NYU					
CATEGORY 4						
◆ Contract Law and Landlord & Tenant Law	NYARM					10
◆ Real Property Law Procedures (#206)	HPD					10
	REEDC					
	Baruch/NYU					
CATEGORY 5						
			For Superintendents Transferable Credits			
			experience	courses		
◆ Management & Operation of Building Systems						10
◆ Advanced Building Systems/Physical Plant (#202 Series)	HPD					10
† Basic Carpentry			yes	yes		2
† Basic Electricity			yes	yes		2
† Basic Plumbing			yes	yes		2
† Heating Systems I & II and/or Air Pollution Control			yes	yes		2
Other: Experience or Course Work				TBD		2
CATEGORY 6						
◆ Local Laws & Administrative Codes	NYARM					10
◆ Advanced Building Maintenance (#202 Series)	HPD					10
⊖ Budget & Systems I, II, III (Instructor Margie Russell)	32BJ		yes	yes		10
† Local Law 1 & Visual Assessment	HPD/32BJ		no	yes		2
† Carbon Monoxide	HPD/32BJ		no	yes		2
†* Lead Safe Work Practices (must be HPD approved)	HPD/32BJ		no	no*		3
† Integrated Pest Mgmt. (must be HPD approved curriculum)	HPD 32BJ NYARM		no	yes		2
† Fire Safety in Residential Buildings (must be HPD approved curriculum)	HPD 32BJ NYARM		no	yes		2
	REEDC			TBD		
	Baruch/NYU			TBD		
CATEGORY 7						
◆ Ethics for Property Managers	NYARM		no	yes		10
◆ Real Property Ethics Course (#207)	HPD		no	yes		10
◆ Human Relations	32BJ		no	yes		10
† Real Property Ethics Seminar	HPD 32BJ NYARM		no	yes		5
	Baruch/NYU					
▲ Other - Superintendent/Resident Manager II Diploma				yes		
					TOTAL	

* Other more advanced certifications may apply

**REQUIREMENTS FOR:
NYC HPD Superintendent Certification**

All Courses and Seminars indicated by a † in both Category 5 & 6, AND at least one of the courses or seminars in Category 7

OR: Successfully complete either:

All the courses indicated by a ♦ and ✖

OR all the seminars indicated by a † and ✖

**REQUIREMENTS FOR: NY Accredited
Realty Manager Certification (nyarm)**

Successfully complete:

At least one (1) course in EACH of the 7 categories indicated by a ♦ or a ⊖

OR the 32BJ Diploma course indicated by a ▲

PLUS one course in Category 1, 3 and 7 indicated by a ♦

Include Copies of all Certifications or Transcripts and Licenses for Transferable Credit

If you do not have all the course work completed as listed above or on the opposite page, experience credit and/or transferable courses will be taken into consideration. The chart on the opposite page indicates which courses are transferable. The Experience and course credit portions must be completed to determine the amount of credit you will receive.

Please Tell Us Which Local 32BJ Courses You Have Already Taken

- | | | |
|---|---|--|
| <input type="checkbox"/> Air Conditioning & Refrigeration I | <input type="checkbox"/> Building Mgmt: Bus. Correspondence | <input type="checkbox"/> Industrial Cleaning |
| <input type="checkbox"/> Air Conditioning & Refrigeration II | <input type="checkbox"/> Building Mgmt: Project Management | <input type="checkbox"/> Industry Safety and First Aid |
| <input type="checkbox"/> Air Conditioning & Refrigeration III | <input type="checkbox"/> Building Mgmt: Systems & Budgets I | <input type="checkbox"/> Industrial Safety Regulations |
| <input type="checkbox"/> Air Pollution Control | <input type="checkbox"/> Building Mgmt: Systems & Budgets II | <input type="checkbox"/> Locksmith I |
| <input type="checkbox"/> Alarm Systems | <input type="checkbox"/> Building Mgmt: Systems & Budgets III | <input type="checkbox"/> Locksmith II |
| <input type="checkbox"/> Appliance Repair I | <input type="checkbox"/> Centrifugal Chiller Fundamentals | <input type="checkbox"/> Locksmith III |
| <input type="checkbox"/> Appliance Repair II | <input type="checkbox"/> Certified Cooling Tower Operation | <input type="checkbox"/> Physical Ed: Pain-Free Today |
| <input type="checkbox"/> Appliance Repair III | <input type="checkbox"/> Fire Safety in Commercial Buildings | <input type="checkbox"/> Practical Refrigeration Lic. Review |
| <input type="checkbox"/> Basic Carpentry | <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Refrigeration Lic. Preparation I |
| <input type="checkbox"/> Basic Electricity | <input type="checkbox"/> Heating Systems I | <input type="checkbox"/> Refrigeration Lic. Preparation II |
| <input type="checkbox"/> Basic Plumbing | <input type="checkbox"/> Heating Systems II | <input type="checkbox"/> Refrigeration Lic. Preparation III |
| <input type="checkbox"/> Blueprint Reading: An Introduction | <input type="checkbox"/> Heating Systems III | <input type="checkbox"/> Standpipe & Sprinkler Systems |
| <input type="checkbox"/> Building Mgmt: Human Relations | <input type="checkbox"/> HVAC: Heat Load Calculations | |

Building Management & RE Credentials

- | | |
|--|---|
| <input type="radio"/> <i>nyarm</i> Certification | <input type="radio"/> NYS Broker's License |
| <input type="radio"/> RAM | <input type="radio"/> NYS Salesperson's License |
| <input type="radio"/> CPM | <input type="radio"/> _____ |
| <input type="radio"/> ARM | <input type="radio"/> _____ |

32 BJ Diploma Program

- Air Conditioning & Refrigeration License Cert. Diploma
- Air Conditioning & Refrigeration Repair Diploma
- Heating, Refrigeration & AC (HRAC) Diploma
- Superintendent/Resident Manager I Diploma
- Superintendent/Resident Manager II Diploma

Superintendents Certifications/Licenses

- FDNY's Refrigeration Machine Operator License
- Universal Refrigeration Recovery License
- EPA – Air Pollution Control Certificate
- FDNY's Certificate of Fitness #6 Low PSI Oil Boiler
- FDNY's Fire Safety Director License
- NYC Cert. of Fitness: Sprinkler and Standpipe Systems
- 30-Hour OSHA Certificate
- _____
- _____
- _____

Certification is not guaranteed. HPD makes the final determination for the Superintendents Certification, NYARM is acting solely as a pre-reviewer prior to forwarding the application to HPD for the purpose of identifying transferable experience and course work.

NYARM is the final determination for the New York Accredited Realty Manager Certification (*nyarm*).

Experience Credit

To receive experience credit this portion must be completed

Attach Resume for Work History Information

NYARM and Other Industry Related Seminars or Courses (please attach list for any additional courses)	LOCATION	# of Hrs.	DATE(S) ATTENDED	PTS.
Total:				

Higher Education Schools	Degree/Certification	Years		Pts.
Total:				

Points are assigned by NYARM Certification Committee

	Mo. ___ Yr. ___ Mo. ___ Yr. ___	Mo. ___ Yr. ___ Mo. ___ Yr. ___	Mo. ___ Yr. ___ Mo. ___ Yr. ___	Mo. ___ Yr. ___ Mo. ___ Yr. ___	Mo. ___ Yr. ___ Mo. ___ Yr. ___	Mo. ___ Yr. ___ Mo. ___ Yr. ___
1. Indicate number of buildings for which you had primary management responsibility. Indicate by types:						
a. Houses or attached houses						
b. Apartment buildings						
c. Store buildings						
d. Office buildings						
e. Other						
2. Approximately how many units/sq. ft. did they contain?						
a. Houses or attached houses (units)						
b. Apartment buildings (units)						
c. Store buildings (sq. ft.)						
d. Office buildings (sq. ft.)						
e. Other						
3. Give approximate gross annual income of these properties and annual expenses						
a. Houses or attached houses						
b. Apartment buildings						
c. Store buildings						
d. Office buildings						
e. Other						
4. Indicate if these properties were condo (C), Co-op (CO) or Rental (R)						
5. Indicate if these properties were State (S), City (C), Federally (F) supervised, or Private						
6. Number of staff employees supervised						
7. Number of Elevators						
8. Type of Heating System						
9. Number of building employees supervised						
10. What portion of your time during a 40hr. Work week was in relation to:						
a. Management						
b. Brokerage, financing, consultation, or appraisal activities (Please provide a narrative description)						