

CERTIFICATION Classes for Building Managers

CLASSES HELD AT NYARM - 500 Eighth Ave @ 35th Street, Suite 807 - NYC

Assistant Managers Advance in Your Career Property Managers Sharpen Your Skills
Building Engineers & Superintendents Develop Your Management Skills

How those with experience in building operations can achieve the *nyarm* designation.

- 1 Certification credit earned for work experience and education.
- 2 Program length is adjusted according to the applicant's credit.
- 3 Depending on an individual's applied credit, certification could take from 6 to 20 classes.

Each class is **\$115 plus** a one-time certification review application fee of **\$150**.

√ Choose morning or evening:

EVENING classes begin Monday October 5 6-8PM

MORNING classes begin Tuesday October 6 8-10AM

Check the topics you would like to see emphasized for your personalized training.

<input type="checkbox"/>	Management by Ethics	ETHICS Explores pertinent ethical issues and gives participants the blueprint they need to evaluate situations and make sound ethical decisions.
<input type="checkbox"/>	Management by Finance	FUNDAMENTALS OF FINANCIAL MANAGEMENT Learn to read and interpret monthly & annual balance sheets, financial reports for multifamily and commercial buildings.
<input type="checkbox"/>	Management by The Law	THE LAW & THE COURTS Contract Law for Construction & Services Landlord & Tenant Law
<input type="checkbox"/>	Management by People Skills	PEOPLE SKILLS Tenant/ Owner & Occupant Relations Managing & Supervising Employees
<input type="checkbox"/>	Management by Compliance	LOCAL LAWS & ADMINISTRATIVE CODES Building Envelope & Exterior Systems Mechanical & Interior Systems
<input type="checkbox"/>	Management by Budget	EXPENDITURE BUDGETING Emphasis on FIXED COSTS plus Emphasis on VARIABLE COSTS Understanding actual to budget comparisons.

Applicant Name _____ Bldg./Co. Name _____

Mailing Address _____

Telephone _____ Fax _____ E-mail _____

Please pay for 2 classes (\$115 x 2) + the application fee of \$150.

\$360 Payable to NYARM Subsequent classes are paid 2 classes at a time.

Credit Card# _____ Exp _____

Signature _____

Fax Registration & Mail Checks to:
NYARM

500 Eighth Ave., Suite 807
New York, NY 10018

Phone: 212-216-0654

Fax: 212-216-0680

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WWW.NYARM.COM