

**AWARD OF CREDIT**  
**by**  
**VALENCIA COLLEGE**  
**for the**  
**Certified Apartment Portfolio Supervisor (CAPS) Certification**  
**and**  
**Residential Property Management A.S. Degree**

To provide career opportunities for students in career and technical education programs, Valencia College agrees to award at no cost (other than the application for admission fee) full college credit to the eligible students who have earned the Certified Apartment Portfolio Supervisor (CAPS) Certification from the National Apartment Association Educational Institute (NAAEI).

**COURSE EQUIVALENCY IN SPECIALIZED COURSES**

<b>Certified Apartment Portfolio Supervisor (CAPS) Certification</b>	<b>Residential Property Management - A.S. Degree ( 21 Credits)</b>
	REE 1500 Introduction to Residential Property Management (3 credits) REE 2502 Leasing and Marketing Residential Properties (3 credits) REE 2507 Residential Property Security and Risk Management (3 cr) REE 2505 Residential Property Maintenance for Managers (3 credits) REE 2430 Residential Property Law (3 credits) REE 2943 Internship in Property Management (6 credits)

**MAXIMUM AWARD OF CREDIT**

This agreement makes it possible for a student to receive twenty-one (21) semester hours of college credit for the Certified Apartment Portfolio Supervisor (CAPS) Certification towards the Residential Property Management A.S. degree program at Valencia College which is in accordance with commonly accepted good practice in higher education.

**EDUCATIONAL PROGRAM**

Valencia's faculty and staff who have responsibility for the supervision and coordination of the Residential Property Management program have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures of the certification meet the college standards for college credit course work and that the learning outcomes are consistent with the course work in the A.S. Degree program being articulated.

**Award of Credit by  
Valencia College for Certified Apartment Portfolio Supervisor (CAPS) Certification  
Page 2**

**AWARD OF CREDIT PROCESS**

The transferring student requesting credit must furnish a copy of the Certified Apartment Portfolio Supervisor (CAPS) award certificate. To have the courses reported on the official Valencia College transcript, students must:

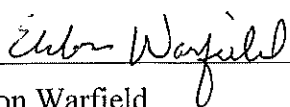
1. Meet regular College entrance requirements.
2. Complete the College Application and pay the College Admission Fee.
3. Student must provide a *Current* and *Valid* copy of the Certified Property Manager (CPM) Certification and be active in the property management business.
4. Declare a major in the Residential Property Management A.S. degree program.
5. Comply with the appropriate placement, course prerequisites and requirements of the college.
6. Successfully complete course work with a "C" or better at Valencia while currently enrolled on either a part-time or full-time basis for one academic term to have the credit awarded on the official college transcript.
7. The Dean and Program Chair for Residential Property Management, on the related campus at Valencia, will evaluate the student's record (certification), determine the eligibility and notify the Registrar's Office of acceptable credit to be transferred and awarded.

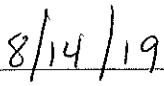
**TERMS OF AGREEMENT**

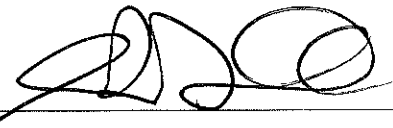
This agreement applies to students who have earned the Certified Apartment Portfolio Supervisor (CAPS) Certification. The agreement will be reviewed as needed and it shall remain in effect until there is a need for revision.

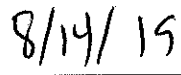
**APPROVED:**

**VALENCIA COLLEGE**

  
\_\_\_\_\_  
Eldon Warfield  
Program Chair, Residential Property Management

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
James McDonald  
Dean, Career & Technical Programs

  
\_\_\_\_\_  
Date: