

# SUPPORTING YOUR CREDENTIAL CANDIDATE

## THANK YOU

Thank you for your commitment in supporting your NAAEI certificate candidate. The process of receiving a credential is a team effort and candidates have a greater success rate when their supervisor and teammates embrace the process with them.

Candidates will be provided a detailed welcome letter including a class schedule, instructions for declaration and enrollment on the NAAEI and PACE websites, directions on how to access their e-book, as well as several resources to guide their success.

**\*Candidates MUST complete this individually and not by anyone else\***

## WAYS TO SUPPORT THIS PROCESS

Please check in with your candidate to ensure all requirements have been completed **prior to orientation**. This commitment requires your support and mentorship in additional ways such as:

### COVERAGE

Competent coverage on-site during class time. Students have short breaks and need to focus on their session. They should not be reached during class time.

### ATTENDANCE

Students must plan to attend every class. Only 1 missed module (*not 1 class day*) is permitted. Some days have multiple modules being taught.

### PREPARING FOR THE EXAM

Support in setting aside time to read materials before each class and time to study for the exam.



# AAKC

APARTMENT ASSOCIATION  
OF KANSAS CITY



## ACCESS TO COURSE MATERIALS

Students will need access to a laptop for their e-book course materials during class and to use for studying. Students can also order a hard copy book or print the modules individually. Directions are provided in the e-book email sent to each candidate.

## SCHEDULING EXAMS



Scheduling exams are time sensitive and should be scheduled as soon as possible after classes are completed. Directions and details are provided to each candidate. Exams are held during work hours.

## RECOGNITION

Once the student passes the exam, they will be recognized at an AAKC membership luncheon. Team support at the luncheon can help celebrate the candidates success and accomplishment!



## CREDENTIAL UPDATES

Upon receiving their credential, each candidate will need to update their email signature and other necessary changes to their nametag and business cards.



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