



Member Guideline

2022

POST NOMINALS AND CERTIFICATION ELIGIBILITY

Reference: Member Guideline: Post Nominals and
Certification Eligibility

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Contents

1.	DEFINITIONS	3
2.	PURPOSE	6
3.	POST NOMINALS	6
4.	READMISSION REQUIREMENTS	6
5.	CERTIFICATION ELIGIBILITY.....	7
6.	PROCESS FOR ATTAINING THE RPV CERTIFICATION.....	11
7.	PROCESS FOR ATTAINING THE CPV CERTIFICATION.....	12
8.	PROCESS FOR ATTAINING THE CPV (P&M) CERTIFICATION.....	13
9.	PROCESS FOR ATTAINING THE CPV (BUS) CERTIFICATION	14
10.	PROCESS FOR ATTAINING THE CPP CERTIFICATION.....	16
11.	PROCESS FOR ATTAINING THE CAM CERTIFICATION	17
12.	PROCESS FOR ATTAINING THE CCPM CERTIFICATION	17
13.	PROCESS FOR ATTAINING THE CFACM CERTIFICATION	19
14.	PROCESS FOR ATTAINING THE CFM CERTIFICATION	20
15.	PROCESS FOR ATTAINING THE CDP CERTIFICATION	22
16.	APPEALS	22

1. DEFINITIONS

In this Policy, unless the context requires otherwise:

API means the Australian Property Institute Limited (ACN 608 309 128).

Applicant means a person applying for Certification in accordance with this Guideline.

Approved Professional Experience Full time experience (or equivalent) completed outside the course of study

Assessment Reports means the valuation or industry output reports completed by Members and **Assessment Report** has the corresponding meaning.

Confidential information should be redacted. However, the valuation/numerical amount must be included.

Note: The purpose of redaction (obscuring the written text) of reports conducted during the course of employment with your employer is available in order to not disclose to a third party (eg API) confidential and sensitive commercial employer information in the report and annexure. If you aren't sure what is required to be redacted, please check with your employer before submitting your reports. Examples include, but are not limited to, addresses (removal of street name and number, retention of suburb required to provide context), client/customer names, bank and borrower, legal description and highly identifiable photographs.

Board means the Board of Directors of API.

Certifications means the professional Post Nominals awarded by API in recognition of completion of API accredited courses and other assessed criteria. The Certifications offered by API which are subject to change from time to time are:

- (a) Residential Property Valuer;
- (b) Certified Practising Valuer;
- (c) Certified Practising Valuer (Plant & Machinery);
- (d) Certified Practising Valuer (Business);
- (e) Certified Property Practitioner;
- (f) Certified Asset Manager;

(g) Certified Commercial Property Manager;

(h) Certified Facilities Manager;

(i) Certified Funds Manager: and

(j) Certified Development Practitioner.

Certification has the corresponding meaning.

Fee

means any money owed by a Member to the API as set out in this Policy or the API Constitution and **Fees** has the corresponding meaning.

Guideline

means this member guideline on Post Nominals and Certification eligibility, as published on the API website and updated from time to time.

Insurance Assessments

means assessments conducted by valuers on the replacement value to ensure adequate insurance cover for a property. Insurance Assessments are not a valid form of Assessment Report for the purposes of Certification.

Member

means an individual who is deemed to be a Member of the API under the API Constitution or the API Membership Policy and who has paid membership Fees for the current membership year.

Membership Category

means a specific type of membership subject to a set of admission requirements, application Fees and membership Fees as set by the API.

Membership Policy

means the API Membership Policy, as amended from time to time.

Post Nominals

means the letters placed after a person's name to indicate that an individual holds a Membership Category or Certification. Certain API memberships permit the Member to use Post Nominals to indicate the level of professional expertise they have achieved. Post Nominals available through API Membership based on Membership Category (though subject to change from time to time) are:

(a) Provisional Member (PMAPI);

(b) Associate Member (AAPI);

(c) Fellow (FAPI);

(d) Life Fellow (LFAPI); and

(e) Member of the API (MAPI).

Certifications available through API Membership (though subject to change from time to time) are:

Residential Property Valuer (RPV);

Certified Practising Valuer (CPV);

Certified Practising Valuer (Plant & Machinery) (CPV (P&M));

Certified Practising Valuer (Business) (CPV(Bus));

Certified Property Practitioner (CPP);

Certified Asset Manager (CAM);

Certified Commercial Property Manager (CCPM);

Certified Facilities Manager (CFacM)

Certified Funds Manager (CFM); and

Certified Development Practitioner (CDP).

Practical Valuation Training (PVT)

means the Practical Valuation Training developed and implemented by the API that provides graduates with quality education and a training pathway from academic excellence to property professional competency.

Professional Member

has the same meaning as in the API Membership Policy and covers all classifications of memberships described in that policy as 'Professional Memberships'.

2. PURPOSE

The purpose of this Guideline is to be a comprehensive source of information on conferring and use of Post Nominals, including Membership Category Post Nominals and Certifications. This Guideline outlines the requirements for all available API Certifications. This Guideline is supplementary to the API Membership Policy.

3. POST NOMINALS

- 3.1. Members may use the Post Nominals as specified in Table 1 below. Table 1 lists the Membership Category only and does not describe the available Certifications linked to that Member Category.
- 3.2. Professional Members may use both Membership Category Post Nominals and Certification Post Nominals, as applicable.

Table 1: Permitted Post Nominals per Membership Category

Membership Category	Permitted Post Nominal
Student	No post nominal
Member of the Australian Property Institute	MAPI
Provisional Member (of the Australian Property Institute)	PMAPI
Associate Member (of the Australian Property Institute)	AAPI
Fellow (of the Australian Property Institute)	FAPI
Life Fellow (of the Australian Property Institute)	LFAPI
Parental Leave	Post Nominal to remain, Certification is not retained
Retired	May use the post nominals of their membership followed by (Rtd) [for example FAPI(Rtd.)] Certification is not retained
Honorary	No post nominal
Connect	No post nominal

4. READMISSION REQUIREMENTS

Unless readmitting within the same year as ceasing/lapsing/changing of membership, continuity dates will restart from your re-admission date.

- 4.1. Readmission to former level of lapsed membership within the same renewal year requirements – no loss of membership continuity:
 - 4.1.1. Payment of full renewal year membership fee
 - 4.1.2. Full 12 month CPD requirement, inclusive of mandatory modules
- 4.2. Readmission to Provisional, Associate or Fellow Membership, requirements for lapsed/former members or those holding Connect membership:
 - 4.2.1. Demonstration of 20 CPD points gained within the past 12 months

- 4.2.2. Completion of mandatory modules as prescribed in the CPD Policy
- 4.2.3. If seeking return to certification – Completion of professional interview if not a professional member for over 3 years
- 4.2.4. Payment of pro-rata membership fee
- 4.3.** Readmission to Provisional, Associate or Fellow Membership, with or without certification, requirements for MAPI or Retired members who have held MAPI or Retired membership continuously since category change:
 - 4.3.1. Demonstration of 10 CPD points gained within the past 12 months
 - 4.3.2. Completion of mandatory modules as prescribed in the CPD Policy
 - 4.3.3. If seeking return to certification – Completion of professional interview required after 5 years of MAPI or Retired membership.
 - 4.3.4. Payment of a pro-rata membership fee
- 4.4.** Readmission to former level of membership from Parental Leave:
 - 4.4.1. 0-2 years of holding parental leave membership continuously Completion of all mandatory modules as stated in the CPD policy at the time and 2 career specific webinars of your choice
 - 4.4.2. 2-6 years of holding parental leave membership continuously Completion of a specific set of PVT and mandatory modules as outlined by the API at the time and 2 career specific webinars of your choice
- 4.5.** Readmission to membership with certification if same level of membership held continuously since removal of certification
 - 4.5.1. Demonstration of 20 CPD points gained in the previous 12 months
 - 4.5.2. Completion of mandatory modules as prescribed in the CPD Policy

5. CERTIFICATION ELIGIBILITY

- 5.1.** Table 2 below outlines the Certifications that are offered by API and available to Members, subject to eligibility criteria.
- 5.2.** the detailed application processes for each Certification are outlined further below.
- 5.3.** Nothing in this API Member Guideline prevents API from introducing new Certifications aimed at both supporting the educational needs of Members and enhancing the standing of Professional Members within the community.

Table 2: Certification Eligibility and Post Nominal

Certification	Eligibility	Certification Post Nominal (after Membership Category)
Residential Property Valuer	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	RPV
Certified Practising Valuer	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPV
Certified Practising Valuer (Plant & Machinery)	Completion of an: <ul style="list-style-type: none"> • completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification) and completion of prescribed American Society of Appraisers course or API endorsed P&M program • completion of a partially qualifying degree (eg. property, engineering, commerce/economics, finance, building and construction, and business (reviewed on a case by case basis)), completion of prescribed American Society of Appraisers course or API endorsed P&M program and 3 years Approved Professional 	CPV (P&M)

	<p>Experience gained in the past 6 years</p> <ul style="list-style-type: none"> Evidence of 10 years Approved Professional Experience and completion of prescribed American Society of Appraisers course or API endorsed P&M program 	
Certified Practicing Valuer (Business)	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPV (Bus)
Certified Property Practitioner	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPP
Certified Asset Manager	Membership MAPI or above; and required professional experience; completion of an API delivered program	CAM
Certified Commercial Property Manager	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience; or completion of an API delivered program where applicable	CCPM
Certified Facilities Manager	Completion of API delivered program	CFacM
Certified Funds Manager	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience; or	CFM

	completion of an API delivered program where applicable	
Certified Development Practitioner	Membership MAPI or above; and required professional experience; completion of an API delivered program	CDP

6. PROCESS FOR ATTAINING THE RPV CERTIFICATION

6.1. Education and experience

Applicants seeking RPV Certification must meet the following education and experience requirements:

- (a) demonstrate completion of an API RPV or CPV accredited degree (or assessed equivalent overseas academic qualification);
- (b) complete the Practical Valuation Training (PVT) (RPV level);
- (c) provide three referee reports in the required form specified by the Board; and
- (d) demonstrate via an experience journal one year of full time (or equivalent) professional experience in the valuation of residential property in the past two years.

6.2. Report submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 6.1, the Applicant must then provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports must only be for residential property;
 - (ii) Assessment Reports must be dated no earlier than 12 months of the submission date;
 - (iii) Assessment Reports must demonstrate varying valuation methodologies;
 - (iv) if Assessment reports are to cover mortgage security purposes a a minimum one Assessment Report is to be short form, with minimum two full Assessment Reports are required;
- (b) supporting field notes for all Assessment Reports compelled by clause 6.2(a); and
- (c) letters of certification for all Assessment Reports compelled by clause 6.2(a).

Note: Insurance Assessments will not be accepted as Assessment Reports.

6.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be evaluated against a checklist for technical content by a member of the report review panel and must meet a minimum standard of written communication;
- (b) the valuation amount provided in each Assessment Report will not be considered, and the Applicant is able to select their choice of valuation methodology (the application of which is tested in an interview);
- (c) Assessment Reports that fail the evaluation will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report; and

6.4. Interview

6.4.1. Once the report stage described in clause 6.2 and 6.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

6.4.2. Interviews will ideally be conducted by two CPV certified members with a minimum of five years of professional experience post their CPV Certification award and whom have completed the API examiner training module for RPV and CPV.

6.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of valuation and market principals, the Assessment Reports submitted in accordance with clause 6.2 and the methodology used, as well as their understanding of responsibilities to the

- property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;
- (c) following the conclusion of the interview, the Applicant will be informed by API staff whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to app for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement;
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists; and
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the Applicant to review feedback and to gain the required additional skills and knowledge.

7. PROCESS FOR ATTAINING THE CPV CERTIFICATION

7.1. Education and experience

Applicants seeking CPV Certification must meet the following education and experience requirements:

- (a) demonstrate completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification);
- (b) complete the Practical Valuation Training (PVT) (CPV level);
- (c) provide three referee reports on the required form; and
- (d) demonstrate via a prescribed experience journal two years of full time (or equivalent) professional experience in the valuation of real property across a variety of asset classes in the past four years.

7.2. Report submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 7.1, the Applicant must provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports must dated no earlier than 12 months of the submission date;
 - (ii) Assessment Reports must demonstrate three differing valuation methodologies (e.g. Direct Comparison, Cost, Income Capitalisation etc.);
 - (iii) Assessment Reports must cover three areas of property valuation (e.g. Commercial, industrial, retail, rural, residential etc);
- (b) supporting field notes for all Assessment Reports compelled by clause 7.2(a); and
- (c) letters of certification for all Assessment Reports compelled by clause 7.2(a).

Note: Insurance Assessments will not be accepted as Assessment Reports.

7.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be evaluated against a checklist for technical content by a member of the report review panel and must meet a minimum standard of written communication;
- (b) the valuation amount provided in the Assessment Report will not be assessed;

Reports that fail the evaluation will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report;

7.4. Interview

- 7.4.1. Once the report stage described at clause 7.2 and 7.3 above has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.
- 7.4.2. Interviews will ideally be conducted by two CPV certified members with a minimum of seven years of professional experience post their CPV Certification award and whom have completed the API examiner training module for RPV and CPV.
- 7.4.3. The following processes will be followed during interviews:
 - (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of valuation and market principals, the Assessment Reports submitted in accordance with clause 7.2 and the methodology used, as well as their understanding of responsibilities to the property profession and API;
 - (b) Assessment Reports will not be re-examined during an interview; however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;
 - (c) following the conclusion of the interview, the Applicant will be informed by API staff whether they have passed or failed the interview;
 - (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
 - (e) the Applicant will be provided with feedback outlining areas of improvement;
 - (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists;
 - (g) If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

8. PROCESS FOR ATTAINING THE CPV (P&M) CERTIFICATION

8.1. Education and experience

Applicants seeking CPV (P&M) Certification must meet the following education and experience requirements:

- (a) completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification) and completion of prescribed American Society of Appraisers course or API endorsed P&M program
 - (b) completion of a partially qualifying degree (eg. Property, engineering, commerce/economics, finance, building and construction, and business (reviewed on a case by case basis)), completion of prescribed American Society of Appraisers course or API endorsed P&M program and 3 years Approved Professional Experience gained in the past 6 years
 - (c) Evidence of 10 years Approved Professional Experience and completion of prescribed American Society of Appraisers course or API endorsed P&M program
 - (d) complete the Practical Valuation Training (PVT) (CPV P&M level);
 - (e) provide three referee reports in the required form; and
- 8.2.** demonstrate via an experience journal the minimum required full time (or equivalent)

Approved Professional Experience in the valuation of plant and machinery, depending on academic qualifications, in the specified period.**Report Submission**

If an Applicant is compliant with the education and experience requirements in accordance with clause 8.18.1, the Applicant must provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports to be dated no earlier than 24 months of the submission date;
 - (ii) Assessment Reports must be of differing plant and machinery;
 - (iii) Assessment Reports must demonstrate differing valuation methodologies; and
- (b) letters of certification for the Assessment Reports described in clause 7.2(a).

8.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be evaluated against a checklist for technical content by potential examiners and must meet a minimum standard of written communication;
- (b) The valuation amount provided in each Assessment Report will not be assessed, and the Applicant is able to select their choice of valuation methodology (the application of which is tested in an interview);
- (c) Assessment Reports that fail the evaluation will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report; and

8.4. Interview

8.4.1. Once the report stage described in clauses 8.2 and 8.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

8.4.2. Interviews will ideally be conducted by two CPV (P&M) certified members with a minimum of seven years of professional experience post their CPV (P&M) Certification award

8.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the valuation and market principals, Assessment Reports submitted in accordance with clause 8.2 and the methodology used, as well as their understanding of responsibilities to the property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;
- (c) following the conclusion of the interview, the Applicant will be informed whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement;
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists; and
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the Applicant to review feedback and to gain the required additional skills and knowledge.

9. PROCESS FOR ATTAINING THE CPV (BUS) CERTIFICATION

9.1. Education and experience

Applicants seeking CPV (Bus) Certification must meet the following education and experience requirements:

- (a) demonstrate completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification);
- (b) complete the Practical Valuation Training (PVT) (CPV (Bus) level);
- (c) provide three referee reports on the required form; and
- (d) demonstrate via an experience journal two years of full time (or equivalent) professional experience in the valuation of business in the past four years.

9.2. Report Submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 9.1, the Applicant must provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports must be dated no earlier than 12 months of the submission date;
 - (ii) Assessment Reports must demonstrate different valuation approaches; and
- (b) provide letters of certification for all Assessment Reports compelled by clause 8.2(a).

9.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be evaluated against a checklist for technical content by potential examiners and must meet a minimum standard of written communication;
- (b) the valuation amount provided in each Assessment Report will not be considered and the Applicant is able to select their choice of valuation methodology (the application of which is tested in an interview);
- (c) reports that fail the evaluation will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report;

9.4. Interview

9.4.1. Once the report stage described in clause 9.2 and 9.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

9.4.2. Interviews will ideally be conducted by two CPV (Bus) certified members with a minimum of seven years of professional experience post their CPV (Bus) Certification award.

9.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of valuation and market principals, the Assessment Reports submitted in accordance with clause 9.2 and the methodology used, as well as their understanding of responsibilities to the property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;
- (c) following the conclusion of the interview, the Applicant will be informed by an API staff member whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the

- date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement;
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists;
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the Applicant to review feedback and to gain the required additional skills and knowledge.

10. PROCESS FOR ATTAINING THE CPP CERTIFICATION

10.1. Education and experience

Applicants seeking CPP Certification must meet the following education and experience requirements:

- (a) demonstrate completion of an API CPP accredited degree (or assessed equivalent overseas academic qualification);
- (b) provide three referee reports on the required form; and
- (c) demonstrate via an experience journal two years of full time (or equivalent) professional experience in property consultancy in the past four years.

10.2. Report submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 10.1, the Applicant must provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports must be dated no earlier than 12 months of the submission date;
 - (ii) Assessment Reports must demonstrate differing types of real property, types of reports:
 - Feasibility Report / Development Proposal.
 - Research Report.
 - Property Due Diligence Report.
 - Property Marketing Report.
 - Property Business / Asset Plan.
 - Annual Report (e.g. performance against budget).
 - Finance Submission.
 - Transaction File for the Lease Purchase Transaction or for Sale of Property – the file needs to document the process undertaken for the transaction to occur or, if the file is confidential, a one page summary prepared on the process.
 - Renewal / Rent Review Negotiation File.
 - Property Investigation File (investigation undertaken, however, the project did not proceed to a full feasibility study or due diligence stage).
 - Files or examples of the applicant's progress through a commercial property law matter.; and
- (b) letters of certification for Assessment Reports compelled by clause 9.2(a)

10.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be evaluated by potential examiners for technical content and

must meet a minimum standard of written communication;

- (b) Assessment Reports that fail the evaluation will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report;

10.4. Interview

10.4.1. Once the report stage described in clause 10.2 and clause 10.310.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

10.4.2. Interviews will ideally be conducted by two CPP certified members with a minimum of seven years of professional experience post their CPP Certification award.

10.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the property market, Assessment Reports submitted in accordance with clause 10.2 and industry as well as their understanding of responsibilities to the property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;
- (c) following the conclusion of the interview, the Applicant will be informed whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement.
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists; and
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the Applicant to review feedback and to gain the required additional skills and knowledge.

11. PROCESS FOR ATTAINING THE CAM CERTIFICATION

11.1. Membership, Education and experience

Applicants seeking CAM Certification must meet the following membership, education and experience requirements:

- (a) *API Member (MAPI or above) and*
- (b) *API accredited degree or a minimum of three years' work experience in the property industry; and*
- (c) *applicant must complete the API CAM program and pass the final assessment.*

12. PROCESS FOR ATTAINING THE CCPM CERTIFICATION

12.1. Education and experience

Applicants seeking CCPM Certification must meet the following education and experience requirements:

- (a) demonstrate completion of an API CCPM accredited degree (or assessed equivalent overseas academic qualification);
- (b) provide three referee reports on the required form; and
- (c) demonstrate via an experience journal two years of full time (or equivalent) professional experience in commercial property management in the past four years.

12.2. Report submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 12.1, the Applicant must provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports must be dated no earlier than 12 months of the submission date;
 - (ii) Assessment Reports must demonstrate differing types of real property, types of reports:
 - Feasibility Report / Development Proposal.
 - Research Report.
 - Property Due Diligence Report.
 - Property Marketing Report.
 - Property Business / Asset Plan.
 - Annual Report (e.g. performance against budget).
 - Finance Submission.
 - Transaction File for the Lease Purchase Transaction or for Sale of Property – the file needs to document the process undertaken for the transaction to occur or, if the file is confidential, a one page summary prepared on the process.
 - Renewal / Rent Review Negotiation File.
 - Property Investigation File (investigation undertaken, however, the project did not proceed to a full feasibility study or due diligence stage).
 - Files or examples of the applicant's progress through a commercial property law matter.; and
- (b) letters of certification for Assessment Reports compelled by clause 12.2(a).

12.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be assessed by potential examiners for technical content and must meet a minimum standard of written communication;
- (b) Assessment Reports that fail the assessment will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report; and
- (c) resubmission of Assessment Reports in accordance with clause 12.3(b) may not be made earlier than one month from when the feedback is received.

12.4. Interview

12.4.1. Once the report stage described in clause 12.2 and clause 12.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

12.4.2. Interviews will ideally be conducted by two CPV (CCPM) certified members with a minimum of seven years of professional experience post their CPV (CCPM) Certification award

12.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Assessment Reports submitted in accordance with clause 12.2 and industry as well as their understanding of responsibilities to the property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;

- (c) following the conclusion of the interview, the Applicant will be informed whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement;
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists; and
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

13. PROCESS FOR ATTAINING THE CFACM CERTIFICATION

13.1. Education and experience

Applicants seeking CFacM Certification must meet the following education and experience requirements:

- (a) demonstrate completion of an API CFacM accredited degree (or assessed equivalent overseas academic qualification);
- (b) provide three referee reports on the required form; and
- (c) demonstrate via an experience journal two years of full time professional experience in facilities management in the past four years.

13.2. Report submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 13.1, the Applicant must provide:

- (a) three Assessment Reports that meet the following requirements:
 - (i) Assessment Reports must be dated no earlier than 12 months of the submission date;
 - (ii) Assessment Reports must demonstrate differing types of real property, types of reports:
 - Feasibility Report / Development Proposal.
 - Research Report.
 - Property Due Diligence Report.
 - Property Marketing Report.
 - Property Business / Asset Plan.
 - Annual Report (e.g. performance against budget).
 - Finance Submission.
 - Transaction File for the Lease Purchase Transaction or for Sale of Property – the file needs to document the process undertaken for the transaction to occur or, if the file is confidential, a one page summary prepared on the process.
 - Renewal / Rent Review Negotiation File.
 - Property Investigation File (investigation undertaken, however, the project did not proceed to a full feasibility study or due diligence stage).
 - Files or examples of the applicant's progress through a commercial property law matter.; and
 - (iii) ; and

- (b) letters of certification for Assessment Reports compelled by clause 13.2(a)

13.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (a) Assessment Reports will be evaluated by potential examiners for technical content and must meet a minimum standard of written communication;
- (b) Assessment Reports that fail the assessment will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report; and
- (c) resubmission of Assessment Reports in accordance with clause 13.3(b) may not be made earlier than one month from when the feedback is received.

13.4. Interview

13.4.1. Once the report stage described in clause 13.2 and clause 13.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

13.4.2. Interviews will ideally be conducted by two CFacM certified members with a minimum of seven years of professional experience post their CFacM Certification award.

13.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Assessment Reports submitted in accordance with clause 13.2 and industry as well as their understanding of responsibilities to the property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;
- (c) following the conclusion of the interview, the Applicant will be informed whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement;
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists; and
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the Applicant to review feedback and to gain the required additional skills and knowledge.

14. PROCESS FOR ATTAINING THE CFM CERTIFICATION

14.1. Education and experience

Applicants seeking CFM Certification must meet the following education and experience requirements:

- (d) demonstrate completion of an API CFM accredited degree (or assessed equivalent overseas academic qualification);
- (e) provide three referee reports on the required form; and
- (f) demonstrate via an experience journal two years of full time (or equivalent) professional experience in facilities management in the past four years.

14.2. Report submission

If an Applicant is compliant with the education and experience requirements in accordance with clause 13.1, the Applicant must provide:

- (c) three Assessment Reports that meet the following requirements:
 - (iv) Assessment Reports must be dated no earlier than 12 months of the submission date;
 - (v) Assessment Reports must demonstrate differing types of real property, types of reports:
 - Feasibility Report / Development Proposal.
 - Research Report.
 - Property Due Diligence Report.
 - Property Marketing Report.
 - Property Business / Asset Plan.
 - Annual Report (e.g. performance against budget).
 - Finance Submission.
 - Transaction File for the Lease Purchase Transaction or for Sale of Property – the file needs to document the process undertaken for the transaction to occur or, if the file is confidential, a one page summary prepared on the process.
 - Renewal / Rent Review Negotiation File.
 - Property Investigation File (investigation undertaken, however, the project did not proceed to a full feasibility study or due diligence stage).
 - Files or examples of the applicant’s progress through a commercial property law matter.; and
 - (vi) ; and
- (d) letters of certification for Assessment Reports compelled by clause 14.2(a)

14.3. Evaluation of reports

The following process will apply for all submitted Assessment Reports:

- (d) Assessment Reports will be evaluated by potential examiners for technical content and must meet a minimum standard of written communication;
- (e) Assessment Reports that fail the assessment will be returned to the Applicant with feedback to enable the Applicant to review and resubmit the Assessment Report; and
- (f) resubmission of Assessment Reports in accordance with clause 12.3(b) may not be made earlier than one month from when the feedback is received.

14.4. Interview

14.4.1. Once the report stage described in clause 13.2 and clause 13.3 has been passed, the Applicant will be eligible to proceed to an interview which will be conducted either physically or virtually.

14.4.2. Interviews will ideally be conducted by two CFM certified members with a minimum of seven years of professional experience post their CFM Certification award.

14.4.3. The following processes will be followed during interviews:

- (a) the interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant’s knowledge of the Assessment Reports submitted in accordance with clause 13.2 and industry as well as their understanding of responsibilities to the property profession and API;
- (b) Assessment Reports will not be re-examined during an interview, however, the Applicant may be questioned on the Assessment Reports to test understanding and knowledge;

- (c) following the conclusion of the interview, the Applicant will be informed whether they have passed or failed the interview;
- (d) an Applicant who has failed the interview will be given a right to apply for a second interview which cannot be scheduled earlier than two months from the date of the initial interview;
- (e) the Applicant will be provided with feedback outlining areas of improvement;
- (f) initial Assessment Reports may be used for the second interview, with the interview to be conducted by new panelists; and
- (g) if the Applicant fails the second interview they will not be permitted to present for a new interview until a period of six months has elapsed from the date of the second failed interview. This is to allow time for the Applicant to review feedback and to gain the required additional skills and knowledge.

15. PROCESS FOR ATTAINING THE CDP CERTIFICATION

15.1. Membership, Education and experience

Applicants seeking CDP Certification must meet the following membership, education and experience requirements:

- (d) *API Member (MAPI or above) and*
- (e) *API accredited degree or a minimum of three years' work experience in the property industry; and*
- (f) *applicant must complete the API CDP program and pass the final assessment.*
 - (a)

16. APPEALS

An Applicant seeking to appeal of a decision made under this Guideline may submit an appeal to the API by contacting the General Manager of Membership.