BOMI RPA®

To earn the Real Property Administrator (RPA®) designation in the Capstone Experience program, candidates are required to demonstrate three years of verifiable property management experience. The RPA® Experience Requirement ensures that those who are awarded the RPA® meet this experience criteria.

To fulfill the RPA® Experience Requirement, the following conditions must be met:

- The experience must be related to a minimum property portfolio of 50,000 square feet.
- The experience must be verified by each employer as listed on the candidate application.

Section 1 – Completed by RPA Experience Candidate

First Name | Last Name

Known by other name

Company Name

Preferred Mailing Address

City, State/Province | Zip/Postal Code

Work Phone

Home Phone

Mobile Phone

Email

BOMI Learner ID

RPA® Candidate's Signature | Date

Section II – Employer Verification
This will certify that the above-named candidate worked under my supervision for the specified time period.

List the names and addresses of all places of employment that you are submitting for verification of your 3 years of RPA® experience. Verification from your most current employer is required.

Current Employer

1.   Current Employer Verification [   ]

Name of Verifier [   ]   Title/Position [   ]

Company Address [   ]

City, State/Province [   ]   Zip/Postal Code [   ]

Phone [   ]   Fax [   ]

Experience candidate position [   ]

Dates Candidate Employed [   ]   Years candidate employed [   ]

Verifier's Statement: I, (name) [   ] hereby verify that the above-named RPA® candidate worked under my supervision for the time period noted above.

Verifier's Signature [   ]   Date [   ]

Verifier's Phone Number (for authentication) [   ]   E-mail Address [   ]

I recommend this person for the RPA® designation based upon the experience verification as provided by my organization as an employer as well as previous experience provided.   Yes   No

Candidate Total Years RPA Experience [   ]

Previous Employer

2.   Previous Employer Verification [   ]

Name of Verifier [   ]   Title/Position [   ]

Company Address [   ]

City, State/Province [   ]   Zip/Postal Code [   ]

Phone [   ]   Fax [   ]

Experience candidate position [   ]

Dates Candidate Employed [   ]   Years candidate employed [   ]

Verifier's Statement: I, (name) [   ] hereby verify that the above-named RPA® candidate worked under my supervision for the time period noted above.

Verifier's Signature [   ]   Date [   ]

Verifier's Phone Number (for authentication) [   ]   E-mail Address [   ]

I recommend this person for the RPA® designation based upon the experience verification as provided by my organization as an employer as well as previous experience provided.   Yes   No

Candidate Total Years RPA Experience [   ]

Section II – Employer Verification (continued)

Previous Employer

3. Previous Employer Verification [ ]

Name of Verifier [ ] Title/Position [ ]

Company Address [ ]

City, State/Province [ ] Zip/Postal Code [ ]

Phone [ ] Fax [ ]

Experience candidate position [ ]

Dates Candidate Employed [ ] Years candidate employed [ ]

Verifier's Statement: I, (name) [ ] hereby verify that the above-named RPA candidate worked under my supervision for the time period noted above.

Verifier's Signature [ ] Date [ ]

Verifier's Phone Number (for authentication) [ ] E-mail Address [ ]

I recommend this person for the RPA® designation based upon the experience verification as provided by my organization as an employer as well as previous experience provided.   Yes   No

Candidate Total Years RPA Experience [ ]

Disclosures

Collection and use of Personal Information: This information will be used by internal BOMI International staff for the purpose of verifying employment only.

Mandatory Submission: Submission of the requested information is mandatory for consideration towards the candidate's experience requirement for credential completion.

Contact Information: For questions regarding your records, please contact BOMI International.

U.S. Applicants Type or print your employment history on the attached RPA Experience Requirement Form. Forward a copy of your completed Experience Requirement Form to each employer, supervisor, or personnel manager from whom you are requesting RPA experience verification. Each employer/verifier should confirm the appropriate number of years worked in the Commercial Real Estate Industry. Applicants should ensure that they have received ALL years of employment verification, along with a work email and phone number for all verifiers, prior to submitting their complete application to BOMI International for processing. Partial applications cannot be processed. Entire completed applications should be forwarded, with a copy of the applicant's resume, to BOMI International, Attn. RPA Experience Committee, 900 Bestgate Road, Suite 206, Annapolis, MD 21401. Facsimiles cannot be accepted.

Canadian Applicants YOU MUST INCLUDE YOUR RESUME FOR YOUR APPLICATION TO BE PROCESSED. Please follow the same steps identified above. Please have all employers/verifiers include their e-mail address for verification purposes. (In the event that an e-mail address is not available, please ensure that the employer/verifier includes a daytime telephone number.) Completed applications, along with a copy of the applicant's resume, should be sent to BOMI Education Canada, Attn: Experience Committee, 220 Yonge Street, Suite 400, Toronto, M5B 1N9.Please note: Incomplete or partial applications will not be processed.