

# Property Management Certificate Program



## Western NY School of Real Estate

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### Introduction

Western NY School of Real Estate's Certificate Program in Property Management seeks to educate motivated professionals to be successful in the multidisciplinary field of property management.

Careful planning went into this series of courses in order to deliver a valuable certification which stresses strategic decision-making in your role as a Property Manager and provides you with interactive, experiential learning opportunities.

Participants will have numerous opportunities to review and analyze past practice cases covering most aspects of the profession and to discuss the latest strategies with industry leaders during the internship portion of the training.

### Overview

Property managers operate in complex environments and their roles vary from handling day-to-day operations to long-term strategic leadership positions. Successful property managers must be versed in a variety of skills sets, including scrutiny of key policies that take risk into consideration, development issues, finance, marketing, human resources, as well as the use of technology to efficiently function in their role. PM's may be responsible for hundreds of tenants, units, tens of thousands of rent dollars, hundreds of employees, and multi-million dollar investments.

### Curriculum

### Hours

*NYS 75 Hour Real Estate Course	75
*Success in Property Management	22.5
*Fair Housing Issues in New York	3.5
Property Management Internship	60
Property Inspection Basics:	
Exterior, Structure & Roofing Concerns	30
Green Building Concepts	7.5
Comprehensive Examination	1.5
 Total Certificate Hours.....	 200

\*refers to mandatory prerequisites in order to participate in the Internship portion of the program.

### Typically Asked Questions

**Do you offer financial assistance?** The program is not long enough to qualify for State or Federal Financial Aid. You are invited to apply for a grant (see link on our website) and split up the remaining balance over 3 payments. Internship placement & earned certificates cannot be given until full payment is received. We are also a VA & AccessVR recognized school.

**Are there any prerequisites for being accepted into the program?** Yes. Students must pass a background check and be free of any disqualifying convictions (no past misdemeanors or felonies here or anywhere without submission of a Certificate of Relief from Disabilities). We must be able to ensure to our Participating Organizations (PO's) that our student/interns pose no threat to their workplace, staff or customers.

**Are participants guaranteed employment after completion of the program?** No. Furthermore, any school that guarantees you a job upon completion should be considered with extreme skepticism. While we do our best to deliver a comprehensive and focused training program – there are too many variables beyond our control to guarantee employment. Highly motivated individuals, with a good work ethic and a solid letter of reference from their internship provider, are the best candidates for success in the field.

**How much time do I have to complete the program?** Most students finish within 2-4 months. There is a 12 month maximum allowed. After this point, you must petition the Educational Coordinator to explain your extraordinary conditions that warrant an extension. A \$250 extension fee applies.

**If I reside outside NYS, can I still take the program?** Yes. You may substitute the 75 hour real estate course with an equivalent program in your home state or by submitting proof of licensure to the Educational Coordinator. All other segments of the program may be completed via Skype. A representative can give you more details on this option.

#### **Can you provide more detail on the background check?**

Sure. If you have an interest in pursuing this program, you must complete a short "Statement of Interest" explaining how you feel you can contribute to the field of Property Management. In addition, you must complete a contract that outlines your responsibilities and understanding, along with a non-refundable \$25 fee in order for us to process your background check. You will be given a copy of the results for your records. All information is confidential. You may begin the program once we receive your completed application, background results and first installment (or payment in full).

**What's the cost of the program and what's included?** The entire program is \$1,699. This includes all tuition, exam fees, course certificates, textbooks and online practice questions. The textbook for the property inspection portion of the program is optional for an additional \$106.58.

**Please tell me more about the Internship?** The student will be able to select from a number of local firms depending on his or her availability and proximity to the Participating Organization (PO). The entire 60 hours will be spent at the PO (not split up amongst numerous organizations). If the student lives out of town, we will coordinate a local PO to facilitate this part of the program. The intern will observe and actively participate (as appropriate) in a wide variety of activities while interning. The hours will be coordinated with the PO and the student and can be spread over a few weeks to a few months based on the student's availability. The school reserves the right to cancel any internship if the student fails to abide by the program rules and agreement (signed in advance). We cannot provide the names of PO's in advance of the start of the program due to confidentiality agreements. All Participating Organizations have been pre-screened and understand that this is an opportunity for students to apply what they've learned in the classroom. At the conclusion of the internship a Letter of Reference will be provided to the student (and the school) as satisfactory proof of completion for this component and as a credential for the student's vitae.

**What if I have additional questions?** Please direct them to the Educational Coordinator at [wnyres@gmail.com](mailto:wnyres@gmail.com). You may also contact the School during normal business hours at (716) 633-9009.

