



**II. QUALIFICATION REQUIREMENTS FOR PROFESSIONAL RESERVE ANALYST (PRA) DESIGNATION**

Qualification for applicants is based on a 500 point system. It can include any combination of points scored from the following sections with a minimum of 300 points derived from "Reserve Study Experience". Please complete the worksheet below to assist us in determining your eligibility. You may be asked to submit evidence of any claimed educational or professional licenses.

<b>RESERVE STUDY EXPERIENCE</b>	<b>POINTS</b>	<b>YOUR POINTS</b>
Each year of preparing reserve studies	<b>100</b>	_____
Two years experience working for APRA member company	<b>100</b>	_____
<b>Education:</b>		
Each accredited course in Reserve Study Preparation from CAI or CACM	<b>20</b>	_____
	<b>Total Points</b> (Minimum 300)	=====

<b>PROFESSIONAL EXPERIENCE</b>		
Each year of construction associated employment	<b>10</b>	_____
General Contractors license	<b>100</b>	_____
Registered Engineer or architect working in construction industry	<b>200</b>	_____
Each year of employment as a Professional Property Manager	<b>10</b>	_____
ICBO or equivalent Certified Building Inspector	<b>50</b>	_____
Licensed CPA	<b>100</b>	_____
<b>Education:</b>		
Construction trade school degree	<b>30</b>	_____
Four (4) year degree in Construction Management	<b>50</b>	_____
Four (4) year degree in Architecture	<b>50</b>	_____
Four (4) year degree in Engineering	<b>50</b>	_____
Four (4) year degree in Business	<b>25</b>	_____
Trade school diploma in construction estimating	<b>25</b>	_____
	<b>Total Points</b>	=====
	<b>Grand Total</b> (Minimum 500)	=====

**III. COMPLETED PROJECTS**

Please list at least 50 Reserve Studies for Community Associations, based on visual on-site observation, that you have completed or were prepared under your supervision. Please attach this information using the following format:

Community Association Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Date Prepared \_\_\_\_\_

Level of Service: \_\_\_\_\_

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Please fill out the above sections only if you are applying for Professional Reserve Analyst (PRA) designation.

**IV. BACKGROUND INFORMATION**

Please list all work experience that is directly related to this application, beginning with the most recent. You may attach additional sheets if necessary.

- 1. Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_
  
- 2. Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_
  
- 3. Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_

**V. PROFESSIONAL REFERENCES**

Please provide at least three (3) professional references.

- 1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Profession: \_\_\_\_\_
  
- 2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Profession: \_\_\_\_\_
  
- 3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Profession: \_\_\_\_\_

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Please fill out the above sections only if you are applying for Professional Reserve Analyst (PRA) designation.

## VI. CASE STUDY

All applicants for the Professional Reserve Analyst (PRA) designation are required to submit a sample Reserve Study from a project completed within the last year. It should include both a component analysis and funding plan and should demonstrate that minimum report requirements and disclosures have been met. **Please do not provide your report on company letterhead.**

## VII. CERTIFICATION

Within 90 days after completing the designation process, you will be notified in within by APRA with your results. All denials will include reasons for denial, and the applicant will be allowed to reapply for Professional Reserve Analyst (PRA) designation after a one (1) year period.

## VIII. APPLICATION FEE

### Membership

Application for membership is \$250, of which \$50 is a non-refundable application fee and \$200\* is the first year's membership. Membership is \$200 annually thereafter. APRA membership is by company.

### PRA Designation

Application for a PRA designation is \$150, of which \$50 is a non-refundable application fee and \$100\* is the first year's fee. PRA designation is by individual. Individuals must be employees of or under exclusive contract to a member firm, and must continue education requirements and pay \$100 annual renewal fee in order to maintain designation. The \$50 PRA application fee will be waived if Membership and a PRA designation are applied for simultaneously.

Annual membership and certification will be considered lapsed if payment is not received by March 1<sup>st</sup>, and repayment at the first-year membership rate will be required.

## IX. ETHICS AGREEMENT (to be signed by all applicants)

I agree:

- To encourage employees and colleagues to act in the best interest of the CID clients whom they represent and serve.
- To encourage employees and colleagues to enrich their capacity to serve their constituent CID clients by joining APRA and participating in its educational and other events.
- To never intentionally misrepresent APRA, its members, or its activities.
- To never use my role in an APRA event or committee to solicit a client or contract.
- To pursue my profession and serve my clients according to the highest standards of my industry.
- To maintain a current and competent command of my industry's skills and knowledge to serve my clients.
- To cooperate fully with colleagues in my related profession in the orderly transition of clients.
- To never betray the trust or confidentiality of my clients and fellow professionals.
- That all of the Information provided herein is complete and correct to the best of my knowledge and belief. If false statements are made with my knowledge, I understand that it shall be cause for denial or revocation of the Professional Reserve Analysts designation.
- To supply all relevant additional information upon request by the Professional Reserve Analyst (PRA.) Designation Review Board.
- To not represent myself to the industry as being a Professional Reserve Analyst (PRA) designee until I have received written confirmation of my designation from the Professional Reserve Analyst (PRA.) Designation Review Board.
- That the Professional Reserve Analyst (PRA) Designation Review Board may censure, suspend, revoke or otherwise terminate my application or designation, if awarded, in accordance with adopted policies of the Professional Reserve Analyst (PRA) Designation Review Board. Also, that it may disclose its actions in full or in part to the members of the Professional Reserve Analyst (PRA) Designation Review Board and/or to the general public.
- To pay all appropriate renewal fees as mandated by the Professional Reserve Analyst (PRA) Designation Review Board, or risk forfeiture of my designation.
- To waive and forever release all claims, demands and causes of action that I may have now or in the future against the Professional Reserve Analyst (PRA) Designation Review Board, its members, and officers in awarding the Professional Reserve Analyst (PRA) designation, failing to award the Professional Reserve Analyst (PRA) designation or in censuring, suspending or revoking the Professional Reserve Analyst (PRA) designation.

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE RETURN WITH PAYMENT AND REQUESTED MATERIAL TO:**  
APRA, 11801 W Silver Spring Drive, Suite 200, Milwaukee, WI 53225