



Association of Professional Reserve Analysts

## Application for Membership and Professional Reserve Analyst (PRA) Designation

INSTRUCTIONS: PRA applicants complete all sections. APRA Membership applicants complete only Sections I and IX.

### I. PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

| <b>RESERVE STUDY EXPERIENCE</b>                      | <b>POINTS</b>   | <b>YOUR POINTS</b> |
|--|-----------------|--------------------|
| Each year of preparing reserve studies               | ___ years x 100 | _____              |
| Two years experience working for APRA member company | 100             | _____              |
| <b>Total Points (Minimum 300)</b>                    |                 | <b>=====</b>       |

| <b>PROFESSIONAL EXPERIENCE</b>                                    |                |              |
|---|----------------|--------------|
| Each year of construction related employment                      | ___ years x 10 | _____        |
| General Contractors license                                       | 100            | _____        |
| Registered engineer or architect working in construction industry | 200            | _____        |
| Each year of employment as a professional property manager        | 10             | _____        |
| Certified Building Inspector                                      | 50             | _____        |
| Licensed CPA  | 100            | _____        |
| <b>Education:</b>   |                |              |
| Construction trade school degree                                  | 30             | _____        |
| Four year degree in Construction Management                       | 50             | _____        |
| Four year degree in Architecture                                  | 50             | _____        |
| Four year degree in Engineering                                   | 50             | _____        |
| Four year degree in Business                                      | 25             | _____        |
| Trade school diploma in construction estimating                   | 25             | _____        |
| <b>Total Points</b>   |                | <b>=====</b> |
| <b>Grand Total (Minimum 500)</b>                                  |                | <b>=====</b> |

**III. COMPLETED PROJECTS**

Attach list of 50 Reserve Studies based on visual on-site observation that you have completed or were prepared under your supervision. Please attach this information using the following format:

Client : \_\_\_\_\_

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

**IV. BACKGROUND INFORMATION**

List all work experience directly related to this application, beginning with the most recent. Attach additional sheets if necessary.

1. Dates of Employment: (month/year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

2. Dates of Employment: (month/year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

3. Dates of Employment: (month/year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

**V. CLIENT REFERENCES**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**VII. CERTIFICATION**

This Application will be reviewed and you will be notified of the board's decision. Applicants that are denied will be provided the reason(s) for denial. The applicant will be allowed to reapply for Professional Reserve Analyst (PRA) designation when the reasons for denial have been satisfied.

## VIII. APPLICATION FEE

### Membership

Membership is by company. 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 subject to change by the board.

### PRA Designation

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

Membership and PRA Designation are considered lapsed if payment is not received by March 1<sup>st</sup>. To reinstate membership and PRA Designation requires payment at the first-year rate.

## IX. AGREEMENT

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 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.
- (PRA applicants only) 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 APRA board.
- (PRA applicants only) That the APRA board may censure, suspend, revoke or otherwise terminate my application or designation if awarded and may disclose its actions to the general public.
- (PRA applicants only) To pay all appropriate renewal fees as mandated by APRA forfeit my PRA designation if awarded.
- (PRA applicants only) To waive and forever release all claims, demands and causes of action that I may have now or in the future against the APRA board in awarding, failing to award or in censuring, suspending or revoking the Professional Reserve Analyst (PRA) designation.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_, 201\_\_

**RETURN WITH PAYMENT AND REQUESTED MATERIAL TO:**

**Association of Professional Reserve Analysts**

W175 N11117 Stonewood Drive, Suite 204

Germantown, WI 53022

