

Application Form for Associate/Registered Resort Professional

	ARP Application	☐ RRP Application	
Date of Application:			
Email:			
Name:			
Company:			
Address:			
,			
Professional or Registered certify that all information in all material respects. It and Ethics and understan	d Resort Professional (submitted to AIF in cor agree to be bound in su d that intentional misr	ed the requirements for the Ass Circle Designation that applies). Innection with my application is truch a statement by the ARDA Code epresentation of the information of ARP or RRP designation.	I do hereby le and correct e of Standards
Signature:		Date:	
Please print name as you v	vant it to appear on you	ur certificate:	

Application Payment

☐ RRP (\$220)	☐ RRP Direct (\$420)
Card □VISA	□Diner's Club
	Expiration Date
e in U.S dollars on a U.	S bank to: ARDA International
Check	Number:
or your file, and submi	it the original application and materials
RDA International Foun 201 15th street NW, Sui Vashington, D.C. 20005	ite 400
(202) 371-6700	
ı: March 1 st , June 1 st , S	September 1 st , and December 1 st
pplication Ched	cklist
raph of yourself (he dpi, JPG format)	ad and shoulders, high–
	Card □VISA The in U.S dollars on a U. Check The control of your file, and submit Check C

Associate / Registered Resort Professional Agreement

either with a member company or as an ARDA Advantage Plus member, and is in compliance with all applicable federal, state, and local laws and regulations relating to its development interests and activities, including but not limited to those laws and regulations governing licensing, marketing, sales, management, construction, fire, safety, and health. 2. I agree to be governed by the administrative enforcement procedures of the ARDA Code of Standards & Ethics in disputes involving any AEI program, symbol, or procedure. 3. I understand that the "ARP / RRP" letter-designation's use and display shall not be considered to be or represented to be in any manner or by any means as a warranty, endorsement, or guarantee of performance by AIF or ARDA. That any representation to the contrary by the individual ARP / RRP/ or his or her employees or agents shall be considered a prima facied violation of the ARDA Code of Standards & Ethics, subject to the Code's administrative procedures, including but not limited to action to withdraw qualification and permission to use the letters "ARP/ RRP." Additionally, the ARP / RRP agrees to indemnify, and hold harmless, and defend AIF or ARDA against any claims that the individual ARP / RRP's use of	1.	is a member in good standing of ARDA
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I,, understand and hereby agree to abid by the above maintenance and use requirements outlined in paragraphs 1 - 6.	6.	an ARDA committee member, attend an ARDA meeting or be an ARDA-WINN Advantage member. If I do not meet these requirements, I understand that the designation may be revoked and I will not be listed as a current designee. Please remember to confirm your membership status. Only employees of active ARDA member organizations or ARDA-WIN
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Signature: Date:		

Sample Biography

Please email a professional biography of no more than **150** words for publication in *Developments* magazine to bgatewood@arda.org. Please note that initial biography may be altered for editorial purposes.

Joe Industry Candidate, RRP

Joe I. Candidate, RRP is Vice President of Operations for Vacations Resort, a full service timeshare development and management company with resorts scattered across the United States. He oversees the operations of each resort and the business of each Association in the VVR system.

Joe began his career in the Timeshare Industry in 1989 as the Manager of the Best Timeshare Condominiums in Anytown, Florida and then joined VVR as an Area Operations Manager. In November of 1995, the opportunity to become VVR's Vice President of Operations has been the climax to his exciting career path.

For the past seven years, Joe has been deeply involved in all aspects of timeshare resort management, especially association reserve funding, timeshare legislation, and education for management employees. He has spoken at several Regional Resort Management Seminars sponsored by ARDA since 1995 and achieved his Registered Resort Professional Designation in April of 1997.

Biography			

Overview: Ways To Earn Credits

ARP Designation-6 Credits Minimum RRP Designation- 10 Credits Minimum

l.	ARDA Continuing Education (8 Credit Maximum; 2 C	redit Minimum)
	AQT – required	1 credit
	ARDA CTS Course	1 credit
	Convention workshops & seminars	per published credit
	CAM courses	
	AIF eLearning courses	per published credit
II.	Educational Degrees (4 Credit Maximum)	
	2 year Degree	1 credit
	4 year Degree	2 credits
	Master's Degree	3 credits
	Ph.D or J.D	4 credits
III.	ARDA Industry Contributions (8 Credit Maximum)	
	Chairman of Committee	0.50 per year
	Vice Chairman of Committee	0.35 per year
	Chairman of ARDA	1.00 per year
	Executive Committee	0.75 per year
	Board of Directors	0.50 per year
	Committee Membership or Focus Group	0.25 per year
	ARDA Award Judge	0.25 per year
	Published Articles per Guidelines	0.5 each/maximum 2 credits
	Conducting Workshops / Seminars	0.10 per session
	ARDA Ambassador	0.25 per year
	ARDA Advantage Plus Member	0.25 per year
	ARP/ RRP Referral	0.10 per person
IV.	Industry Experience (4 Credit Maximum)	
	0.25 credits for each year above 2 years; must be full-	time employment
V.	Non-ARDA Continuing Education (4 Credit Maximum	n)
	Other industry related courses	AIF awarded credits
	Industry related seminars	AIF awarded credits
	Other Certifications and licenses	AIF awarded credits
VI.	Awards (2 Credit Maximum)	
	ARDY Awards	0.5-1.0 credit
	Other ARDA and Non-ARDA Industry Awards	AIF awarded credits

Category I: ARDA Continuing Education Credits

There is a maximum limit of 8 credits in this category, and a minimum requirement of 2 credits. Please list each credit you have earned as a separate line item. A maximum credit for Category I achieved before 2000 is 5, including 1 for the AIF Qualification Test.

AIF Qualification Test

Required for ARP/RRP Application

	Date (month/year)	Credit Amount
AIF Qualification Test (required)		1 credit

Convention Workshops/Seminars Attended

Maximum 8 credit

Must have attended at least 1 ARDA meeting (ex. 2015 Convention, 2014 ARDA-Rockies)

Name of Meeting	Published Credit Amount

CAM Seminars

Maximum 2 credit

This does not include ARDA produced meetings .1 credit per hour

Course Title/Topic	Date & Location Attended	Credit Amount

ARDA Independent Study

Maximum 2 credits

Certified Timeshare Supervisor (1 credit)

AIF Webinar Series (0.25 credit per session)

AIF eLearning: Partnership Strategies or Timeshare 101 course (1 credit)

Course Title	Date Completed	Published Credit Amount

Total Credits for Category I:	(minimum 2, maximum 8
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Category II: Higher Education

You must attach copy of diploma or letter from Admissions Office as proof of degree.

Credit must be from a degree-granting accredited institution only. A maximum of 4 credits may be earned in this category.

Note: You may choose only one box	
☐ 2 Year degree — 1 credit	
☐ 4 Year degree – 2 credits	
☐ Master's degree − 3 credits	
☐ Ph.D. – 4 credits	
Institution Name & Address	Degree: Date, Type & Major
T. 10 12 6 0	, , ,
Total Credits for Category II: _	(maximum 4)

Category III: ARDA Industry Contribution

There is a maximum limit of 8 credits that may be earned in this category.

ARDA/ARDA ROC/AIF Chair or Executive Committee

Maximum 1.5 credits

Chair (1.0 credit per year)
Member of Executive Committee (.75 credits per year)

Position	Year(s) of Service	Credits Earned

ARDA/AIF Board of Directors

Maximum 2 credits

Member of Board of Directors (.50 credits per year)

Do not include any year that you served on the Executive Committee or as Chair.

Position	Year(s) of Service	Credits Earned

ARDA/AIF Committee, Council, or Taskforce

Maximum 1 credit

Chairman of Committee/Council (0.50 credits per year)
Vice-Chairman of Committee/Council (0.35 credits per year)
Member of Committee/Council/Task Force (0.25 credits per year)

Position / Name of Committee	Year(s) Served	Credits Earned

ARDA Awards Judge

Maximum 1 credit

ARDA Awards Judge (0.25 credits per year)

Category	Year(s)	Credits Earned

Published Articles

Maximum 2 credits

Published Articles (0.5 for each)

Name of Article	Name of Publication and Date	Credits Earned

Moderator/Speaker at Workshops/Seminars

Maximum 2 credit

0.1 for each session List your attendance credit in Category I

Name of Workshop or Seminar	Date of Workshop	Credits Earned

Additional Industry Contributions

Maximum 2 credit

ARDA Ambassador (0.25 credits per year) ARDA-WIN Advantage Member (0.25 credits per year) ARDA Leadership Development Program (0.25 credits)

Position	Year(s)	Credits Earned

Referrals (RRP Applicants or RRP Designees only)

Maximum 0.5 credit

ARP or RRP Referral (0.1 credits per person)

If you are applying for a RRP designation and/or you are and RRP Designee and you have referred someone to the program, please ether their name and month they earned their designation below.

Name	Designation Earned	Credits Earned

Total Credits for Category III:	(maximum 8)
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Category IV: Industry Experience

There is a maximum of 4 credits allowed for this category. You may claim 0.25 credits for each year above 2 years.

You must have a minimum of 2 years experience to earn your ARP A minimum of 5 years experience to earn your RRP.

Company	Position	Years Employed	Credits Earned

Total Credits for Category	VIV:	(Minimum 0.25	, maximum 4)

Category V: Non-ARDA Continuing Education

There is a 4 credit maximum in this category.

Non-ARDA Courses/Seminars/Workshops

All courses/seminars/workshops must be completed through your company and pre-approved by AIF prior to attendance to receive credit. Course material must be pertinent to the resort industry in general and not just to your specialty or company. Non-degree course which was not required for higher learning. Verify eligibility with your company.

Name of program or course:	
Location of Course:	
Courses Conducted By (company, school,	or organization):
Date of Attendance:	Number of Hours Attended:
Authorized Credit Allowed by ARDA Prior	to Attendance:
Name of program or course:	
Location of Course:	
Courses Conducted By (company, school,	or organization):
Date of Attendance:	Number of Hours Attended:
Authorized Credit Allowed by ARDA Prior	to Attendance:
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Authorized Credit Allowed by ARDA Prior	to Attendance:
Name of program or course:	
Location of Course:	
Courses Conducted By (company, school,	or organization):
Date of Attendance:	Number of Hours Attended:
Authorized Credit Allowed by ARDA Prior	to Attendance:

Non-ARDA License/Certificate

Real Estate Broker's License (0.25 credits)

CAM License (0.5 credits)

PCAM License (0.75 credits)

License or Certificate	Issued By	Dates Valid	Credits Earned

Total	Credits for	Category V:	(maximum 4

Category VI: Awards

There is a maximum limit of 2 credits that may be earned in this category.

ARDA Awards

Gold ARDY Award / ACE Award (1.0 credit each) Silver/Finalist ARDY Award (0.5 credits each) ARDA-WIN Advantage Award (0.5 credits each)

Year	Category	Company Represented	Credits Earned

Other ARDA Awards and Non-ARDA Industry Awards

Contact AIF for allowed credit. You must provide documentation.

Year	Category	Company Represented	Credits Earned

Total Credits for Category VI:_	(maximum 2)

ARP-6 Credits Minimum RRP- 10 Credits Minimum

Total Application Credits