



Market Intelligence | Career Advancement

## Application Form for Associate/Registered Resort Professional

**ARP Application**

**RRP Application**

Date of Application: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

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

Fax: \_\_\_\_\_

To the best of my knowledge, I have completed the requirements for the Associate Resort Professional or Registered Resort Professional (Circle Designation that applies). I do hereby certify that all information submitted to AIF in connection with my application is true and correct in all material respects. I agree to be bound in such a statement by the ARDA Code of Standards and Ethics and understand that intentional misrepresentation of the information provided on the Personal Data Form can result in the loss of the ARP or RRP designation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name as you want it to appear on your certificate:

\_\_\_\_\_

## Application Payment

ARP (\$220)

RRP (\$220)

RRP Direct (\$420)

Please charge my credit card: \$ \_\_\_\_\_

AMEX

MasterCard

VISA

Diner's Club

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

My check is enclosed, made payable in U.S dollars on a U.S bank to: ARDA International Foundation

Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_

Please prepare and retain a copy for your file, and submit the original application and materials to:

ARDA International Foundation  
1201 15th street NW, Suite 400  
Washington, D.C. 20005-4059  
(202) 371-6700

Deadlines for consideration: March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>

## Application Checklist

- Agreement
- Application
- Biography
- Photo- *Email a photograph of yourself (head and shoulders, high-resolution, at least 300 dpi, JPG format)*
- Credit Tracker
- Application Fee



## Sample Biography

Please email a professional biography of no more than **150** words for publication in *Developments* magazine to [bgatewood@arda.org](mailto: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

**I. ARDA Continuing Education (8 Credit Maximum; 2 Credit Minimum)**

- AQT – required.....1 credit
- ARDA CTS Course.....1 credit
- Convention workshops & seminars.....per published credit
- CAM courses..... .1 per hour
- 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)**

- 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



**CAM Seminars**

**Maximum 2 credit**

*This does not include ARDA produced meetings*

*.1 credit per hour*

<b>Course Title/Topic</b>	<b>Date &amp; Location Attended</b>	<b>Credit Amount</b>

**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)*

<b>Course Title</b>	<b>Date Completed</b>	<b>Published Credit Amount</b>

**Total Credits for Category I: \_\_\_\_\_ (minimum 2, maximum 8)**

## 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

**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 enter their name and month they earned their designation below.

Name	Designation Earned	Credits Earned

**Total Credits for Category III: \_\_\_\_\_ (maximum 8)**

## 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 IV:** \_\_\_\_\_ (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: \_\_\_\_\_

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: \_\_\_\_\_

### 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)**

**Total Application Credits \_\_\_\_\_**

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