





## ***Corporate Training Criteria***

**Corporate Trainer** – To qualify as a corporate trainer you must have given twelve (12) presentations within a complete calendar year to multifamily audiences of ten (10) or more as a salaried position in the Multifamily Housing industry. For the verification process, supporting documentation in the form of five letter (s) from your employer (s) or evaluation summaries that verify the quality of the education you presented. Please include the following information in your documentation:

1. The 12 professional training presentations that you have given
2. Topic of each of those presentation
3. The size of each audience for each presentation
4. The length of time for each presentation
5. Type of each presentation: instructor led classroom, on-line webinar, teleconference or consultation training in which you are the lead instructor.
6. The calendar time frame in which the presentations were given (i.e. Total number in a 12 month period of time)

The **National Multifamily Speakers Alliance** will provide the forms needed to accomplish this task.

**Please Note: No documentation will be accepted that includes any information relating to cost, fees and details of financial agreements or compensation. This information must be omitted prior to submission.**



## Corporate Training Criteria Verification

Date of Presentation	Topic of Presentation	Type Presentation / Number of Attendees
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____



## ***Recommendation Letters/Evaluations***

Please include five letters of recommendation from your employer (s) or trainees during the last twelve (12) months that communicates the quality of your presentation skills for verification of the above qualification criteria. You may also submit five positive training evaluation summaries.

<b><u>Contact Name</u></b>	<b><u>Position</u></b>	<b><u>Contact Information</u></b>	
		<b>(Phone)</b>	<b>(Email)</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Use the email recommendation form below to get your recommendations via email from your clients and/or participants.

To utilize these forms:

1. Replace the information in "red" with your personal information, cut and paste the form into an email and email the form to your client or participant.
2. NMSA has agreed to use these forms as verification of your recommendations.
3. Once you get the emails back from your participant or client include the form as a part of the NMSA application process.



## NMSA Recommendation Email for Corporate Trainer

Dear **(NAME OF THE PERSON RECOMMENDING YOU)**

I have applied to become a member of the National Multifamily Speakers Alliance and would appreciate your help. Based on my sessions you have attended in the past 12 months would you complete the information below and return this fax to me?

Thank You

**NMSA APPLICANT'S NAME**

I have attended a session presented by **NMSA APPLICANT'S NAME** in the past 12 months and was satisfied with **his/her** presentation and the training skills. I would recommend **him/her** to others in the multifamily industry.

I believe **he/she** would make a welcome addition to the National Multifamily Speakers Alliance.

Sincerely,

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

(Print **n**ame, title, phone and email)

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

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

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

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

*(By completing and returning this email you are certifying the information is valid and correct.)*