

NAMFS ACADEMY

EST. 2014

Post-Sale Preservation Certification Course

POST-SALE COURSE

MODULE 1 - INTRODUCTION & PURPOSE

- Chapter 1: Purpose & Challenges
- Chapter 2: Contractor/Broker Relations
- Chapter 3: Types of Orders

MODULE 2 - SECURING

- Chapter 4: Securing

MODULE 3 - LOCK WORK

- Chapter 5: Introduction & Lock Mechanics Types
- Chapter 6: Common Locking Hardware
- Chapter 7: Determining the Locking Method to Use
- Chapter 8: Lock Installation Tools
- Chapter 9: Gaining Access to a Property & Lock Changing Procedures
- Chapter 10: Module Summary & Glossary

MODULE 4 - SECURING WINDOWS & OTHER OPENINGS

- Chapter 11: Reglazing, Replacement, Security Screening, & Security Film
- Chapter 12: Boarding

MODULE 5 - POOL SERVICE

- Chapter 13: Introduction, Starting Up, Shocking, & Draining
- Chapter 14: Securing Procedures

MODULE 6 - ROOF MAINTENANCE

- Chapter 15: Measurement, Roofing Styles, & Roofing Materials
- Chapter 16: Procedures

MODULE 7 - TRASH OUTS & ITEM REMOVAL

- Chapter 17: Classifications & Guidelines

MODULE 8 - ADDRESSING SAFETY & CODE ISSUES

- Chapter 18: Electrical, Plumbing, Handrails, & Exterior Damages

MODULE 9 - VALUE-ADDING SERVICES

Chapter 19: Value-Adding Services

GENERAL INDUSTRY COURSE

MODULE 1 - THE CREATION OF A LOAN

Chapter 1: The Loan Cycle, Types of Lending & Loan Types

MODULE 2 - FORECLOSURE TIMELINE & STAGES

Chapter 2: Types of Foreclosure, Foreclosure Timeline & Stages, & Common Causes of Delay or Stoppage of the Foreclosure Process

MODULE 3 - TYPES OF FIELD SERVICE

Chapter 3: Types of Field Service – Inspections, Pre-Sale Property Preservation, Post-Sale Property Preservation

MODULE 4 - RESPONSIBILITIES OF FIELD SERVICE PROFESSIONALS

Chapter 4: Responsibilities of Field Service Professionals – Training & Education, Managing Risk

MODULE 5 - TECHNOLOGY FOR FIELD SERVICE PROFESSIONALS

Chapter 5: Technology for Field Service Professionals - Workflow Management Systems, Cost Estimators, Devices & Software, Other Technology

MODULE 6 - COMMON TERMS & DEFINITIONS

Chapter 8: Common Terms and Definitions

RECURRING SERVICES COURSE

MODULE 1 - DOCUMENTATION

Chapter 1: Tools Required for Documentation

Chapter 2: Property Condition

Chapter 3: Identifying Damage & Violation Concerns

Chapter 4: Photo Best Practices

MODULE 2 - WINTERIZATIONS

Chapter 5: Pre-Winterization

Chapter 6: Dry & Wet Winterizations, Winterization Tips and Tricks

Chapter 7: Winterizing Specialty Fixtures

Chapter 8: Dewinterization

MODULE 3 - YARD MAINTENANCE

Chapter 9: General Yard Maintenance Requirements

Chapter 10: Yard Maintenance Estimates

Chapter 11: Common Yard Maintenance Exceptions
Chapter 12: Snow Removal
Chapter 13: Curb Appeal Services

MODULE 4 - POOL & SPA MAINTENANCE

Chapter 14: Introduction
Chapter 15: Cleaning & On-Going Maintenance
Chapter 16: Winterizing

MODULE 5 - SALES CLEANING SERVICES

Chapter 17: Sales Clean
Chapter 18: Sales Clean Refresh, Broom Cleaning, & Documentation