



BOMA/Chicago Foundation 2026 Full Designation Scholarship Application

SCHOLARSHIP DESCRIPTION AND OVERVIEW

The BOMA/Chicago Foundation Full Designation Scholarship provides professional development and educational opportunities through financial assistance to individuals who may not otherwise be able to attend local Real Property Administrator (RPA) courses.

PURPOSE

The BOMA/Chicago Foundation's Full Designation Scholarship program aims to support at least one RPA candidate each year. The Scholarship is awarded to applicants who demonstrate financial need, are committed to growing within the commercial real estate industry, are likely to attain their RPA designation, and are likely to become leaders in the industry.

SCHOLARSHIP BENEFITS

The Full Designation Scholarship provides the following benefits:

- Tuition waiver for required courses: The scholarship provides the full tuition (value of \$10,000) for courses that fulfill the education requirement to achieve the RPA designation. Fees include: enrollment, classes, textbooks, and exams.
- Mentorship: Each recipient will be paired with a mentor for class, exam, and career advice.

The application deadline is October 15, 2025 by 5PM CST.

REACH OUT TO BOMA/CHICAGO!

If you plan to apply for this Scholarship, please [email Jaclynne Madden](mailto:jmadden@bomachicago.org) or call (312) 870-9608.

ELIGIBILITY REQUIREMENTS

1. Applicants must have 24 months of commercial real estate experience by January 2026. The experience must specifically be in a commercial real estate property management role (residential and retail experience does not count toward the 24 months).
 - a. *Internships may be eligible to count toward the 24 months of experience. Please see the below note.
 - b. Please contact Jaclynne Madden at jmadden@bomachicago.org if you have questions about your eligibility.
2. Applicants must be at least 21 years old.
3. Applicants do NOT need to be a BOMA/Chicago member.
4. Applicants may not have taken more than three RPA designation classes prior to applying for the scholarship.
5. Applicants must have completed at least one year of college level courses at a college/university and earned a GPA of 2.5/4.0 or 3.5/5.
6. Applicants must be able to describe financial need. If your current employer pays or reimburses you for **more than one** RPA designation class each calendar year, you are not eligible for this scholarship.
7. Submission of three references.
8. Applicants must submit a complete Scholarship Application form, with its requested attachments, by the deadline.

*Internship Experience Recognition

If you have completed a commercial real estate internship, you may apply to have the time spent in the internship count towards the required 24 months of experience for the Scholarship. The internship experience must be focused on commercial real estate property management (residential and retail experience is not eligible). Along with your application, please include one document that describes:

1. The dates of your internship(s).
2. The number of hours for each internship and whether the internships were full-time or part-time.
3. Your internship responsibilities and the skills you acquired.

The Foundation's Scholarship Committee or other appropriate body will determine whether an internship may count toward the required experience by comparing its length, contiguousness, recentness, and scope of work to typical full-time work experience. Applicants may be required to submit additional material to aid in this evaluation.

APPLICATION DEADLINE & ONLINE FORM PROCESS

The application deadline is **October 15, 2025**. All applications must be submitted online using the links below. Once you begin your application, you **cannot** save it to return and complete later.

There are **two separate parts to this application** that must be completed by **October 15, 2025**:

1. **Section A: Application Form**
 - [CLICK HERE TO ACCESS THE APPLICATION ONLINE FORM](#)
2. **Section B: Reference Letter Form (Must have three) – This form is completed by your references.**
 - [CLICK HERE TO ACCESS THE REFERENCE LETTER ONLINE FORM](#)

To aid you in preparing your submission, the questions required for the online application are included below. Before submitting your online application, we suggest that you:

1. Answer all questions in the Word document and spell-check your answers. You can then copy and paste your information into the online form.
2. Have all your attachments ready. All attachments within the application are marked with an asterisk (*).

The only attachment that cannot be submitted on the online form is your official transcript. Please send your transcript to Jaclynne Madden: jmadden@bomachicago.org.

INTERVIEWS FOR FINALISTS

Finalists will interview with the Scholarship Committee between 9 a.m. and 12 p.m. on **October 28, 2025**. The Scholarship Committee will recommend at least one candidate to receive the scholarship. The Foundation Board will have final approval and determine the scholarship recipient.

APPLICATION DECISIONS AND RECOGNITION

The recipient will be encouraged to enroll in RPA classes starting in January 2026. The recipient may be requested to provide brief remarks at a BOMA/Chicago Foundation event.

REQUIREMENTS FOR MAINTAINING SCHOLARSHIP ELIGIBILITY

Scholarship recipients must:

- Enroll in the first course within three months of the scholarship award
- Enroll in at least three courses each year
- Pass all classes funded by the scholarship; if the recipient fails an exam, reexamination fees must be paid for by the recipient
- Take and pass the exams for each class before the start of the next locally offered designation class; if the recipient does not take and pass the exam before the next class begins, funding will be halted until the exam is passed
- Pass each course exam within three (3) attempts
- Regularly meet with assigned BOMA/Chicago mentor to discuss RPA designation progress and career goals

If the above requirements are not met, the BOMA/Chicago Foundation reserves the right to revoke the recipient's scholarship.

BOMA/CHICAGO CONTACT INFORMATION

If you have any questions regarding the Full Designation Scholarship or the application, please contact:

Jaclynne Madden

(312) 870-9608

jmadden@bomachicago.org

BOMA/Chicago Foundation Full Designation Scholarship Application Form



ONLINE SUBMISSION REQUIRED

Scholarship applications must be submitted online using [this form](#). For your convenience in preparing the online application, the required fields are replicated below. The online application form follows the application outlined below. You must attach all necessary documents to the online form. You will receive an email confirmation once you submit your online scholarship form.

PERSONAL DETAILS

Full Name:

Email Address:

Are you at least 21 years of age? (Yes or No)

Home Address:

City:

State:

Zip:

Phone Number:

EDUCATION INFORMATION

College/Institution Name:

Dates Attended (From MM/YYYY) - To (MM/YYYY):

Major Field of Study:

Degree/Diploma Awarded (Name of Program):

Date Degree/Diploma Awarded (MM/YYYY):

Grade Point Average (GPA):

OFFICIAL TRANSCRIPT VERIFICATION

Have you mailed your official transcript to BOMA/Chicago? (Yes or No)

In order to qualify for the Full Designation Scholarship, you must mail BOMA/Chicago an official transcript evidencing college level courses from the current and last (degree awarding) institutions of higher learning. If you have not yet mailed this, please remember that BOMA/Chicago must receive this transcript by the scholarship application deadline, or you will not be considered for the scholarship. We accept hard copy and e-transcripts, as long as they are mailed directly to BOMA/Chicago from the university. Please mail the transcript to:

Jaclynne Madden

BOMA/Chicago Full Designation Scholarship

190 South LaSalle Street

Suite 2500

Chicago, IL 60603

jmadden@bomachicago.org for e-transcripts

WORK EXPERIENCE *(Most recent 10 years or the last three employers)*

Updated Resume

*Please attach your most recent resume (attachment option will be available on online form)

FINANCIAL NEED & EMPLOYER VERIFICATION

Does your current employer pay or reimburse you for *more than* one RPA designation class each calendar year? If the answer is yes, you are not eligible for this scholarship.

*Attach your company's policy that supports your answer to the question above. A letter (signed and dated) from an immediate supervisor on company letterhead is acceptable. (Attachment option will be available on online form.)

Current Employment

Current Position/Job Title:

*Please Attach Official Job Description (attachment option will be available on online form)

Current Employer's Name:

Current Employer's Address:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

Former Employment 1

Former Position/Job Title:

Summary of Position/Job Duties (200 words or less):

Former Employer's Name:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Former Employment 2

Former Position/Job Title:

Summary of Position/Job Duties (200 words or less):

Former Employer's Name:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

BOMA/CHICAGO INVOLVEMENT *(Most recent 5 years)*

Name of Committee or Task Force:

Dates of Service (From MM/YYYY) - To (MM/YYYY):

Describe Your Role/Duties in 200 words or less:

COMMUNITY SERVICE & VOLUNTEERING *(Most recent 5 years)*

Name of Organization:

Dates of Service (From MM/YYYY) - To (MM/YYYY):

Describe your involvement in 200 words or less:

APPLICATION QUESTIONS

Please answer the below questions in 600 words or less.

1. Commitment to the Commercial Real Estate Industry:

- Explain your career history, how you started in commercial real estate property management, and why you are committed to a long-term career in CRE.

2. Academic and Professional Qualifications:

- List and describe any relevant courses, seminars, or certifications you have completed so far.
- How have the education classes you have taken so far helped you in your career?

3. Financial Need:

- How would this scholarship help you? Describe your current financial situation and any challenges you would face in funding the \$10,000 for the RPA designation.
 - 1. Relevant information may include salary limitations, living expenses, financial obligations, etc.

4. Success and Growth:

- What is your five-year career plan and what steps will you take to achieve it?
- How will earning the RPA help you reach your career goals?

5. Additional Information:

- Is there anything else you would like to share about yourself, such as your community involvement, volunteer work, or other activities?

CERTIFICATION

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless BOMA/Chicago, its directors, officers, employees, volunteers, agents, and affiliated entities from any and all claims arising out of the application, selection or participation in this scholarship program. The undersigned also authorizes and consents to the BOMA/Chicago Scholarship Committee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

I certify this application (box will be on online form):

E-signature (type in name):

Date:

BOMA/Chicago Foundation Full Designation Scholarship Reference Form (Three Needed)

Online Form Submission

References MUST submit this reference form online in order for the scholarship applicant to be considered. Please [visit this link](#) to access the online reference form. Once a referee completes this online form, they will receive an email confirmation.

Referee Information

Referee's Name:

Referee's Title:

Referee's Company:

Referee's Email:

Referee's Phone:

Referee Relation to Applicant

Who is your BOMA/Chicago Scholarship reference for (type name of scholarship applicant)?

What is your relation to the scholarship applicant? Please check only one of the following:

- Supervisor (Current)
- Supervisor (Former)
- Supervisor (General)
- Business Colleague
- Professional Association/Affiliation
- Educational Colleague
- Personal (Family Member Excluded)
- Other, please specify:

How long have you personally known the scholarship applicant?

_____ years

Is the applicant currently actively employed in the Commercial Real Estate industry? (Yes or No)

Questions

In 500 words or less, please explain why you recommend this applicant for the BOMA/Chicago Foundation Full Designation Scholarship. If you worked directly with the applicant, please describe the day-to-day duties of the applicant (when you worked together) and discuss a time the applicant showed leadership and/or excelled at a project.

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest				5&6=Average					10=Highest
	1	2	3	4	5	6	7	8	9	10
Does the applicant exhibit the ability to work well with others?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Does the applicant exhibit a definite professional commitment to a career in commercial real estate?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Does the applicant have the capacity to successfully complete the RPA designation?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Would the applicant thrive and benefit from the classroom experience involved in taking the course for which they are applying?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Using the applicant's personal character as the basis for your thoughts, how would you rate their potential for success in commercial real estate?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Based on the applicant's work experience and involvement in the field, how would you rate their potential future contribution to the commercial real estate field?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Based on your understanding of the applicant's financial needs, please indicate the extent to which the applicant has a genuine financial need to receive the BOMA/Chicago Scholarship for which they are applying.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Certification of Information

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application.

I certify this application (box will be on online form):

E-signature (type in name):

Date:

May BOMA/Chicago contact you to discuss this scholarship application? (Yes or No)