

Professional Housing Provider Rules and Guidelines

Effective Dates of the Program

Clock hours can be accrued for PHP credit for any approved courses on or after September 22, 2005.

No credit will be given for classes taken prior to this date, including boot camps, real estate continuing education classes, prior REAPS meetings or seminars etc. There will be no exceptions. You can not claim credits for classes prior to signing up for the PHP Program, except: September Monthly Meeting, if your attendance can be verified by the system we use to swipe your membership card.

Earning Clock Hours

Classes and seminars that qualify under the predefined classifications by REAPS and National REIA will receive pre-assigned credit hours for the appropriate Core or Elective category.

REAPS Monthly Meetings

Most REAPS Monthly Meetings will count towards PHP clock hours. If PHP Clock hour credits apply, you will receive at least one clock hour credit in at least one educational category. If the education (lecture) portion of the meeting runs 1 ½ hours or more, then at the sole discretion of the PHP Coordinator, additional credit for the event shall be applied to all attendees. No extra credit hours will be given for increments under ½ hour.

General business, networking etc at the beginning of the monthly meetings will not receive educational credit.

Each meeting will be credited as a single topic unless there is more than one speaker on more than one topic in a single meeting.

Meetings will be assigned as core credits whenever possible.

We will make every attempt to pre-print the credits available for each meeting along with the meeting notices on our website and in our newsletter.

Sub Group Meetings

Sub-group meetings may be considered for credit when the meeting includes formal topics presented in a set time period. The approval process for the course is outlined below.

Credits For Courses And Seminars Held Outside REAPS

Outside speakers or events may not be submitted for PHP credits unless they fit in the guidelines below.

Continuing Education

REAPS will consider assigning credit hours to be applied to our PHP Program for real estate classes that are certified by the State of WA. The PHP Candidate will be responsible to obtain the class description, the assigned credits, date, place and time of the class, instructor's information and your certificate of completion. You must submit this information to the PHP Coordinator for his/her determination in applying those credits to the PHP Program. See the Course Approval Process below.

Other Local REIAs

Educational opportunities held outside of REAPS can receive credit if they are by another local association participating in the National PHP program and are pre-approved by National REIA. However, you will be responsible to obtain the PHP Class Submittal Form Sheet and provide a copy to REAPS.

NaReia Conference

Attendance to the NaReia conference will automatically count for credit for the seminar offered. Credits will be assigned by NaReia. However, you will be responsible to obtain the PHP Class Submittal Form and provide a copy to REAPS.

College Courses

Certain college courses and professional education (for realtors, appraisers, home inspectors, etc.) may also carry National PHP credits: however, they must be pre-approved.

Real Estate Educators

National REIA is currently working with several national speakers to obtain outlines of their courses so the pre-approval process will be already assigned. Lists of these approved courses will be updated periodically and posted on REAPSWEB.

Course Approval Process

The PHP candidate must submit a copy of an outline of the course, including the topic(s), the qualifications of the speaker, the total time of the class, and the approximate time allotted for each topic.

This outline must be submitted to the PHP Administrator at least two weeks in advance of the course date for consideration.

The speaker must be willing to certify you attended at least 90% of the presentation on the REAPS PHP Course Form.

Attendance

In order to receive credit for any meeting, you must attend at least 90% of the meeting as evidenced by your signature on the attendance sheet at the beginning and end of the course. No partial credit will be given for partial attendance. You will be issued a new PHP/Reaps Membership card shortly after sign up for the PHP program. You will be required to turn in your regular membership card to upgrade to PHP Member. Bring your PHP card to every meeting or course to identify you, and swipe yourself in and out of the meeting. This will ensure you get credit for PHP clock hours. Replacement of lost or stolen REAPS PHP ID cards will incur a \$5.00 replacement fee. To obtain your new card you will need to show picture ID.

Paperwork:

REAPS will be tracking your clock hours as you provide them to the PHP Administrator. However, it is your responsibility to keep track of any signed Class Submittal Forms. REAPS is not responsible for lost forms or proof of clock hours taken. If you cannot provide documentary proof of a course taken, the clock hours cannot be credited to you. A copy of the form will be posted on www.reapsweb.com if you feel like you need a copy you can either fax the original to REAPS or print up two copies one for REAPS and one for your records.

PHP Members will also be provided with a Cumulative Course Sheet to keep track of their own progress, as will the PHP Administrator. Course Forms will be available at the information table at each REAPS event and on line for your convenience.

It will benefit you to get to know your way around the REAPS website. Whenever you register for an event on the site **PLEASE** remember to first log in with your username and password so that whenever you register for an event it will be added to your event history. This will be another way for us (and you) to help track your progress. This does not replace the above requirements; it is just another tool that can benefit you.

REMEMBER: *This certification is supposed to reflect a high level of education among the certification holders. In order to do that the Board of Directors at REAPS takes this certification seriously and we hold you to a "higher standard", to uphold the integrity this program.*