

REAPS Professional Housing Provider Program

Six Steps to Success

Step One: Fill out the **Registration Form** and pay the registration fee. (You must be a current REAPS Member to register for the PHP program and remain current.)

Step Two: Read and sign the REAPS **Code of Ethics**, keep the member copy and turn in the other copy for your PHP file.

Step Three: Read and follow the **Rules and Guidelines**. All of the rules and regulations set forth by REAPS and NaReia are in these guidelines. If you have any questions please ask a PHP Administrator.

Step Four: There are 42 required credits and 18 electives for a total of 60 credits. Follow the **Cumulative Course Sheet** to see what is required. Members can use this sheet to track their progress. (Please see the example enclosed in your packet) REAPS will also keep a course sheet and enter the information on the member's profile on www.reapsweb.com.

Step Five: PHP Class Submittal Form; fill out one for each class taken, then fax to 425-484-6236 or put in the PHP box. (a box will be at each REAPS event where credits can be applied, whenever possible)

Step Six: See various Reaps publications to see what courses will receive credit towards the PHP designation. Fill out your paperwork and start racking up the credits!

- What you need to get started:**
 - Code of Ethics (2) one for your records and one to turn in to REAPS*
 - Rules and Guidelines*
 - Cumulative Course Sheet (for your records to keep track of your progress)*
 - PHP Class Submittal Form (print as you need them)*

You are welcome to join in person at any REAPS event and receive a packet with all of the above included.