

Professional Housing Provider (PHP) National Designation and Certification

What is PHP Designation?

The PHP designation is a nationwide education based certification program designed to recognize the high level of knowledge and professionalism among the designation holders. It is sponsored and overseen by the National Real Estate Investor's Association.

Why Obtain the PHP Designation?

Only persons completing the educational requirements will be permitted to hold themselves out to the public as a Professional Housing Provider. The designee will be recognized in the form of an award certificate and the right to use the designation. He or she should recognize that having a basic education in the topics outlined below will increase his or her ability to reach his goals in real estate investment.

Further, as National REIA works to make the PHP designation more recognizable, it is hoped that the PHP holders will have an advantage in dealing with legal and governmental bodies when a "my word against his" situation occurs. It will also aid in encouraging legislators to think of educated investors as a larger group for political action. Other tangible benefits,

such as discounts on courses and educational materials, may be added as the program develops.



Course of Study

The course of study is divided into 42 clock hours of core courses and 18 hours of elective topics for a total of 60 hours of formal education. The core topics are as follows:

Appraisal 2 hours
Including formal appraisal methods (cost, income, and replacement method), PACE instruction, how to compare properties, etc.

Contract Law 3 hours
Including basic contract law; using contracts and clauses to protect yourself, developing contracts such as leases, options, purchase contracts etc. for the real estate investment business

Ethics 2 hours
Including enacting and actual use of national, state, local and personal business ethics statements, policies and practices

Fair Housing Law 3 hours
Federal, state, & local fair housing regulations

Finance 6 hours
Including conventional financing, FHA/VA financing, owner financing of all types, comparing, financing, offering financing

Inspections 2 hours
Including pre- and post-purchase inspections, and pre and post move-out inspections of properties held

Insurance - Property 1 hour
Including what type of property insurance is appropriate for investment property; negotiating for the best rates, and renters insurance

Insurance - Worker's Compensation 1 hour
Including when, how and for whom to carry Worker's compensation insurance

Insurance-liability 1 hour
Including why and how much

Negotiation 3 hours
Including negotiating with sellers, buyers, renters, contractors and vendors, banks, etc.

Marketing 2 hours
Including how to market properties for sale and for rent; how to market buying services.

Regulations - Local 2 hours
Including zoning and business codes

Regulations - Federal 1 hour
Including regulations affecting real estate investment other than tax laws, fair housing laws and EPA regulations

Regulations - EPA 1 hour
Including regulations affecting real estate investment such as lead paint, wetlands, underground storage tank, and Environmental Quality Zone regulations, etc.

Rehab 4 hours
Including estimation, which projects will pay for themselves, etc.

Management 4 hours
Including record keeping, dealing with tenants, maximizing cash flow, and others

Purchasing 2 hours
Finding and calculating profitable deals

Tax Law (income) 1 hour
Calculating and minimizing taxes, and tax laws as they affect the real estate investor

Tax Law (other) 1 hour
Including property taxes, 1031 tax deferred trades, etc.

Tenant-Landlord Law 2 hours
Including landlord's and tenants responsibilities, evictions, etc.

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The remaining 18 hours may include further education in any or all of the above topics, as selected by the PHP candidate.

How do I Obtain These Hours?

These hours may be obtained through CAREIA meetings, seminars and conferences or other approved courses as determined by CAREIA and/or National REIA. All outside courses and seminars must meet the following requirements: they must be taught live; they must be preapproved by the PHP coordinator; and they must provide a certificate of attendance acceptable to the PHP committee.

Continuing Education Requirements

Once the PHP designation has been obtained, designees must complete 20 hours of continuing education every two years in order to maintain the designation. These hours are elective and may be used by the designee to continue his or her education as he sees fit.

Goals for National REIA

The National Real Estate Investor's Association is dedicated to making this program a success. It is understood by the committee that the program will evolve as time goes on, and that time will pass before the local groups, their members, and the public at large recognize the value of this education. National REIA believes that the concept of creating well-educated investors is important in the fight to make our industry a respected one. We also believe that the ability to present our members as dedicated, educated professionals will aid in the political action to which we are dedicated. While this education is already the mission of the local associations, we hope that a nationwide designation will further this goal by making legislators, regulators, and the public at large recognize that we are not simply "landlords", but informed business persons who make an ongoing contribution to our communities.

Goals for the CAREIA PHP Program

To encourage a higher standard for real estate investors by providing an industry certification process among our communities and to bring about a higher level of professionalism and ethical standards in our industry.

To increase our membership by attracting those who want a more comprehensive educational experience and an association with like-minded professional investors. To increase the number of topics for discussion as the association develops.

For More Information

Enrollment forms are available on our website. If you would like to know more about the PHP certification process or are interested in becoming a student or teacher, visit our website or contact us at the email address below:

www.careia.org

PHP@careia.org

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CAREIA

**Chicago Area Real
Estate Investors
Association**

**A non-for-profit
organization**