

# Center for California Real Estate Local Government Workshop Frequently Asked Questions (FAQs)

## **What is the benefit of the professional certificate?**

The certificate may be valuable to you if you have an interest in getting involved in your local government. It could point to the seriousness of your interest, making you more competitive. The Davenport Institute at Pepperdine's School of Public Policy is highly regarded as a thought leader in this space. While the certificate opportunity is being offered as a free member benefit, it's entirely optional.

## **Is the certificate the only benefit of attending the workshop series?**

Not at all. While the certificate is an option, the primary benefit of attending the workshop series is gaining valuable knowledge and insights into local government and community partnerships. Your active participation is highly appreciated regardless of certificate pursuit.

## **Do I need to attend each session in real time to earn the certificate?**

Yes, live attendance at each virtual session for the entire session is required for certificate eligibility.

## **What if I miss a session or parts of sessions? Can I still qualify for the certificate?**

We understand that life can be busy and scheduling conflicts outside your control may arise. Therefore, we offer some flexibility to miss and make up portions of your live attendance. To remain eligible for the certificate, you must:

1. **Attend at least 80% of the total workshop minutes in real time.** This means you can miss up to 180 minutes of the 900 minutes of content provided over the six weeks, as long as you make up the missed time as outlined in bullet points 2 and 3.
2. **Watch the recording of any part of the session you missed** (e.g. arriving late, signing off early, or logging off during the session). If you missed the full session, you will need to view the full recording.
3. **Email [CCRE@car.org](mailto:CCRE@car.org) within one week of the live presentation** with a brief two-sentence summary of the missed session time.

## **Important Notes:**

- If you miss less than 15 minutes of any given session, your attendance for that session will be counted as full, and you do not need to make up that time. However, all missed live session time, regardless of length, will count toward your total allowable missed session time of 180 minutes.
- Watching session recordings will help you stay informed but does not “erase” missed live session time. Exceeding 180 minutes of missed live sessions, or failing to submit summaries for sessions missed, will disqualify you from receiving the certificate.

**How do I enroll in the certificate portion of the program?**

Registering for the series and enrolling in the certificate program are separate actions. After registering for the series via Zoom, you also need to [complete this form to indicate your intent to pursue the certificate](#). You only need to fill this form out once. If you are unsure about whether you have completed the form, search your inbox for “CCRE Workshop Professional Certificate Enrollment. Please note you only need to register for the series once.

**Can I participate in the workshop without earning the professional certificate?**

Absolutely. The certificate is an optional added benefit. You are welcome to participate in any or all the workshop sessions by attending the virtual sessions live or watching the recordings at your convenience.

**If I'm not pursuing the certificate do I need to meet the attendance requirements?**

No. Any requirements having to do with attendance apply only to those pursuing the certificate.

**How long are the sessions?**

Each session is 2-1/2 hours (or 150 minutes long). There are a total of six sessions.

**What if I log on late or sign off a little early?**

Arriving late or leaving early counts toward total missed session time. Depending on how much you've missed, you will need to watch the recording prior to the next week to stay on track for the certificate.

**Why do I have to watch the missed session or the portion I missed within one week?**

Each session of the workshop is designed to build upon the previous one, much like chapters in a book. If you were to skip a chapter in a book, you'd likely find yourself lost or missing key details in the subsequent chapters. Similarly, missing a session without catching up can lead to gaps in understanding as the workshop progresses.

**How do you know how many minutes I've attended?**

We will download a Zoom attendee report after each session. Zoom records when you log in and out and calculates the amount of time you've spent in the session. Be sure that you have only registered for the workshop once and that you use the same unique event link each time you attend a session.

**How can I monitor my session attendance?**

Each participant is responsible for tracking their own attendance via the [live session attendance tracker tool](#). Each week, we will post attendance information from the previous session. Just enter your email address in the tracker after each session to see how many minutes you attended/missed and whether you need to watch the recordings. Please note

that this tracker is not entirely automatic. It should be up to date within 24 hours after each session ends.

### **How do I log in to the live sessions?**

Use the unique event link that you were emailed when you registered for the event. This link is also in every reminder email. We encourage you to bookmark this link or add it to a calendar item. You will use the same exact link every time you log in. If you cannot find it, you can email [CCRE@car.org](mailto:CCRE@car.org).

### **When I log in with my event link, it asks for a code. Where do I get this?**

Click on the linked text below the box to enter the code and check the email address that displays on the page once you do.

### **What technology will I need for the series?**

1. We ask that participants join the series using a laptop or desktop computer, not via phone. You may use a tablet but note that some Zoom features such as polling may not be available to you.
2. Please ensure you have stable internet connection before the sessions begin. Missed time due to lack of internet access will count against total time missed. If you miss part of a session, you must watch the recording of the missed portion as noted above.
3. Finally, we recommend logging on early (particularly for the first session) to give yourself enough time to troubleshoot any technical issues you may encounter before the session begins.

### **How do register for the series?**

To register for the series, please register via Zoom, using only one email account. Upon registration, you will receive a confirmation email. Please ensure to use the same email throughout the series for a seamless experience.

### **When should I expect the certificate after completing the workshop and meeting the attendance requirements?**

Please allow four to six weeks after the series is completed to receive your digital certificate via email.

### **Will sessions be recorded and available online?**

Yes, all sessions will be recorded and posted on the Zoom event page. Recordings will generally be posted within 3 to 4 hours of each session's completion.

**How do I access the session recordings?**

You will use the same unique event link you use to sign into the live sessions. Click on “Sessions” at the top of the page and then “Watch Recording” next to the one you wish to view.

**If I took this workshop previously, can I get credit for the classes I attended then?**

Unfortunately, you cannot receive credit from sessions attended in prior years. You will need to sign up for a series in 2025 and meet all the attendance requirements listed above.

**Who should I contact if I have further questions or encounter any challenges with the attendance requirements?**

Please send an email to [CCRE@car.org](mailto:CCRE@car.org) if you have any questions, need clarification, or encounter any challenges related to the attendance requirements.