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present

PHP

The Certified Professional Housing Provider Program

What is the 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 REIA and GSREIA.

Why obtain the National 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, pin and the right to use the designation.

You should recognize that having a basic education in the topics outlined below will increase your ability to reach your goals in real estate investment.

As GSREIA 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 their's" situation occurs. It will also aid in encouraging legislators to think of educated investors as a larger group for political action. Other tangible benefits, including discounts on courses and educational materials, may be added as the program develops.

PHP Course & Topics

The course of study will be divided into 42 clock hours of core topics and 18 hours of elective topics for a total of 60 hours of formal education. The course topics are on the back of this sheet.

How will I obtain these hours?

These hours may be obtained through local association meetings and seminars or through courses taught outside of the local groups.

All outside courses and seminars must meet the following requirements:

- ✦ *they must be taught live*
- ✦ *they must be pre-approved by the PHP committee*
- ✦ *they must provide a certificate of attendance acceptable to the PHP committee*

Attendance

In order to receive credit for any meeting, the candidate should be in attendance for at least 90% of the meeting.

No partial credit will be given for partial attendance.

Paperwork

It is the responsibility of the individual candidate to keep track of their own attendance sheet or certificates.

GSREIA Goals & PHP

GSREIA 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.

GSREIA 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.

Topic	Total Required Hours	Definition
Marketing	2 hours	Including how to market properties for sale and for rent; how to market buying services
Purchasing	2 hours	Including finding deals and calculating profitability
Finance	6 hours	Including conventional financing, FHA/VA financing, owner financing of all types; comparing financing, offering financing
Appraisal	2 hours	Including formal appraisal methods (cost, income, and replacement method), PACE instruction, how to compare properties, etc.
Inspections	2 hours	Including pre- and post- purchase inspections and pre- and post- move-out inspections of properties held.
Rehab	4 hours	Including estimation, which projects will pay for themselves, etc.
Hands-on	2 hours	Including actual hands-on opportunities and demonstrations
Management	4 hours	Including record keeping; dealing with tenants; maximizing cash flow; and others
Ethics	1 hour	Including enacting and actual use of national, state, local, and personal business ethics statements, policies and practices
Negotiation	3 hours	Including negotiating with sellers, buyers, renters, contractors and vendors, banks, 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
Fair Housing Law	2 hours	Including federal, state and local fair housing regulations
Tenant-Landlord Law	2 hours	Including landlords' and tenants' responsibilities, evictions, etc.
Local Regulations	2 hours	Including regulations affecting real estate investment OTHER THAN tax laws, fair housing laws and EPA regulations.
Federal Regulations	1 hour	Including regulations affecting real estate investment such as lead paint regulations, wetlands regulations, underground storage tank regulations, Environmental Quality Zone regulations, etc.
Tax law (income)	1 hour	Including 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.
Insurance - property	1 hour	Including what type of property insurance is appropriate for investment property; negotiating for the best rates and renter's insurance
Insur. - worker's comp.	1 hour	Including when, how and for whom to carry worker's compensation insurance
Insur. - liability	1 hour	Including why and how much
<i>Electives</i>	<i>18 hours</i>	<i>Including further education in any or all of the above topics, as selected by the PHP candidate</i>

Topic (needed hrs)	Hours Attended	Authorizing Signature	Event/GSREIA Subgroup & Presenter's Name	Date
Marketing (2)	_____	_____	_____	_____
Purchasing (2)	_____	_____	_____	_____
Finance (6)	_____	_____	_____	_____
Appraisal (2)	_____	_____	_____	_____
Inspections (2)	_____	_____	_____	_____
Rehab (4)	_____	_____	_____	_____
Hands-on (2)	_____	_____	_____	_____
Management (4)	_____	_____	_____	_____
Ethics (1)	_____	_____	_____	_____
Negotiation (3)	_____	_____	_____	_____
Contract Law (3)	_____	_____	_____	_____

