

Center for California Real Estate Local Government Workshop

Frequently Asked Questions (FAQs)

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.

What is the benefit of the 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 essential for certificate eligibility. If you miss any part of a session, you will need to catch up by watching the missed portion before the next session begins (within a week), and verify you've done so by sending an email to CCRE@car.org with a brief **two-sentence summary of the missed session time**.

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, there is flexibility to miss AND make up a *portion* of your live attendance. **To earn the certificate, you must:**

- 1. Attend in at least 80% of the total workshop minutes in real time.**
- 2. Any part of the session missed — whether it's arriving late, signing off early, or logging off during the session — must be made up within a week of the live presentation.**

Note: the entire workshop is 900 minutes of content over the course of 6 weeks. Over the course of the series, you may miss up to 180 minutes total, provided you meet the requirements of making up missed session time. Should you miss more than 180 minutes of live sessions and/or if you do not make up the session time, you will no longer be eligible for the certificate.

How long are the sessions?

Each session is 2-1/2 hours (or 150 minutes long).

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.

How do I make up missed session time if I want to earn the certificate?

1. Watch the recording of the missed session time within one week of the live session.
2. Verify that you've done so by sending an email to CCRE@car.org with a brief **two-sentence summary of the missed session time**.

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.

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.

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.

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

Please allow for 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 in 2022 or 2023, 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 2024 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 if you have any questions, need clarification, or encounter any challenges related to the attendance requirements.