

# Center for California Real Estate Local Government Workshop

## Frequently Asked Questions (FAQs)

**Q: Can I participate in the workshop without earning the professional certificate? Do I still need to meet the attendance requirements?**

A: The certificate is optional. If you don't wish to pursue the certificate, you are not required to meet the attendance requirements. You are still welcome to participate in any or all the workshop sessions. You may attend the virtual sessions live or watch the recordings at your convenience.

**Q. What is the benefit of the certificate?**

A: 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.

**Q: Is the certificate the only benefit of attending the workshop series?**

A: No. 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.

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

A: Yes, live attendance at each virtual session for the entire session is essential for certificate eligibility. If you miss part of a session, you will need to catch up by watching the missed portion before the next session begins, and you will need to confirm that you've done so by sending an email to [davenport.institute@pepperdine.edu](mailto:davenport.institute@pepperdine.edu). In your email, **include your answers to any poll given during the portion you missed.**

**Q: Is there any flexibility if I have to miss a session for an important reason? Is it still possible to maintain certificate eligibility?**

A: We understand that life can be busy and scheduling conflicts outside our control can arise. Therefore, you are allowed to miss the live attendance of one session. Should you miss more than one live session, you will no longer be eligible for the certificate. To obtain an excuse and stay eligible, you must do these things:

1. Prior to your absence (or immediately afterwards), email [davenport.institute@pepperdine.edu](mailto:davenport.institute@pepperdine.edu) to notify us of your absence.
2. Watch the recording within 7 days of the missed session.
3. Send an email (listed above) confirming that you have watched the full recording of the missed session. **Include your answers to all poll questions in your email.**

**Q: What should I do if I missed part of a session or get disconnected and still want to pursue the certificate?**

A: If you missed part of a session, you must watch the recording of the missed portion before the start of the next session. Please ensure you send an email to [davenport.institute@pepperdine.edu](mailto:davenport.institute@pepperdine.edu) confirming completion of this step to maintain your certificate eligibility. In the email, **include your answers to any poll given during the portion you missed.**

**Q: Why do I have to watch the missed session or the portion I missed within 7 days?**

A: 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.

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

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

**Q: Will sessions be recorded and available online?**

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

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

A: Please send an email to [davenport.institute@pepperdine.edu](mailto:davenport.institute@pepperdine.edu) if you have any questions, need clarification, or encounter any challenges related to the attendance requirements.

**Q. I took this workshop in 2022. Can I get credit for the classes I attended then?**

A: No. A certificate was not part of the program offered in 2022 and the course is not exactly the same as it was last year.

**Q. If I can't attend all the sessions this time, can I get credit for my attendance toward future workshops?**

A: No. All work must be completed in the same calendar year. The content is likely to change from year to year, and we cannot transfer credit to another calendar year. Credits for sessions attended in a previous year cannot be carried forward to future workshops.

**Q: How do I watch the recording and how do I log in to the live sessions?**

A: 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. If you cannot find it, you can email [CCRE@car.org](mailto:CCRE@car.org).

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

A: Please complete the form at this link [on.car.org/ccrecertificate](https://on.car.org/ccrecertificate) to let us know you are working toward 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."