



## 2023 Professional Honor Society

### General Information

**The CAAR Professional Honor Society was instituted by CAAR in 1996. The deadline for the CAAR 2023 Professional Honor Society is Mon., Feb. 19th.**

**Please note: You must supply PDFs of the following supportive documentation to accompany your completed award form:**

- CAAR Member Profile
- NAR Member Detail
- Production Printout - non-applicable for Managing/Supervisory Brokers

**For additional information on this award, criteria, and how to obtain the supportive documentation, please visit <https://www.caar.com/awards-program/professional-honor-society>.**

**The information and supportive documentation included in this award form is confidential and will be reviewed only by the Professional Honor Society Project Team.**

**All activities for award qualification must have been completed during the period of January 1, 2023 - December 31, 2023.**

**You must obtain the minimum amount of points per section as well as obtain the minimum total points of 75 to qualify for Professional Honor Society status.**

\* 1. REALTOR® Name:

\* 2. Firm:

\* 3. Date

Date

Date





## 2023 Professional Honor Society

### Association Involvement (minimum of 9 points | maximum of 15 points)

**Participation in CAAR educational and networking/events. This information can be found on your CAAR Member Profile.**

4. General Membership Meetings (2/2/23, 3/16/23, 5/18/23, 9/7/23, 11/2/23, 12/7/22 - Installation) (3 points each)

5. Public Affairs Events (Day on the Hill 1/31/23, Property Rights Luncheon 8/22/23; Pancakes & Politics 12/11/23) (3 points each)

6. Diversity & Inclusion Events (LGBTQ+ 3/29/23, Disability Awareness & Inclusion 6/1/23, Long Island Divided 10/18/23, LGBTQ+ 11/9/23, Home of VA 12/13/23; FHA & Beyond - self-guided, on-line taken in 2023) (3 points each)

\* 7. Association Involvement - Total Points (minimum of 9 points | maximum of 15 points)



## 2023 Professional Honor Society

### Professional Development (minimum of 15 points | maximum of 40 points)

**Participation in other real estate educational activities.**

**Required continuing education (CE) courses or seminars for licensure of REALTOR® membership do not count**

8. Active NAR Designations, Certifications, & Endorsements (e.g., ABR, e-Pro, GRI, C2EX, etc.) (5 points each). This information can be found on your NAR Member Detail.

9. Other Real Estate Related, Non-NAR recognized Designations or Certifications (**1 point each | maximum of 5 points**)

10. Completed the NAR Fairhaven training (**3 points**)

11. Graduate of Virginia REALTORS® Leadership Academy (**5 points**)

12. Graduate of CAAR Pat Jensen Leadership Academy (**5 points each**)

13. Broker's License - does not have to be acquired within current year (**5 points**)

14. Designation & Certifications Courses - include title of course, date, and location (**3 points per course**)

Points	<input type="text"/>
Course Name 1	<input type="text"/>
Course Date 1	<input type="text"/>
Course Location 1	<input type="text"/>
Course Name 2	<input type="text"/>
Course Date 2	<input type="text"/>
Course Location 2	<input type="text"/>

15. Brokerage Courses - include title of course, date, and location (**5 points per course**)

Points	<input type="text"/>
Course Name 1	<input type="text"/>
Course Date 1	<input type="text"/>
Course Location 1	<input type="text"/>
Course Name 2	<input type="text"/>
Course Date 2	<input type="text"/>
Course Location 2	<input type="text"/>

16. NAR, VAR or other Real Estate Related Conference - include title, date, and location (**5 points each**)

Points	<input type="text"/>
Conference Name 1	<input type="text"/>
Conference Date 1	<input type="text"/>
Conference Location 1	<input type="text"/>
Conference Name 2	<input type="text"/>
Conference Date 2	<input type="text"/>
Conference Location 2	<input type="text"/>

17. VAR Professional Standards Training (**3 points each**)

18. Instructor for NAR, VAR, or CAAR on Real Estate Related Course - include title, date, and location (**3 points per topic taught - not number of classes taught | maximum 6 points**)

Points	<input type="text"/>
Course Title 1	<input type="text"/>
Course Date 1	<input type="text"/>
Location Date 1	<input type="text"/>
Course Title 2	<input type="text"/>
Course Date 2	<input type="text"/>
Course Location 2	<input type="text"/>

19. Technology Courses Taken - include title, date, and location (**3 points per course**)

Points	<input type="text"/>
Course Title 1	<input type="text"/>
Course Date 1	<input type="text"/>
Course Location 1	<input type="text"/>
Course Title 2	<input type="text"/>
Course Date 2	<input type="text"/>
Course Location 2	<input type="text"/>

20. CAAR Paragon/Catylist/SentriLock, TransactionDesk, Homesnap, or Technology Speed Dating Class (**1 point per class**)

21. Charlottesville Young Professionals Network (YPN) Education Event (3/29/23, 4/21/23 - Latte & Learn, 6/21/23, 10/13/23 - Latte & Learn) (**2 points each | maximum 6 points**)

22. Latte and Learns (1/6/23, 5/12/23, 9/22/23, 11/3/23) (**1 point each | maximum 5 points**)

23. Firm-Sponsored Real Estate Related Courses - include title, date, and location (**1 point - 4 hrs. or less in duration | 2 points each - 4 hrs. or more in duration | maximum 5 points**)

Points	<input type="text"/>
Course Title 1	<input type="text"/>
Course Date 1	<input type="text"/>
Course Location 1	<input type="text"/>
Course Title 2	<input type="text"/>
Course Date 2	<input type="text"/>
Course Location 2	<input type="text"/>

24. Other Real Estate Related Courses - include title, date, and location (**1 point - 4 hrs. or less in duration | 2 points each - 4 hrs. or more in duration | maximum 5 points**)

Points	<input type="text"/>
Course Title 1	<input type="text"/>
Course Date 1	<input type="text"/>
Course Location 1	<input type="text"/>
Course Title 2	<input type="text"/>
Course Date 2	<input type="text"/>
Course Location 2	<input type="text"/>

\* 25. **Professional Development - Total Points (minimum of 15 points | maximum of 40 points)**



## 2023 Professional Honor Society

### Leadership & Volunteer Participation (minimum of 15 points | maximum of 45 points)

**Lead or volunteer with CAAR, Virginia REALTORS®, NAR or other real estate related organization.**

26. Master Group (**10 points for member/liaison | 20 points for Chair/Vice-Chair**)

27. Project Team (**5 points for member/liaison | 10 points for Chair/Vice-Chair**)

28. Young Professionals Network Planning Committee (**5 points member/liaison | 10 points Chair/Vice-Chair**)

29. Broker Council (**5 points member | 10 points Chair/Vice-Chair**)

30. Commercial Council (**5 points member | 10 points Chair/Vice-Chair**)

31. Diversity, Equity & Inclusion Council (**5 points member | 10 points Chair/Vice-Chair**)

32. Past Presidents Council (**5 points member | 10 points Chair/Vice-Chair**)

33. REALTORS® Political Action Committee (**5 points member /10 points Chair/Vice-Chair**)

34. REALTORS® Political Action Committee Ticketed Event or Monetary Contribution (3 points each)

35. Professional Standards & Grievance Committee (3 points member | 5 points Chair/Vice-Chair)

36. Strategic Plan Committee (5 points member/ 10 points Chair/Vice-Chair)

37. Strategic Plan Focus Group (e.g., committee, broker, etc.) (3 points participant or facilitator)

38. CAAR Foundation Board (10 points Director/20 points Chair/Vice-Chair)

39. Adjunct Related Real Estate Councils (e.g., Women's Council of REALTORS® Blue Ridge, Blue Ridge Home Builders Association, etc.) (3 points member | 5 points leadership)

40. Virginia REALTORS® (VAR) - list committees, task forces, advocacy work groups, and/or councils participation below (15 points member | 20 points Chair/Vice-Chair)

Name 1

Name 2

Name 3

41. National Association of REALTORS® - list committees, task forces, advocacy work groups, and/or council participation below (20 points member | 25 points Chair/Vice-Chair)

Name 1

Name 2

Name 3

42. CAAR, Virginia REALTORS®, or National Association of REALTORS® Director or Past President - list current or past positions below (20 points each if service in past 5 years | 10 points each if service is greater than 5 years)

43. Virginia Real Estate Board Member (e.g., VREB, DPOR, Virginia Residential Real Estate, WCR) list roles below **(10 points each)**

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

44. Volunteered or participated in an Industry Related Partner Project (e.g., Habitat for Humanity of Greater Charlottesville Build Day, Salvation Army Bell Ringing, American Red Cross blood drive, etc.) **(5 points each)**

Points	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

45. Gave a Monetary/Gift Contribution to an Industry Partner (e.g., Blue Ridge Area Food Bank, AHIP, Salvation Army Angel Tree) - list below **(3 points each)**

Points	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

46. Other CAAR and Non-CAAR Community Volunteer Activity (e.g., Charlottesville Chamber of Commerce, TJPED, etc.) - list below **(3 points per organization activity | maximum 15 points)**

Points	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

47. Current or Past Recipient of a CAAR Award Program (e.g., Rising Star of the Year, Sales Associate of the Year, Ethics in Action, etc.) **(5 points each | maximum of 10 points)**

<input type="text"/>
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\* 48. Leadership & Volunteer Participation Total Points (minimum of 15 points | maximum of 45 points)



2023 Professional Honor Society

**Production (minimum of 3 points | maximum of 30 points)**

**Success in either production of sales or ability as a managing/supervisory Broker.**

**Please read the following guidelines before you complete the production section:**

**1. 3 points per listing sold -OR- sale closed during the period of January 1, 2023 - December 31, 2023 (e.g., 5 sold listing + 3 closed sales = 8 transactions x 3 points = 24 points total)**

**2. The 3 points per listing sold -OR- sale closed may be divided per team member associated with the listing -OR- allocated to one member (e.g., 1 sold listing x 3 points = 3 points for one member -OR- 1 sold listing x 3 points = 1 point per member 1, 1 point per member 2, and 1 point per member 3.**

**3. 1 point closed rental transaction during the period of January 1, 2023- December 31, 2023.**

49. Listed or Sold Transactions (**3 points each**)

50. Rental Transactions (**1 point each**)

51. Managing/Supervisory Broker (**3 points**)

\* 52. Production - Total Points (minimum of 3 points | maximum of 30 points)



## 2023 Professional Honor Society

### Total Points (All Four Sections)

\* 53. Enter the total amount of points:



## 2023 Professional Honor Society

### Supportive Documentation

**Provide the following supportive documentation to accompany your completed PHS form. PDFs only.**

\* 54. Required - Upload your CAAR Member Profile - this shows the classes, meetings, events, and awards. Must be a PDF.

Choose File

Choose File

No file chosen

\* 55. Required - Upload your NAR Member Detail Sheet - this shows active NAR designations/certifications/endorsements. Must be a PDF.

Choose File

Choose File

No file chosen

56. Required - Upload your Production Printout - this shows your listing/sold/rental transactions. You may provide either a printout from Paragon or a report from your office. Must be a PDF.

Not Required - If you are a Managing/Supervisory Broker.

Choose File

Choose File

No file chosen



## 2023 Professional Honor Society

### Closing

\* 57. Do you hereby certify that the information provided in this award form is true and correct?

Yes

No

\* 58. Would your Broker agree that the information provided in this award form is true and correct? Please note: It is assumed that the Broker is already aware of your 2022 activities. No official Broker signature or approval required.

Yes

No