

## 2024 Professional Honor Society

### General Information

**The CAAR Professional Honor Society was instituted by CAAR in 1996. The deadline for the CAAR 2024 Professional Honor Society is Fri., Feb. 7th.**

**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, 2024 - December 31, 2024.**

**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



2024 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 (2/8/24, 3/21/24, 5/16/24, 9/12/24 - Conference & Expo, 11/14/24, 12/5/24 - Installation) (3 points each)

5. Public Affairs Events (Day on the Hill 2/1/24, Property Rights Luncheon 8/7/24; Pancakes & Politics 12/9/24) (3 points each)

6. Diversity & Inclusion Events (FHA & Beyond - self-guided, on-line taken in 2024; Implicit Bias Affects Us All - 6/12/24; Fair Housing - 11/15/24) (3 points each; 1 point for on-demand recording)

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

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**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

Course Name 1

Course Date 1

Course Location 1

Course Name 2

Course Date 2

Course Location 2

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

Points

Course Name 1

Course Date 1

Course Location 1

Course Name 2

Course Date 2

Course Location 2

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, or TransactionDesk (1 point per class)

21. Charlottesville Young Professionals Network (YPN) Education Event (4/12/24 - Latte & Learn, 10/18/24 - Latte & Learn) (2 points each | maximum 4 points)

22. Latte and Learns (2/9/24, 6/14/24, 6/28/24, 7/26/24, 9/6/24) (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)

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

32. REALTORS® Political Action Committee (5 points member /10 points Chair/Vice Chair)

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

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

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

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

37. CAAR Foundation Board **(10 points Director/20 points Chair/Vice Chair)**

38. 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)**

39. 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

40. 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

41. 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)**

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

1

2

3

43. 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"/>

44. 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"/>

45. 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"/>

46. 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)**

**\* 47. Leadership & Volunteer Participation Total Points (minimum of 15 points | maximum of 45 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, 2024 - December 31, 2024 (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, 2024- December 31, 2024.**

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

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

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

\* 51. **Production - Total Points (minimum of 3 points | maximum of 30 points)**

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**Total Points (All Four Sections)**

\* 52. Enter the total amount of points:

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**Supportive Documentation**

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

\* 53. Required - Upload your CAAR Member Profile - this shows the classes, meetings, events, and awards. Must be a PDF. These answers have logic applied

Choose File

Choose File

No file chosen

\* 54. Required - Upload your NAR Member Detail Sheet - this shows active NAR designations/certifications/endorsements. Must be a PDF. These answers have logic applied

Choose File

Choose File

No file chosen

55. 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. These answers have logic applied

Choose File

Choose File

No file chosen

## 2024 Professional Honor Society

### Closing

\* 56. Do you hereby certify that the information provided in this award form is true and correct?

Yes

No

\* 57. 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 2024 activities. No official Broker signature or approval required.

Yes

No