![Florida Community Land Trust Institute logo]

Training & Technical Assistance Cohort Program

Course: Basic Individual Shared Equity & Community Land Trust Training Cohort
Course Duration: *October 2024 - November 2024*

Optional Course: Technical Assistance & Incubation Cohort
Course Duration: *January 2025 - March 2025*

Course Facilitator: Matthew Wyman
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Course Description

The Florida Community Land Trust Institute (Institute) Training and Certification Program includes two distinct, but critical parts:

1. The Basic Individual Shared Equity & Community Land Trust Training Cohort (BIT) builds foundational and intermediate knowledge of the permanent affordability and shared equity concepts including the Community Land Trust (CLT) model.

   The cohort of participants pursuing individual and/or organizational certification will together be led through the BIT, an artfully crafted compilation of references via ELEVATE (an online instructional platform) and resources via a virtual classroom style approach. Each week of the training culminates with instruction by some of the most experienced shared equity leaders.

Objective: Each participating individual completes the course, and qualifies to obtain the Florida CLT Institute – Individual Certification and moves on to:
   - Establishing a CLT or
   - Refining operations to build capacity and develop more CLT units or
   - Better support shared equity and CLT activities in their current or future professional role.

2. Following the completion of the BIT, certified individuals (Executive Director or Senior Staff and Board Chair or Designee required) wishing to establish or improve upon an existing operation with the support of the optional technical assistance of the Florida Housing Coalition will continue to practically apply what was learned and dive deeper in the Technical Assistance and Incubation Cohort (detailed in the Menu of Technical Assistance and Incubation Packages).

Objective: Each participating organization achieves Florida CLT Institute Organizational Certification and moves on to starting or refining operations to build capacity and develop more CLT units.

Course Materials

Students will need the following materials for the duration of the course:
- ELEVATE – Log-in information for the course platform. ELEVATE will serve as each participant's guide throughout the course, providing access to preparatory assignments (reading, video consumption, etc.), reference material and the final exam.
- Computer - Participants must have access to a reliable computer capable of accessing the internet and operating the Zoom online meeting platform.
- Internet access - Participants must have access to reliable internet on a device that supports visual and audio learning including reading and viewing content.
- Zoom Virtual Meeting Details – Each participant will receive a calendar invitation for a 1.5-hour meeting although content is targeted for an hour. If a participant has difficulty in accessing the meeting, they should contact the course facilitator. Forwarding the meeting details, especially to persons not enrolled in the course, is prohibited.

Course Schedule

Week	Weekday	Date	Time	Course Content
Week 1	Tuesday	Oct. 1	12:30 PM	**Course and Concept Introduction**
Week 2	Tuesday	Oct. 8	12:30 PM	**Strategic CLT Planning**
Week 3	Tuesday	Oct. 15	12:30 PM	**Governance**
Week 4	Tuesday	Oct. 22	12:30 PM	**Ground Lease & Legal Instruments**
Week 5	Tuesday	Oct. 29	12:30 PM	**CLT Operational Preparedness**
Week 6	Tuesday	Nov. 5	12:30 PM	**Homebuyer Education**
Week 7	Tuesday	Nov. 12	12:30 PM	**Stewardship & Asset Management**
Week 8	Tuesday	Nov. 19	12:30 PM	**Administrative Operations & Lending**
Final	Wednesday	Nov. 20	5:00 PM	**Final Exam Due**

The day of the week and time may change at the consensus of 100% of the participants, facilitator, and guest speakers.

Starting in January, the course schedule of the Technical Assistance and Incubation Cohort will continue biweekly on the above prescribed recurring day of the week and time for approximately 10 weeks. Additional meetings during that time will be coordinated with representatives of each participating organization to ensure technical assistance can be effectively delivered.

Course Policy

Preparation Work

At each cohort meeting, participants will be expected to be prepared to discuss the materials:
- provided through the ELEVATE platform and, if applicable,
- provided by the facilitator of the Technical Assistance and Incubation Cohort as detailed in the Menu of Technical Assistance and Incubation Packages.

Advanced preparations of questions for the facilitator, guest presenter and other cohort members is encouraged.

Attendance

Each participant is expected to be virtually present at each cohort session and to be present and focused on the meeting. Working on any other project during a cohort meeting is strongly discouraged.

The participant must notify the facilitator prior to the start of a session, if an emergency arises preventing attendance from a virtual meeting. Any participant that has more than one excused absence (or any unexcused) will not be eligible for the Individual Practitioner's Certification.

Virtual Meeting Ground Rules

1. Show up on time and come prepared

2. Stay mentally and physically present

3. Contribute to learning outcomes

4. Let everyone participate

5. Listen with an open mind

6. Think before speaking

7. Stay on point and on time

8. Address the concern, not the person

Technology Policy

- Cell Phones: Use of a wireless communication device during cohort meeting time is strongly discouraged.
- Recording: Participants are not to take photographs and audio or video recordings of any course content, including the cohort meetings. The content of the online course is downloadable for the benefit of the paid participant only.

Final Exam & Grading Policy

As previously stated, attendance is a critical part of meeting BIT certification requirements. Without successful completion of the course, including proper attendance and meeting or exceeding the minimum final exam score, a participant puts not just individual certification at risk but also beginning the Technical Assistance and Incubation with their cohort.

Participants must achieve a passing score of 80% on the final exam and meet attendance requirements to be considered for the Florida CLT Institute – Individual Certification. At a

minimum the Executive Director or Senior Staff and Board Chair or Designee must be eligible for Individual Certification for the organization they represent to move on to the Technical Assistance and Incubation Cohort component.

A participant may request from the facilitator, at his or her sole discretion, consideration to retake the test if a passing score is not achieved on the first attempt. Attendance, participation and extenuating circumstances of the requestor as well as overall class test performance will be considered in determining the authorization for a second test. A third attempt at passing the exam by one participant during one cohort session is prohibited.

Dishonest Work and Plagiarism

Participants are expected to demonstrate honesty with peers and in course work. Acts of dishonesty include:

- Submitting work using another person's password/login is considered dishonest behavior. Any assignments, work, or exams posted while using another student's login will be considered dishonest.
- Performing work or taking an examination for another participant OR having another person perform work or take an examination.
- Claiming another's work as one's own.
- Falsification and/or misrepresentation of data by submitting false data or sources.
- Computer crimes include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.
- Inappropriate use of email, discussion forums, or synchronous chat rooms.

Refunds

Course refunds will not be provided for failure to adhere to the rules and expectations set forth herein.

At the time of enrollment, please acknowledge that you have read the syllabus above by signing below and return via email to the course facilitator:

Sign and Date: _____

Printed Name: _____