COMMUNITY LAND TRUST
INSTITUTE

Certification Program Syllabus – Spring 2026

Course: Basic Individual Training Cohort
Course Duration: *April 2, 2026 – May 2026*

Optional Subsequent Offering: Technical Assistance (Cert-TA)
Course Duration: *Summer 2026*

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Course Description

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

1. **Basic Individual Training (BIT)** – This educational opportunity builds foundational knowledge of permanent affordability and shared equity concepts with a focus on 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 Thinkific (an online instructional platform also referred to as ELEVATE) and resources via a virtual classroom style approach. Each week involves consumption of material provided on Thinkific and culminates with discussion on key concepts and live access to some of the most experienced shared equity leaders.

   Objective: Each participant better understands shared equity and CLT as a best practice affordable housing tool, is positioned to serve as an ambassador for the model, achieves qualifications to obtain the CLT Institute – Individual Certification, and moves on to:
   - Establish a CLT via Technical Assistance, Certification (below) or
   - Refine operations to build capacity and develop more CLT units or
   - Better support shared equity and CLT activities in their current or future professional role i.e. workforce development.

2. **Technical Assistance, Certification (Cert-TA)** – Following the completion of the BIT, and *through a separate scoping process and fee*, certified individuals (Executive Director or Senior Staff and/or Board Chair or Designee both required for newly established organizations while one required for operations with at least five homeownership units) wishing to establish or improve upon an existing operation with the support of technical

assistance from staff of the Institute will practically apply what was learned in the BIT and dive deeper as agreed upon in a customized fee for services contract package.

Fill out the [CLT Institute Program Inquiry Form](#) to initiate Cert-TA.

Objective: Representatives of an organization successfully continue on to start or refine operations to build capacity, develop CLT units, and achieve CLT Institute Organizational Certification.

Course Materials

Students will need the following materials for the duration of the course:
- 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.
- Thinkific aka ELEVATE – Log-in information for the course platform. Thinkific, the learning management system for the course, 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.
- Zoom Virtual Meeting Details – Meeting details are imbedded in the Thinkific platform and each participant will receive a calendar invitation with Zoom meeting details. 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	Thursday	**April 2**	1:00 PM	**Course and Concept Introduction**
Week 2	Thursday	April 9	1:00 PM	**Strategic Decisions & Community**
Week 3	Thursday	April 16	1:00 PM	**Governance**
Week 4	Thursday	April 23	1:00 PM	**Ground Lease & Legal Instruments**
Week 5	Thursday	April 30	1:00 PM	**CLT Operations & Subsidy**
Week 6	Thursday	May 7	1:00 PM	**Homebuyer Education**
Week 7	Thursday	May 14	1:00 PM	**Stewardship & Preservation**
Week 8	Thursday	May 21	1:00 PM	**Administrative Operations & Lending**
Exam Due	Monday	May 25	9:00 AM	**Final Exam Due Monday, May 25th**

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

Starting in Summer of 2026, the course schedule of the Cert-TA 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

1. At each BIT meeting, participants are expected to be prepared to discuss the materials provided through the learning management system, Thinkific (aka ELEVATE).
2. If applicable, participants of the Cert-TA are expected to be prepared to discuss materials provided by the facilitator detailed in the customized fee for services contract package.
3. In both cases, advanced preparation of questions for the facilitator, guest presenter and other cohort members is encouraged.

Attendance

Each participant is expected to be virtually present at each BIT (and Cert-TA, if applicable) session and to be present and focused on the meeting. Working on any other project during a meeting is strongly discouraged.

If an emergency arises preventing attendance from a virtual meeting, the participant must notify the facilitator prior to the start of a session. Any participant that has more than one excused absence (or any unexcused) will not be eligible for the Individual 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 Cert-TA with their cohort.

Participants must achieve a passing score of 80% on the final exam and meet attendance requirements to be considered for the CLT Institute – Individual Certification. At a minimum, the Executive Director or Senior Staff and Board Chair or Designee must be eligible for Individual Certification (both required for newly established organizations while one, required for operations with at least five homeownership units) for the organization they represent to move on to the Technical Assistance and Incubation Cohort component.

The final exam will be conducted on the Thinkific (aka ELEVATE) platform. Once it is available, the platform allows a participant to take the exam as many times as desired. As a result, participants can retake the test if a less than desirable score is achieved on initial attempts.

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: _____