**Self-Managing Landlord Education Certificate**

**Proposed launch date 30th March**

**Name**

The name of the course needs to be finalised. Here are the options

1. Self-Managing Landlord Education Certificate
2. Self-Managing Landlord Certificate
3. NZPIF Landlord Education Certificate
4. Any others?

**Promotion**

1. Carousel banner on the website – Jan is organising artwork once messages are confirmed.
2. NZPIF home page advert – Jan organising artwork once messages are confirmed.

Message for both these needs to be finalised. Here are some options

1. Be ready – sign up for your Self Managing Landlord Certificate (or approved name) NOW. Free for members.
2. Self-managing landlords with certificates are better landlords – complete your certificate now. Free for members.
3. Confirm your competency as a landlord by completing the NZPIF Landlord Certificate. Free to members
4. Free to members and $300 to non-members and Associate members. Become a full members and do the course for free.
5. Other messages
6. Once we have the messages and procedure confirmed, we can write copy for the NZPIF news and webpage which sits behind the home page advert, and for the media release

Other promotion will be

1. To members via the monthly newsletter
2. To PIAs via the Presidents and administrators
3. As a news item on the NZPIF website and on Facebook, carousel and advert on NZPIF website
4. Through to media release to our usual media channels
5. The monthly article in the NZ Property Investor and an advert in the same issue.
6. At the Communication Meeting in May
7. Through NZPIF Executive Committee regional representatives

**Management of registration and other organisational details**

1. 50 places are available at any one time (Moodle limit)
2. Central administrator appointed
3. Member registers interest in the Members Portal on [nzpif.org.nz](http://nzpif.org.nz) and places are offered to the first 50. The rest go on to a waiting list and an email will notify these people of this. (Question – how does a non-member register interest? Through the NZPIF website similarly to other enquiries we get?)
4. Admin notified and checks the user in PIMMS or sends an invoice for $300 to a non-member
5. Admin adds the user to Moodle & an email is sent to the Member or non-member
6. Admin confirms the add in PIMMS or to the supplementary list of non-members doing the certificate.
7. User then has unlimited access to Moodle for one month (everyone starts from the beginning of the month.)
8. Once completed a certificate is issued by Moodle, a list is kept by NZPIF, and a place is offered to the next person on the waiting list.
9. If a member or non-member who has registered has not completed at the end of the month assigned to them, they are suspended and the place offered to the next person on the waiting list – an automatic email. If that person does not respond and take up the place within 7 days, the place is offered to the next person on the waiting list. This could mean that the next person on the waiting list has only three weeks to complete the course if we have to wait 7 days before offering the place to the next person. We could make the second person wait until the beginning of the next month so that they have four weeks.
10. An automatic email is sent to people on the waiting list to tell them how close they are to being offered a place.