



# **Landlord Certification Instruction Manual**

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**CITY OF TAKOMA PARK**  
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## Landlord Certification

### Registering for the Course

Start at this page: [Rental Housing Licensing](#) and then select: "[Landlord Certification Course](#)"

*This part only needs to be done once:*

Select "register yourself"

- Complete the form on the Contact Detail page.
- Fill in first and last name, email, phone, and select and confirm your password
- Enter the address of your rental property and identify yourself as either property owner or manager.

Contact Detail

TKPK Middle name Tester

tkpktester@gmail.com (301) 891-7255

Password \* Confirm password \*

Rental Property Address

5678 Secondary Street

Apt/Unit

Takoma Park Maryland

20912 Owner

Add another Property

Submit



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- If you own or manage more than one Takoma Park rental property, select the green “Add Another Property” button and repeat process until all of your properties are entered.

The screenshot shows a web form titled "Rental Property Address" with two identical property entry sections. Each section includes a location pin icon and a text input field for the address (e.g., "5678 Secondary Street" and "910 Tertiary Street"), a house icon and a text input field for "Apt/Unit", a dropdown menu for "Takoma Park", a dropdown menu for "Maryland", a dropdown menu for "20912", and a dropdown menu for "Owner" with a person icon. A green button labeled "Add another Property" is positioned between the two sections. A red minus sign button is located at the bottom left of the form area. A large blue "Submit" button is centered at the bottom of the form.

- Click on blue “**Submit**” button.
- Click on blue “**Continue**” button.

Check your email for a verification message. Click the link in the message and you’ll be logged the rest of the way in to the system.

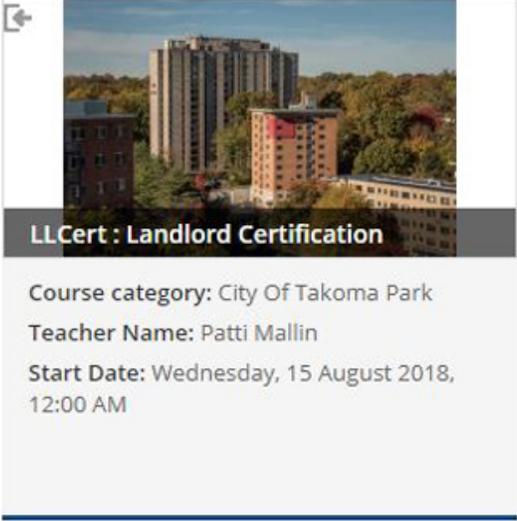


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Click on the LLCert: Landlord Certification course and then the blue “Enroll Me” button

### Enrollment options



**LLCert : Landlord Certification**

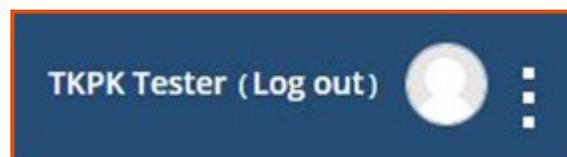
Course category: City Of Takoma Park  
Teacher Name: Patti Mallin  
Start Date: Wednesday, 15 August 2018, 12:00 AM

▼ Self enrollment (Student)

No enrollment key required.

[Enroll Me](#)

This takes you into the course. At any point you can log out (use the option at the top right) and log back in when you are ready to continue.





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In the future, go to the same starting page: "[Landlord Certification Course](#)" and just fill in your email address and the password you selected and click the blue "Submit" button, click on the landlord certification course, and you'll go right in. You may wish to bookmark this page.

Don't have account? [Register yourself](#)

✉ Email Address

🔒 Password

Remember me

[Forgot Password ?](#)

Submit

### Course Overview/Quick Start

- There are eleven sections in the Landlord Certification course (owners or managers of only accessory apartments or single family homes may skip sections 8 and 9, Rent Stabilization and Tenant Associations)
- Each section concludes with a five question quiz which must be passed with a score of at least 80% (4 out of 5 questions answered correctly). You may retake the quizzes as many times as you like to get a passing score, and you must pass all required sections to gain landlord certification.



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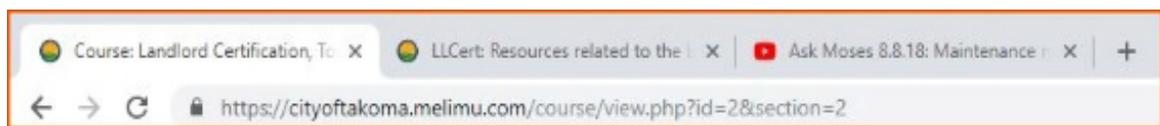
- Each section provides optional background material to help you answer the questions. You may view videos where available, or follow links to City, County, or State code specific to the topic, or review other reference materials provided. *These will open in separate tabs so that you can keep the reference material available while answering questions.*
- **This material is all optional. The quizzes are the only required part of the course.**
- To move to the next section, click on the link in the bottom right of the screen listing the next section by number and name. You may use the “jump to” menu in the center bottom to select the specific section you wish to go to without having to page through each section in order.

### Taking the Course

- In each section, click on any of the listed reference materials you wish to review. This will open the video or text in a separate tab. After reviewing a particular item, you may choose to click on the “x” on the right side of the tab containing the item to close it up, or leave it open as a reference for answering quiz questions.



- When you’ve completed any review you choose to do, return to the tab entitled “Course: Landlord Certification” and select “Quiz” which will be the last item on the list of choices for that section.





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- Click on “Attempt Quiz Now” button

### Quiz: Licensing of Rental Properties

Demonstrate your knowledge of the process to obtain and renew rental housing licenses.

This quiz opened at Friday, 17 August 2018, 8:06 PM

Grading method: Highest grade

[Attempt Quiz Now](#)

[Back To The Course](#)



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- All questions will be either multiple choice or True/False. Click on your selected answer and then the blue “Next” button (the “back” button will allow you to back up one question and review/change your answer as necessary)

**Question 2**

Status: Not yet answered

Scored out of 1.00

 Click flag to come back to questions later

Rental Housing Licenses may be valid for a period ...?

Select one:

- a. 6 months
- b. One year
- c. Two years
- d. All of the above

[Back](#) [Next](#)

**Question 3**

Status: Not yet answered

Scored out of 1.00

 Click flag to come back to questions later

The City, and its agent, Montgomery County Department of Housing and Community Affairs, have the right to inspect a rental property for licensing purposes.

Select one:

- True
- False

[Back](#) [Next](#)



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- When you complete the final quiz question, you will be given the opportunity to go back to a specific question or review all of your answers by selecting the “Return to Attempt” button. Or go directly to “Submit All and Finish”

**Quiz: Licensing of Rental Properties**

Summary of attempt

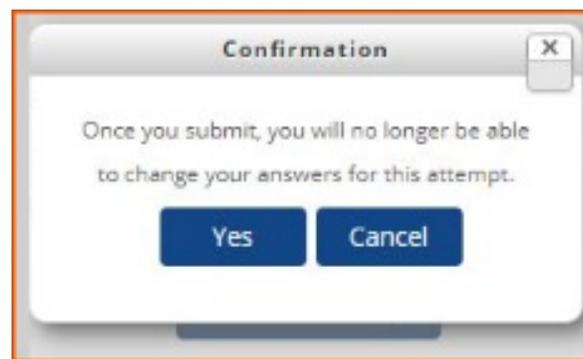
Question	Status
1	Status : Answer saved
2	Status : Answer saved
3	Status : Answer saved
4	Status : Answer saved
5	Status : Answer saved

[Return To Attempt](#)

*OR click on the number of the specific question to which you want to return*

[Submit All And Finish](#)

- The system will confirm with you that you are ready to move on to the grading stage.





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- You will see your score for each question, one at a time, plus the section of code where the answer can be found. Click the “Next” button to continue the review.

Your answer is correct.

Montgomery County Code 26-13

Montgomery County Code 26-14

Montgomery County Code 26-15

Your answer is incorrect.

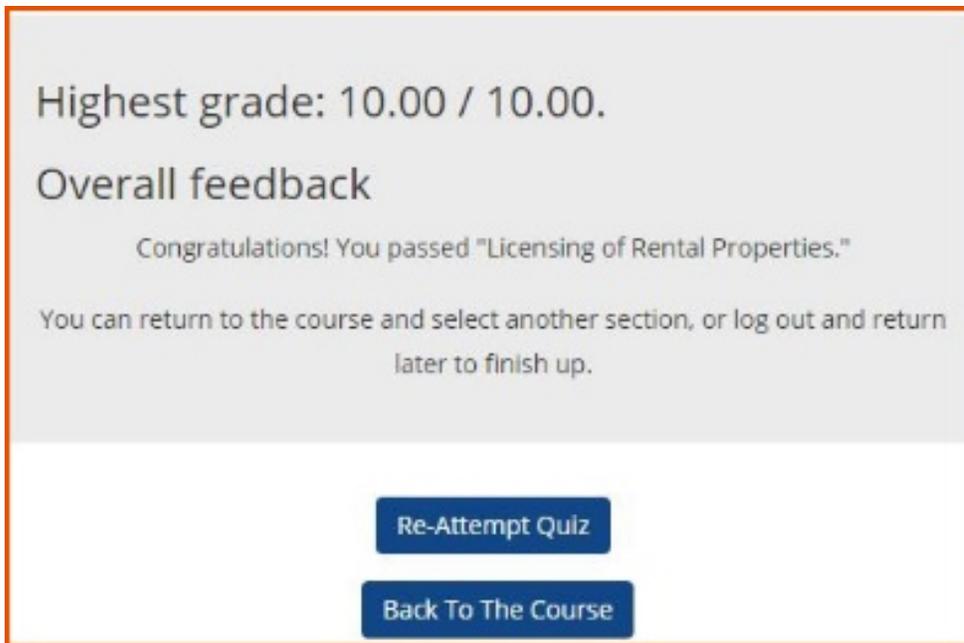
County Code 26-9



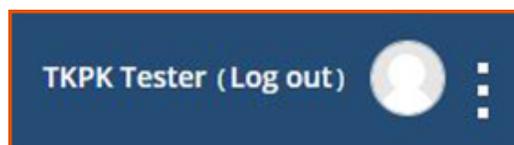
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- After the last question, you'll go to a summary page showing your grade. If you see "Congratulations! You passed <section name>" you are done with that section and may select "back to the course" to continue.



- If your score is less than 80%, you may select "re-attempt quiz" right away to try again if you like. You may see different questions the next time through.
- In either case, you may also choose to log out (using the option at the top right of the screen) and return at a later time to continue.





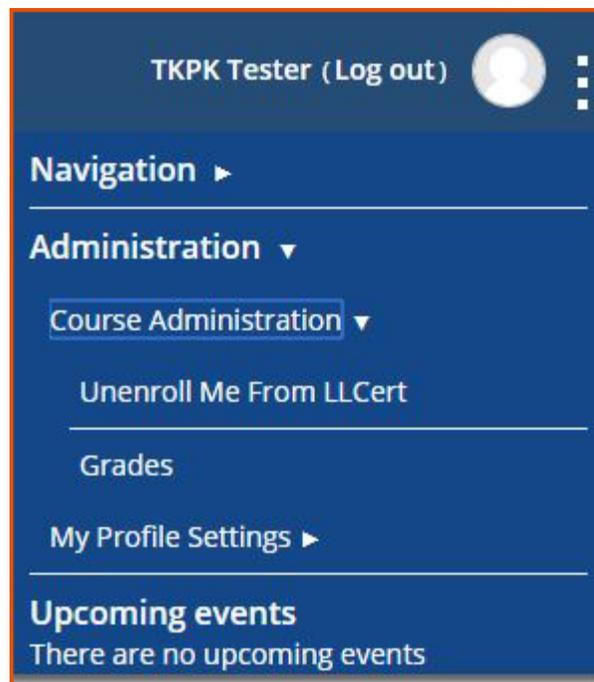
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- To continue, use the “Jump to” menu in the bottom center to select your next section, or use the arrows at the lower right or left to move forward or back one consecutive section at a time.



- At any time, you can review your progress in the course by looking at your grades.
- Click on the three dots in the upper right of the screen to reveal the menu. Select “Administration,” then “Course Administration” and then “Grades.”





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- The Grades option displays a list of all the sections in the course and indicates your quiz scores where available. This will help you decide if you need to re-take a quiz (for grades less than 80%), or remind you where you left off.

User report - TKPK Tester

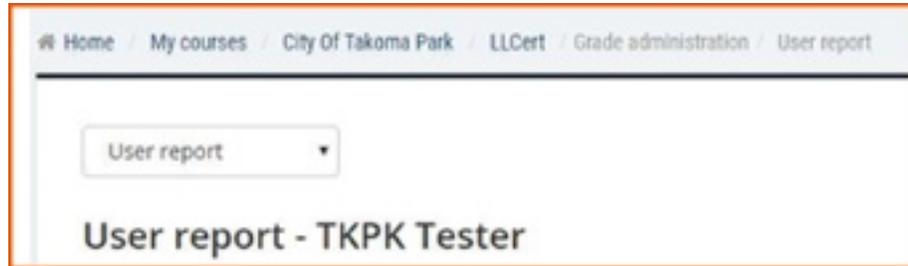
Grade item	Grade	Range	Percentage
Landlord Certification			
<input checked="" type="checkbox"/> Quiz: Licensing of Rental Properties	10.00	0-10	100.00 %
<input checked="" type="checkbox"/> Quiz: Entry	10.00	0-10	100.00 %
<input checked="" type="checkbox"/> Quiz: Safety	8.00	0-10	80.00 %
<input checked="" type="checkbox"/> Quiz: Property Maintenance	8.00	0-10	80.00 %
<input checked="" type="checkbox"/> Quiz: Lease Terms	8.00	0-10	80.00 %
<input checked="" type="checkbox"/> Quiz: Security Deposits	-	0-10	-
<input checked="" type="checkbox"/> Quiz: Rent Payment and Fees	-	0-10	-
<input checked="" type="checkbox"/> Quiz: Rent Stabilization	-	0-10	-
<input checked="" type="checkbox"/> Quiz: Tenant Associations	-	0-10	-
<input checked="" type="checkbox"/> Quiz: COLTA	-	0-10	-
<input checked="" type="checkbox"/> Quiz: Sale of Rental Facilities / Tenant Opportunity to Purchase	-	0-10	-
<input checked="" type="checkbox"/> Course total	<b>88.00</b>	<b>0-100</b>	<b>88.00 %</b>



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- To return to the course after reviewing grades, select “LLCert” from the breadcrumbs above the user report.



- When you have completed all required sections, you’ll see the completion screen. This will confirm that you have gained or renewed your landlord certification and will receive your certificate by email.

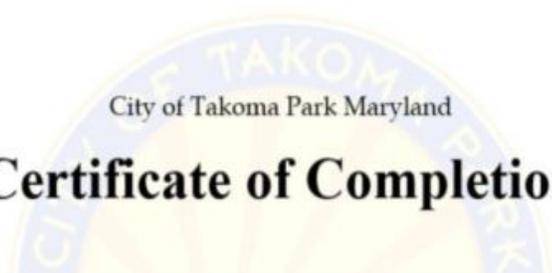
### Landlord Certification Completed

Congratulations on completing the landlord certification course.

Your new certificate will be emailed to you shortly, and will be valid for the next three years.

As always, please contact Housing and Community Development with your questions and concerns at 301-891-7119 or [housing@takomaparkmd.gov](mailto:housing@takomaparkmd.gov)

*Exit the course by selecting "Log out" from the upper right corner of the screen.*



## Certificate of Completion



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- You do not need to contact the City when you complete the course. Notifications are sent to staff when course grades are ready to be reviewed, records updated, and certificates sent.
- When you have completed the course, or any time you want to take a break, you may log out (using the option at the top right of the screen).

