



Professional Growth Reimbursement Grant Program

SPAAR's Professional Growth Reimbursement Grant Program, established by SPAAR's Education & Professionalism Committee, is designed to support SPAAR's REALTOR® members who invest in professional development through National Association of REALTORS® (NAR) Family Designations and Certifications, helping them strengthen their knowledge, skills, and professionalism.

SPAAR is proud to help members pursue these professional credentials by reimbursing eligible educational expenses.

Who May Apply?

Applicants must meet all of the following requirements:

- Be an active Primary or Secondary REALTOR® member of the Saint Paul Area Association of REALTORS® (SPAAR) in good standing.
- Have maintained continuous SPAAR membership for at least one (1) year prior to the application date.

SPAAR employees, and current members of the SPAAR Board of Directors or the Education & Professionalism Committee are not eligible.

Eligible Credentials

Reimbursement is available only for approved NAR Family Designations and Certification courses.

A complete list of eligible credentials is available at: nar.realtor/designations

Eligible Expenses

Grant reimbursements apply only to course tuition for approved NAR Family Designation and Certification education. Only tuition paid directly by the applicant is eligible for reimbursement. Courses paid for by a broker, office, employer, or another third party are not eligible for reimbursement.

Applicants must complete at least one course towards an approved designation or certification to be eligible for reimbursement; earning the full designation or certification is not a requirement.

The following expenses are **not eligible** for reimbursement:

- Designation or certification application fees
- Credential renewal fees
- Annual membership dues
- Travel, lodging, meals, or other incidental expenses

Award Amount

Members are eligible for one reimbursement award per calendar year, up to a maximum of \$350. Reimbursements may not exceed the actual tuition paid by the applicant. Reimbursements are subject to available program funding.

Application Deadline

Applications and all supporting documentation must be received by SPAAR within 45 days after completion of the eligible course(s). Incomplete or late applications may not be considered.

Required Documentation

Applications must include:

- Proof of Payment showing:
 - Applicant's name
 - Course name
 - Fee paid
- Proof of Completion, such as:
 - Course completion certificate **or**
 - Minnesota CE transcript (if applicable)

Application Process



Funding Availability

Professional Growth Reimbursement Grants are awarded on a first-come, first-served basis and are subject to available program funding. Submission of an application does not guarantee reimbursement.

SPAAR reserves the right to modify, suspend, or discontinue the Professional Growth Reimbursement Grant Program at any time without prior notice.

Award Processing

Approved reimbursements are typically processed within 30 days after all required documentation has been received, eligibility has been verified, and reimbursement has been approved by the Education & Professionalism Committee.

Program Administration

The SPAAR Education & Professionalism Committee reserves the right to interpret program guidelines, determine applicant eligibility, request additional documentation, and make final decisions regarding reimbursement awards. All committee decisions are final by a passed motion.

Tax Responsibility

Recipients are solely responsible for determining and satisfying any federal, state, or local tax obligations associated with receiving a reimbursement under this program.

Questions

Questions regarding the Professional Growth Reimbursement Grant Program may be directed to Kristin Parker at spaar@spaar.com or (651) 776-6000.