



## **IGNITE Course Completion Certification**

All new agents must attend ALL of the IGNITE Classes within 90 days of joining the brokerage.\*\*

After EACH class, please click [here](#) to complete the [KW Advisors IGNITE Survey](#). We recommend you do this as soon as possible after you have taken the class.

Use this chart below to document your progress. Once you have completed all the classes and documented them below, AND you have sent in all your survey responses, then please sign and date the last page of this form and email it to: [pc@kwadvisorsca.com](mailto:pc@kwadvisorsca.com)

(For the complete Participants Guide, go to: [IGNITE Participants Guide](#))

| SESSION # | NAME                           | DATE TAKEN | INSTRUCTOR | SURVEY DONE?             |
|-----------|--------------------------------|------------|------------|--------------------------|
| 1         | Spark Your Career              |            |            | <input type="checkbox"/> |
| 2         | Embrace Your Job               |            |            | <input type="checkbox"/> |
| 3         | Connect with Your Market       |            |            | <input type="checkbox"/> |
| 4         | Define Your Value              |            |            | <input type="checkbox"/> |
| 5         | Lead Generation                |            |            | <input type="checkbox"/> |
| 6         | Grow Your Database             |            |            | <input type="checkbox"/> |
| 7         | Capture Leads with Open Houses |            |            | <input type="checkbox"/> |



| SESSION # | NAME                                 | DATE TAKEN | INSTRUCTOR | SURVEY DONE?             |
|-----------|--------------------------------------|------------|------------|--------------------------|
| 8         | Capture Leads with Social Media      |            |            | <input type="checkbox"/> |
| 9         | Capture More Leads                   |            |            | <input type="checkbox"/> |
| 10        | Keep Every Lead                      |            |            | <input type="checkbox"/> |
| 11        | Follow-Up with Leads                 |            |            | <input type="checkbox"/> |
| 12        | Strengthen Relationships             |            |            | <input type="checkbox"/> |
| 13        | Qualify Potential Buyers and Sellers |            |            | <input type="checkbox"/> |
| 14        | Win the Buyer                        |            |            | <input type="checkbox"/> |
| 15        | Win the Seller                       |            |            | <input type="checkbox"/> |
| 16        | Work with Buyers and Sellers         |            |            | <input type="checkbox"/> |
| 17        | Make and Receive Offers              |            |            | <input type="checkbox"/> |
| 18        | Negotiating                          |            |            | <input type="checkbox"/> |
| 19        | Get to the Close                     |            |            | <input type="checkbox"/> |
| 20        | Plan Your Future                     |            |            | <input type="checkbox"/> |



**Certification & Attestation**

Agent \_\_\_\_\_ attests that they have attended or viewed all of the IGNITE training classes and completed all of the online surveys.

\_\_\_\_\_

Agent Signature

Date

**\*\*Note: Failure to complete IGNITE within your 1st 3 months means you may not qualify for any business fee rebates in subsequent months while you are in the PC Program.**