

# How to become an instructor



Note: Your agency must be a **Community Agency Partner** before you to register for the Tenant Educator Academy.

## Becoming a Rent Well **Community Agency Partner (CAP)**

- 1.** Check [rentwell.org/caps](https://rentwell.org/caps) to see if your agency is already a partner. If not, fill out the CAP application on the site.
- 2.** If approved, your agency will be asked to sign and return a CAP Agreement and pay a minimal one-time licensing fee.

## How to register for **Tenant Educator Academy**



Once your agency is a CAP, go to [rentwell.org/caps](https://rentwell.org/caps) and click *“skip directly to registering.”* Fill out the registration form and submit it.



Your registration will be **reviewed** on the following business day.



You will get an email that the registration has **been approved**, and how to access and pay for the training.