



CIPS

Certified International Property Specialist

# DESIGNATION APPLICATION - U.S. REALTORS®

Name:

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NRDS ID:

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*(NRDS ID is required for U.S. members. Please contact your local board/association if you do not know your ID number)*

**PLEASE TYPE OR PRINT LEGIBLY**

COMPANY NAME:

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COMPANY ADDRESS:

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COMPANY CITY:

STATE:

ZIP CODE:

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COMPANY COUNTRY:

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COMPANY TELEPHONE:

COMPANY FAX:

---

CELL PHONE:

---

E-MAIL ADDRESS:

WEB SITE:

---

HOME ADDRESS:

---

HOME CITY:

STATE:

ZIP CODE:

---

HOME COUNTRY:

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HOME TELEPHONE:

HOME FAX:

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Local Board/Association:

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How did you learn about CIPS?

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NATIONAL ASSOCIATION of REALTORS®  
*Official Designation*





# DESIGNATION APPLICATION - U.S. REALTORS®

Name: \_\_\_\_\_

## List of CIPS Requirements

### REQUIREMENT #1

#### Education - Two required core courses for REALTORS®

- Global Real Estate: Local Markets
- Global Real Estate: Transaction Tools

#### Three required elective courses:

- Asia/Pacific and International Real Estate
- The Americas and International Real Estate
- Europe and International Real Estate

#### You can substitute one of the required electives with one from below:

- NAR - At Home with Diversity Certification Course
- CRS 200 - Business Planning & Marketing for the Residential Specialist
- CRS 204 - Creating Wealth through Residential Real Estate Investments
- CCIM - Residential Real Estate Financial Analysis

NAR staff will verify course completion and notify applicants of any discrepancies or questions.

### REQUIREMENT #2 - Assemble at least 100 points from any of these categories

#### INTERNATIONAL TRANSACTIONS

25 points each up to a total of 75 points

**A** International Real Estate Transactions-includes selling a property in your local market to an immigrant; leasing a commercial property to a foreign investor; assisting your local clients with the purchase of a (second) home in another country; closing a transnational referral transaction, having a transaction that contains an international client, funds, property, translation, etc.

**TRANSACTION #1** - Closing Date: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Type of Transaction:  Sale  Lease  Consulting  Other \_\_\_\_\_

Type of Property:  Condominium  Office Space  Agriculture/Land  Apartment Building  Residential  
 Commercial Property  Resort/Vacation Property  Other \_\_\_\_\_

International aspect of this transaction was: \_\_\_\_\_

\_\_\_\_\_



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Name: \_\_\_\_\_

(continued)

## REQUIREMENT #2 - Assemble at least 100 points from any of these categories

**TRANSACTION #2** - Closing Date: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Type of Transaction:  Sale  Lease  Consulting  Other \_\_\_\_\_

Type of Property:  Condominium  Office Space  Agriculture/Land  Apartment Building  Residential  
 Commercial Property  Resort/Vacation Property  Other \_\_\_\_\_

International aspect of this transaction was: \_\_\_\_\_

**TRANSACTION #3** - Closing Date: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Type of Transaction:  Sale  Lease  Consulting  Other \_\_\_\_\_

Type of Property:  Condominium  Office Space  Agriculture/Land  Apartment Building  Residential  
 Commercial Property  Resort/Vacation Property  Other \_\_\_\_\_

International aspect of this transaction was: \_\_\_\_\_

**TOTAL INTERNATIONAL TRANSACTION POINTS** \_\_\_\_ / a possible 75

**B** Approved Instructor in a real estate education program (25 each/50 max)

Describe: \_\_\_\_\_

**TOTAL INSTRUCTOR POINTS** \_\_\_\_ / a possible 50

**C** College Degree - count the points ONLY for the highest degree attained. Associates Degree (2 year) = 15 points; Undergraduate Degree (4 year) = 20 points; Advanced Degree = 25 points

Degree: \_\_\_\_\_

Year Attained: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

**TOTAL DEGREE POINTS:** \_\_\_\_ / a possible 25



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(continued)

## REQUIREMENT #2 - Assemble at least 100 points from any of these categories

**D** Participation on a REALTOR® Association sponsored Trade Mission (1 max at 25 points)

Purpose: \_\_\_\_\_

Organizer: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

**TOTAL TRADE MISSION POINTS: \_\_\_\_\_ / a possible 25**

**E** Attendance at real estate, professional or economic development conventions in any country OTHER than your own including FIABCI Congresses, MIPIM, SIMA, etc. (1 max at 25 points)

Meeting: \_\_\_\_\_

Destination: \_\_\_\_\_

Year: \_\_\_\_\_

**TOTAL CONVENTION POINTS: \_\_\_\_\_ / a possible 25**

**F** Worked abroad or studied abroad for more than one year (1 max at 25 points)

Experience: \_\_\_\_\_

Destination: \_\_\_\_\_

Year: \_\_\_\_\_

**TOTAL ABROAD POINTS: \_\_\_\_\_ / a possible 25**

**G** Author of published articles on international business or cultural issues (10 each/maximum of 20)

Article 1: \_\_\_\_\_

Publication name: \_\_\_\_\_

Article 2: \_\_\_\_\_

Publication name: \_\_\_\_\_

**TOTAL PUBLISHED ARTICLE POINTS: \_\_\_\_\_ / a possible 20**



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*(continued)*

## REQUIREMENT #2 - Assemble at least 100 points from any of these categories

**H** Author of published book on international business or cultural issues (1 max at 25 points)

Title of Book: \_\_\_\_\_

Date Published: \_\_\_\_\_

**TOTAL PUBLISHED BOOK POINTS: \_\_\_\_\_ / a possible 25**

**I** Current membership in a cultural/international organization (5 each / 10 max)

Organization #1 Name: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

Organization #2 Name: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

**TOTAL MEMBERSHIP POINTS: \_\_\_\_\_ / a possible 10**

**J** Attendance at NAR Global education sessions and events at the REALTOR® Conference & Expo in November (10 each year/max 20)

Year: \_\_\_\_\_ City: \_\_\_\_\_

Year: \_\_\_\_\_ City: \_\_\_\_\_

**TOTAL NAR CONVENTION & EXPO POINTS: \_\_\_\_\_ / a possible 20**

**K** Attendance at global education/networking session at a local or state association or franchise convention (5 each year/max 10)

Year: \_\_\_\_\_ Location: \_\_\_\_\_ Event: \_\_\_\_\_

Year: \_\_\_\_\_ Location: \_\_\_\_\_ Event: \_\_\_\_\_

**TOTAL OTHER EDUCATION/NETWORKING POINTS: \_\_\_\_\_ / a possible 10**





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Name: \_\_\_\_\_

(continued)

## REQUIREMENT #2 - Assemble at least 100 points from any of these categories

**L** Foreign language fluency other than your native language - meaning you are prepared to communicate with the client in their native language (20 each / max 40)

Native Language: \_\_\_\_\_

Language #1: \_\_\_\_\_

Language #2: \_\_\_\_\_

**TOTAL FOREIGN LANGUAGE POINTS: \_\_\_\_ / a possible 40**

**M** Each professional certification and designation offered by an NAR Affiliate, Institute, Society or Council (ABR, AHWD, ALC, BPOR, CCIM, CPM, CRE, CRETS, CRS, CRB, e-PRO, GAA, GREEN, GRI, MRP, PMN, PSA, RAA, RCE, RSPS, SFR, SIOR, SRES, SRS). (15 each/Max 30).

List: \_\_\_\_\_

**TOTAL CERTIFICATION/DESIGNATION POINTS: \_\_\_\_ / a possible 30**

**N** Member of a REALTORS® Association Global/International/Diversity Committee, Advisory Board, Council or Forum at the local, state or national level (10 each, max 30)

Committee/Council/Forum 1: \_\_\_\_\_

Committee/Council/Forum 2: \_\_\_\_\_

Committee/Council/Forum 3: \_\_\_\_\_

**TOTAL COMMITTEE/COUNCIL/FORUM POINTS: \_\_\_\_ / a possible 30**

**TOTAL CIPS CREDITS: \_\_\_\_ / a required 100 points**

Add lines **A** through **N** to get total points. Points must equal at least 100 points





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### Fees

1. **APPLICATION FEE: All U.S. and Non-U.S.**  US\$ \$75.00 - a one-time only application fee

2. **DUES PAYMENT\***  
**New applicants only**

In order to maintain the CIPS designation, annual dues must be paid to the National Association of REALTORS®. The first year's dues will be prorated on a quarterly scale (as outlined below). Subsequent years' dues will be billed annually in Quarter 4.

#### CIPS Network

- Quarter 1 - January, February, March  \$220
- Quarter 2 - April, May, June  \$165
- Quarter 3 - July, August, September  \$110
- Quarter 4 - October, November, December PLUS following year  \$220

**Full payment must be submitted at the time of application.**

<b>Application fee:</b>	US \$	<u>          </u> <b>\$75.00</b>
<b>Dues:</b>	US \$	<u>          </u>
<b>Total Amount Due:</b>	US \$	<u>          </u>

### Payment Method

CHECK # \_\_\_\_\_ (in U.S. funds made payable to National Association of REALTORS®)

Credit card payments must be made online, only, through the NAR Ecommerce System:  
[www.realtor.org/cipspaymentus](http://www.realtor.org/cipspaymentus)

**Deadline to be recognized at the Global/CIPS Networking Reception at The NAR Legislative Meetings: March 31**

**Deadline to be recognized at the CIPS Designee Breakfast at REALTORS® Conference & Expo: September 30**





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Name: \_\_\_\_\_

### Affidavit

I declare under penalty of perjury that the following statements are true and correct:

- All information provided by me herein is accurate as of the date indicated below.
- I will supply the National Association of REALTORS® (“NAR”) with any changes to the information provided by me herein as such changes occur or as reasonably soon thereafter as possible.
- I expressly consent to the use by NAR of any information, which is provided by me on page 1, on or in relation to any products, programs or services prepared or sponsored by NAR, including but not limited to print or electronic directories, and I agree that such use by NAR shall not constitute a violation of any privacy right established by local, state, federal or international law.
- I understand that I cannot use the CIPS Designation, initials or logo until I have completed the Designation requirements and have been notified in writing that it has been officially awarded to me. Such misuse will cause the summary termination of membership.
- I shall pay all annual CIPS Membership dues and fees required to remain a CIPS designee in good standing. I understand that I may not use the CIPS designation if I do not pay the required annual dues.
- I am and shall remain as a CIPS designee, a member of a local REALTOR® board; alternatively, if my principal place of real estate business is not located in the United States or its territories, I am and shall remain as a CIPS designee, a member of an association outside of the U.S. which is a party to a Bilateral Cooperation Agreement with NAR (“Cooperating Association”) if one exists in my country.
- I will abide by the Code of Ethics of NAR, or of the Cooperating Association of which I am a member.
- I understand that the misuse of the CIPS designation, violation of the Bylaws or Code of Ethics referenced above, or the commission of criminal or other unlawful activity, may result in the termination of my status as a CIPS designee.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

▶ PRINT  
▶ SAVE

### HOW TO SUBMIT APPLICATION:

Save this document as a PDF and select one of the following options:

1. Email to [CIPS@realtors.org](mailto:CIPS@realtors.org)
2. Fax to 312.329.8358
3. Mail to the address below

For more information e-mail us at:

[CIPS@realtors.org](mailto:CIPS@realtors.org)

