



DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

Name: _____

NRDS ID: _____

PLEASE TYPE OR PRINT LEGIBLY

ASSOCIATION: _____

ASSOCIATION ADDRESS: _____

ASSOCIATION CITY: _____ STATE: _____ ZIP CODE: _____

ASSOCIATION COUNTRY: _____

ASSOCIATION TELEPHONE: _____ ASSOCIATION FAX: _____

CELL PHONE (optional): _____

E-MAIL ADDRESS: _____ WEB SITE: _____

List of CIPS Requirements

REQUIREMENT #1

Education - Three required core courses for Association Staff®

- Global Real Estate: Local Markets
- Global Real Estate: Transaction Tools
- Global Programs for Association

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 - Buying and Selling Income Properties
- CCIM - Residential Real Estate Financial Analysis

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





DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

Name: _____

List of CIPS Requirements

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

A Created globally focused marketing tools (videos, newsletters, ad campaigns) to raise awareness of your Global Council (10 each/20 max)

Describe Marketing 1: _____

Describe Marketing 2: _____

TOTAL MARKETING POINTS ____ / a possible 20

B Planned a single (one-day) CIPS or AHWD course for your association (10 each/20 max)

Course Name: _____ Date: _____

Course Name: _____ Date: _____

TOTAL COURSE POINTS ____ / a possible 20

C Planned and executed a successful CIPS Institute (Full 5 days) in the past 3 years (1 each/50 max)

CIPS Institute Date: _____

TOTAL INSTITUTE POINTS: ____ / a possible 50

D Created new or updated existing globally focused content for your association's website (5 each/10 total)

New/Update 1 Describe: _____

New/Update 2 Describe: _____

TOTAL WEB CONTENT POINTS ____ / a possible 10





DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

Name: _____

(continued)

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

E Staff Executive at a Global/International/Diversity Committee, Advisory Board, Council or Forum at your Association (10 each/20 max)

Committee/Council/Forum 1: _____ Year: _____

Committee/Council/Forum 2: _____ Year: _____

TOTAL STAFF EXECUTIVE POINTS ____ / a possible 20

F Approved Instructor in a real estate education program (25 max)

Describe: _____

TOTAL INSTRUCTOR POINTS ____ / a possible 25

G 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

H Participated in or planned a REALTOR® Association sponsored Trade Mission (1 max at 25 points)

Purpose: _____

Organizer: _____

Dates of Trip: _____

TOTAL TRADE MISSION POINTS: ____ / a possible 25





DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

Name: _____

(continued)

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

I Attendance at a real estate, professional or economic development convention 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

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

Experience: _____

Destination: _____

Year: _____

TOTAL ABROAD POINTS: _____ / a possible 25

K Author of published articles, press releases or blogs 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

L 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





DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

Name: _____

(continued)

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

M 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

N Attendance at NAR Global education sessions including State & Local Forum on Global Business at the REALTOR® Conference & Expo in November (10 each year/20 max)

Year: _____ City: _____

Year: _____ City: _____

TOTAL NAR CONVENTION & EXPO POINTS: _____ / a possible 20

O Planned a global education/networking session at your association (10 each year/20 max)

Year: _____ Location: _____ Event: _____

Year: _____ Location: _____ Event: _____

TOTAL OTHER EDUCATION/NETWORKING POINTS: _____ / a possible 20

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

Native Language: _____

Language #1: _____

Language #2: _____

TOTAL FOREIGN LANGUAGE POINTS: _____ / a possible 40





CIPS

Certified International Property Specialist

DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

Name: _____

(continued)

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

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

List: _____

TOTAL CERTIFICATION/DESIGNATION POINTS: _____ / a possible 30

R Member of a Global/International/Diversity Committee, Advisory Board, Council or Forum at a REALTOR® Association other than your own (10 each/30 max)

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 **R** to get total points. Points must equal at least 100 points



NATIONAL ASSOCIATION of REALTORS®
Official Designation





DESIGNATION APPLICATION - ASSOCIATION EXECUTIVE OR STAFF

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
2. Fax to 312.329.8358
3. Mail to the address below

www.nar.realtor/cips

For more information e-mail us at:
CIPS@realtors.org

