
2019 RCE Recertification Form

Information About You

Note: You can update your address information the [National REALTOR® Data System \(NRDS\)](#).

NRDS ID#:

Current Title:

Leadership Notification

Please inform us of up to three leadership positions from your association that you would like to be notified when you have successfully recertified as an RCE designee:

Leadership 1

Name:

Position:

Email:

Leadership 2

Name:

Position:

Email:

Leadership 3

Name:

Position:

Email:

Section I - Education

Document your professional development activities and educational background.

Maximum allowable points for this section is 74.

Your Estimated Points

1. Attendance (4 days maximum) at NAR's AE Institute, participation in the University of Chicago Certificate in Nonprofit Management programs, or other association management related courses sponsored by: 1) NAR/state/local REALTOR® associations; 2) educational institutions; 3) professional trade or business organizations; 4) government agencies; or 5) independent seminar producers. Online educational programs earn the same number of points as face-to-face education programs. [See Help Guide.](#)

1 point per hour or 6 points per day/maximum points: 74

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2. Association management designations other than REALTOR® association designations (i.e., CPA, CMP, RP, PHR, SPHR, CMLX1, CMLX2, CMLX3). (Note: This does not include recertification.)

20 points each/maximum points: 60

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3. NATIONAL ASSOCIATION OF REALTORS® affiliated designations (i.e., ABR, AHWD, BPOR, CMLX1, CMLX2, CMLX3, CIPS, GRI, LTG, GREEN, Certified Professional Standards Administrator). (Note: This does not include recertification.) [See Designations Information.](#)

10 points each/maximum points: 70

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4. College Degree earned SINCE receiving RCE designation (indicate only the highest degree earned).

10 points for Associate's, 35 points for Bachelor's, 50 points for Master's or higher/maximum points: points earned for one degree only

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5. Participation in REALTOR® association sponsored webcasts.

2 points each/maximum points: 12

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6. REALTOR® Association Management Self-Study Course completed within the past 4 years. [See Course Information.](#)

15 points each/maximum points: 15

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7. Advanced REALTOR® Association Management Self-Study Course completed within the past 4 years. [See Course Information.](#)

20 points each/maximum points: 20

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8. Advanced Administrative Concepts Professional Standards Self-Study Course completed within the past 4 years. [See Course Information.](#)

10 points each/maximum points: 10

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9. REAL Self-Study Course (REALTORS® Excelling in Association Management) completed within the past 4 years. [See Course Information.](#)

5 points each/maximum points: 5

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10. Real Estate Association Management Graduate Certificate Course. [See Course Information.](#)

25 points per course/maximum points: 50

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Estimated Subtotal for Section I:

0

↑ Hide Section I

Section II - Community Involvement/Volunteer Service

Document your national, regional, state or local committee involvement and AE volunteer service activities (outside of your own association). Committee involvement includes participation in task forces, study groups, presidential advisory groups and appointed forums. Volunteer service applies, but is not limited to, participation in virtual project teams, mock exams, or exam question writing; serving as a subject matter expert or a beta tester for NAR products.

Maximum allowable points for this section is 70.

Your Estimated Points

- 1. Involvement with NAR, state, or regional committee, subcommittee, work groups, project teams or virtual teams. (Note: Years served in a leadership position cannot be counted to earn member credit.). [See NAR Committee Appointments.](#) 5 points per year for membership, 10 points per year for vice chairmanship, or 15 points per year for chairmanship/maximum points: 70**

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- 2. Volunteer service, such as participation in virtual project teams, mock exams, or exam question writing; serving as a subject matter expert or a beta tester for NAR products. 10 points per activity/maximum points: 70**

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3. Involvement with non-REALTOR association management committees, subcommittees, work groups, project teams, or virtual teams (forums do not count). Examples: ASAE or local SAE chapters; Chamber of Commerce chapters; American Management Association; etc.

Note: Years served in a leadership position cannot be counted to earn member credit.

5 points per year for membership, 10 points per year for vice chairmanship, or 15 points per year for chairmanship/maximum points: 25

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4. Participation in the NAR or state AE Mentor Program as a Mentor.

See Mentor Program Information.

15 points/maximum points: 15

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5. Proctor for RCE exam.

5 points/maximum points: 10

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Estimated Subtotal for Section II:

0

↑ Hide Section II

 **Section III - Articles and Instructor/Speaker Presentations**

Document your published articles and instructor/speaker presentations.

Maximum allowable points for this section is 74.

Your Estimated Points

1. Articles on association management or real estate published in recognized publications; chapters or books written (other than your own association's publications). Attach each article in Word or PDF format.

5 points each/maximum points: 70

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2. Instructional presentations on association management or real estate topics.

2 points per half hour/maximum points: 74

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Estimated Subtotal for Section III:

0

 Hide Section III

 **Section IV - Political Involvement**

Document your involvement in national, state, or local political activities involving the real estate industry or association issues. Please note that political activities include, but are not limited to, attendance at political rallies and fundraisers, participation in legislative/congressional meetings and briefings, Calls to Action/issues campaign letter writing, and service as RPAC fundraising representatives.

Maximum allowable points for this section is 74.

Your Estimated Points

1. Involvement in national, state, or local political activities involving the real estate industry or association issues.

1.5 points per hour/maximum points: 74

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Estimated Subtotal for Section IV:

0

↑ Hide Section IV

Estimated Total for Recertification:

0

Application Agreement

You must agree to the terms and conditions of this application prior to submitting.

Please indicate your agreement



Save Form & Return Later

--or--



Submit Form to NAR*

**Clicking the Submit button will advance you to the next screen where you will be able to pay*

*your **nonrefundable recertification fee of \$125** online. Your form will be electronically submitted to NAR once the payment transaction is successful. Please note that if your recertification fee is submitted after the January 31 deadline, you will be charged an additional \$50 for a total RCE Recertification fee of \$175. Submitted forms are graded after the January 31 deadline.*

*As a reminder, please **print a copy of your form** for your records before submitting as you will no longer have access to your form once it has been submitted to NAR.*

Questions? Call Krystal Allen at 312.329.8514, or e-mail kallen@realtors.org