

# Become a CIPS Designee in 5 Easy Steps

## For International REALTORS® (excluding Canada)

### 1 COURSEWORK

You must complete 5 CIPS courses to be able to apply for the CIPS Designation. Each course is 8 hours long and may be taken in person, live-virtual or online. Check off each course as you complete them.

#### Core CIPS courses (required):

- Global Real Estate: Local Markets
- Global Real Estate: The Business of U.S. Real Estate

#### Regional CIPS courses: (choose 3)

- Europe & International Real Estate
- Asia/Pacific & International Real Estate
- The Americas & International Real Estate
- Africa & International Real Estate

**Optional** - You may substitute ONE CIPS regional course with one of the following:

- Resort and Second-Home Property Specialist Certification Course
- Pricing Strategies: Mastering the CMA

### 2 COMPLETING YOUR APPLICATION

After you have completed the coursework, you may then begin your CIPS designation application. The application form consists of several categories measuring your international expertise. Each category is given a specific number of points. While you are not required to complete each section, responses you provide must total 100 points.

- Accrued at least 100 points on application

### 3 SUBMIT APPLICATION

Email your completed application to [cips@nar.realtor](mailto:cips@nar.realtor). You will receive an email confirmation once your application is received. When you have submitted your application form, check the box below.

- Emailed application

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#### 4 PAYMENT

Once your application has been reviewed you will receive an email with the details on how to submit the payment for your US\$300 one-time application fee. Once you have chosen a payment method, check one of the boxes below.

*\*Note: Fees must be paid before designation will be awarded.*

- Authorized credit card payment
- Wire transfer  
(contact [cips@nar.realtor](mailto:cips@nar.realtor) for details).

#### 5 APPLICATION REVIEW

Due to the volume of applications NAR receives, it can take 2 to 4 weeks for your application to be reviewed. If NAR requires any other information to approve your application, you will be notified. We appreciate your patience during the review process. Check the box below once NAR confirms your application has been received.

- NAR has received application

#### You've Been Approved - What's Next?

After NAR approves your application, you will receive an email confirmation notifying you of your application's approval and outlining your new benefits. You may begin using the CIPS designation and accessing the benefits as soon as you receive the congratulations email.

#### Maintaining Your Designation

Once you become a CIPS designee you are also an International REALTOR® of NAR. To remain an active CIPS designee, you will need to pay your International REALTOR® (IRM) dues every year. You will receive communication from NAR on renewing your dues. Be sure to remit your payment before January 1 each year to benefit from the 10 percent discount.

#### Contact Us

Please contact us with any questions you may have during the application process. We are looking forward to you joining the CIPS network!

<b>CIPS APPLICATION FORM</b>	<a href="http://www.nar.realtor/cipsus">www.nar.realtor/cipsus</a>
<b>CIPS ONLINE COURSES</b>	<a href="http://www.nar.realtor/rucips">www.nar.realtor/rucips</a>
<b>CIPS CLASSROOM COURSES</b>	<a href="http://www.nar.realtor/cipscourses">www.nar.realtor/cipscourses</a>

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