



# CIPS

Certified International Property Specialist

## 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 or online. Check off each course as you complete them.

#### Core CIPS courses (required):

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

#### Elective CIPS courses:

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

**Optional** - You may substitute one CIPS elective course with one module of CRS-REAP (Modules A-D).

### 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 PAYMENT

Your application must be accompanied by payment of a one time application fee of US\$300. Your payment will NOT be processed until your application has been approved. Once you have chosen a payment method, check one of the boxes below.

*\*Note you may initially notice a pending transaction on your account when you submit a credit card payment.*

- ☐ Authorized credit card payment
- ☐ Mailing payment by money order (made payable to NAR).
- ☐ Wire transfer (contact [cips@realtors.org](mailto:cips@realtors.org) for details).



NATIONAL  
ASSOCIATION of  
REALTORS®  
*Official Designation*



## Become a CIPS Designee in 5 Easy Steps For International REALTORS® (excluding Canada)

### 4 SUBMIT APPLICATION

Once you have provided payment, you may then submit your application to NAR. You can email your application to [cips@realtors.org](mailto:cips@realtors.org) or print and mail it to: CIPS, National Association of REALTORS®, 430 N. Michigan Ave., Chicago, Illinois 60611. You will receive an email confirmation once your application is received. When you have submitted your application form, check one of the boxes below.

- ☐ Emailed application
- ☐ Printed and mailed application

### 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 Have Applied - What's Next?

After NAR approves your application, your payment will be processed and your designation awarded. You will receive an email confirmation notifying you of your application's approval and outlining your new benefits. Within 6 to 8 weeks of your approval date, you will receive an official CIPS Designation Welcome Kit from NAR containing your official CIPS certificate, CIPS and REALTOR® pins.

### 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.

### 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!

**CIPS APPLICATION FORM** [www.nar.realtor/cipsnonus](http://www.nar.realtor/cipsnonus)

**CIPS ONLINE COURSES** [www.nar.realtor/rucips](http://www.nar.realtor/rucips)

**CIPS CLASSROOM COURSES** [www.nar.realtor/cipscourses](http://www.nar.realtor/cipscourses)

**CIPS** | 430 N. Michigan Avenue  
Chicago, Illinois 60611 | 312.329.8369  
[cips@realtors.org](mailto:cips@realtors.org) | [www.nar.realtor/global/cips](http://www.nar.realtor/global/cips)



NATIONAL  
ASSOCIATION of  
REALTORS®  
*Official Designation*

