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
- Global Real Estate: Transaction Tools

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 of the following:
- At Home With Diversity
- CRS 200 (Business Planning & Marketing for the Residential Specialist)
- CRS 204 (Creating Wealth through Residential Real Estate Investments)
- CCIM (Residential Real Estate Financial Analysis)

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

PAYMENT
Your application must be accompanied by payment for your application fee and membership dues. Refer to the payment page of the application form to determine your total amount due. 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.
- Authorized credit card payment
- Mailing payment by check

Become a CIPS Designee in 5 Easy Steps
For U.S. REALTORS®
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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 or print and mail it to: CIPS, National Association of REALTORS®, 430 N. Michigan Ave., Chicago, IL 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, the credit card or check you authorized for your application fee and membership dues 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 and pin.

Maintaining Your Designation
As a CIPS Designee you will be required to be a member in good standing of NAR and pay annual CIPS membership dues. You will begin receiving communication from NAR starting November every year to remind you of the renewal period. Be sure to remit your payment before January 1st 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!

CIPS APPLICATION FORM  www.nar.realtor/cipsus
CIPS ONLINE COURSES  www.nar.realtor/rucips
CIPS CLASSROOM COURSES  www.nar.realtor/cipscourses

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