



EARN THE CRS[®] DESIGNATION

There are two options to choose from. Choose the path that matches your level of experience.

Production Requirements:

75 Transaction sides within any five-year period
OR
\$25 million within any five-year period

WITH

Education Requirements:

Four Core Education Units

Choose from:

Two Unit Courses:

Business Planning & Marketing, Listings, Sales, Wealth Building, Financing, Technology, and Referral

One Unit Courses:

Creating Value for Your Clients, Putting Technology to Work for Your Clients, Maximize Your Potential...Personally and Professionally, Fundamentals of Real Estate Technology, Mastering the Art of Selling New Homes.

Production Requirements:

25 Transaction sides (with no time limit)
OR
\$8 million with a minimum of 10 transactions within any two-year period

WITH

Education Requirements:

Six Core Education Units

Choose from:

Two Unit Courses:

Business Planning & Marketing, Listings, Sales, Wealth Building, Financing, Technology, and Referral

One Unit Courses:

Creating Value for Your Clients, Putting Technology to Work for Your Clients, , Maximize Your Potential...Personally and Professionally, Fundamentals of Real Estate Technology, Mastering the Art of Selling New Homes.

AND

Elective Requirements:

A total of 4 units are needed. *Choose from the following:*

- Additional CRS Core Education Units (1-2 Units per course)
- One-Unit Courses (1 Unit per course, 2 units maximum)
- Attendance at CRS Sell-a-bration (1 unit per conference, 2 units maximum)
- Additional Production (1 Unit per submission, 4 units maximum)
- National Association of REALTORS[®] Courses (1-2 Units per course, 2 units maximum)
- National Association of Home Builders Courses (1-2 Units per course, 4 units maximum)
- Distance learning course (1-2 Units per course, 4 units maximum)
- Bachelor's Degree **OR** any one of the following Designations or Certifications: ABR, ALC, CPM, CRB, CRES, CCIM, FRI, GRI or e-Pro (2 Units per item, 2 units maximum)

The complete list of electives can be found online at www.crs.com/Designation/766

The above requirements are for individuals who practice inside the United States, its insular possessions and the Commonwealth of Puerto Rico. All other individuals must complete the International Designation criteria.

All Designation programs require membership in the Council of Residential Specialists. All members are required to maintain active REALTOR[®] or REALTOR ASSOCIATE[®] membership in their local board/state association. A \$75 processing fee applies to all designation applications. There is no time limit in fulfilling the education requirements. **THERE ARE NO EXCEPTIONS TO THE REQUIREMENTS STATED ABOVE.**

For more information as well as a listing of course offerings, visit www.crs.com.

The requirements are further explained over the next few pages. Review the requirements to determine which option best matches your experience.

The following requirements are for individuals who practice inside the United States, its insular possessions and the Commonwealth of Puerto Rico. All other individuals must complete the International Designation criteria.

APPLICATION PROCESS FOR CRS DESIGNATION

1. Submit your documentation satisfying all Designation requirements.

Council members who submit a Designation application *with all required documentation* will be awarded the CRS Designation within five business days from receipt.

Individuals applying for membership and Designation simultaneously will receive a notice within ten business days from receipt that all necessary documentation has been received and the applicant has been awarded the CRS Designation.

If the documentation is incomplete, the notice will indicate the documents necessary to complete the Designation application process.

Please note: the timelines are approximate. We will make every effort to process your application within the above stated timeframe except when there are extenuating circumstances.

3. Maintain ongoing active membership in the Council of Residential Specialists and active REALTOR® or REALTOR ASSOCIATE® membership with your local board and state association.

GENERAL INFORMATION

Production Requirements

You have the option of submitting your transactions by using either the Affidavit of Required Transactions form OR Resume of Required Transactions.

Affidavit of Required Transactions

You and your broker must complete the Affidavit of Required Transactions. The Affidavit states that you have completed the required number of residential transactions or volume. Simply indicate your name, the date, and the number of transactions that you have completed and sign the form. You will also need your broker to sign the form verifying that you have met these requirements. If you are the broker, please sign in both places.

Resume of Transactions

The list of transactions must include the property's address, whether you represented the seller (listing) or the buyer (sale), the closing dates, and sales price for each transaction. If you sold **and** listed a property, you may consider it two transactions **or** double the sales price. You may submit computer printouts as long as all the information requested on the official Resume of Transactions is included; please sign and date the official transaction form and attach it to your computer report.

A residential transaction must be a single family home, townhouse, cooperative, up to and including four-unit building, duplex, condominium or a permanently affixed mobile home unit. The transaction must have an improvement on the property. For example, water rights, transportable mobile homes, acreage and lots are not acceptable. You may only list transactions for which you completed no less than 50% of the work.

Education Requirements

To receive credit for any core education units you must successfully pass the examination. To earn designation credit for courses, indicate the course names, dates, and locations on the attached Designation application. You may be required to submit copies of the course completion certificates if we are unable to locate the courses in your record. The current CRS Course schedule can be viewed on the Council's website at www.crs.com.

Elective Requirements

A total of four units are required to complete your elective requirements. Choose from the following options listed below. Be sure to consult the Council's website at www.crs.com for the most up-to-date list of options.

Additional CRS Core Education Units – 1-2 Units per Course

You may obtain credit by taking additional courses. The list of available courses appears below. *Note:* Members who previously took CRS 203, CRS 207 and CRS 105 will receive credit for those courses.

- Business Planning & Marketing – CRS 200 – 2 Units
- Listings – CRS 201 – 2 Units
- Sales – CRS 202 – 2 Units
- Wealth Building – CRS 204 – 2 Units
- Financing – CRS 205* – 2 Units
- Technology – CRS 206 – 2 Units
- Referrals – CRS 210 – 2 Units
- Creating Value for Your Clients – eLearning Course – 1 Unit
- Putting Technology to Work for Your Clients – 1 Unit
- Maximize Your Potential...Personally and Professionally* - CRS 103
- Fundamentals of Real Estate Technology – CRS 106
- Mastering the Art of Selling New Homes* - CRS 107

**Members who took CRS 203, CRS 205 and/or CRS 207 cannot receive credit for their one-day course equivalent.*

CRS Approved One-Unit Courses – 1 Unit Per Course, 2 Units Maximum

You may obtain one unit by taking a CRS Approved One-Day Course. The list of available courses appears below.

- "ABC's of XYZ's" - Bridging the Marketing Generation Gap
- Advanced Marketing Systems & Techniques for the Recreation & Resort Specialist
- Advanced Selling Techniques for the Recreation & Resort Specialist
- Communicating with Style
- Connecting with Multicultural Homebuyers
- Driving Prospects to Your Website
- Earn More, Work Less, Enjoy Life! — Transform Your Business with the Power of eProductivity™
- Exclusively By Referral...The 10 Step PROgram
- Marketing with Microsoft Office
- The New Negotiating Edge...A 5-Step Behavioral Strategy
- Ninja Selling
- Ninja Selling II
- Personal Skills for Professional Excellence
- Positioning Properties to Compete in the Market
- Rich Buyer, Rich Seller – Part 1: Positioning Yourself as a Luxury Home Expert**
- Rich Buyer, Rich Seller – Part 2: A Luxury Marketing Idea Blitz**
- THE Real Estate Professional's Survival Guide & Retirement ToolKIT™ (THE ToolKIT™)

***Live Classroom version only.*

Approved Course list as of November 2008.. Please visit the Council's website at www.crs.com for the most up-to-date list of courses and schedules.

Attendance at CRS Sell-a-bration – 1 Unit per Conference, 2 Units Maximum

You can receive one unit of credit by attending Sell-a-bration, CRS annual education conference. You will be required to attend a minimum of 9 hours or 6 education sessions and submit an affidavit of attendance.

- Sell-a-bration 2005
- Sell-a-bration 2006
- Sell-a-bration 2007
- Sell-a-bration 2008
- Sell-a-bration 2009

National Association of REALTORS® Courses – 1-2 Units per Course, 2 Units Maximum

- International Real Estate for Local Markets (formally CIPS “Essentials”) - 2 Units
- At Home With Diversity course – 1 Unit

National Association of Home Builders Courses – 1-2 Units per Course, 4 Units Maximum

- Essential Closing Strategies – 1 Unit
- House Construction as a Selling Tool – 2 Units
- Increased Profits Through Effective Builder/Broker Cooperation – 1 Unit
- Lifestyle Merchandising, Advertising, and Promotional Strategies (IRM III) – 2 Units
- Marketing Strategies, Plans and Budgets (IRM II) – 2 Units
- Understanding Housing Markets and Consumers (IRM I) – 2 Units

Additional Production – 1 Unit per Submission, 4 Units Maximum

- Additional 40 transactions OR \$13 million – 1 Unit

Distance Learning Courses – 1-2 Units per Course, 4 Units Maximum

Distance learning courses are granted one or two units of credit depending on the course.

- Certified New Homes Specialist Interactive CD-ROM Training Program* – 1 Unit
- Residential Construction Certified – 1 Unit
- Transnational Referral Certification Program (Offered by ICREA) – 1 Unit

**Course revised 6/1/06 to one unit. Members who completed the program prior to 6/1/06 will receive 2 Units. Students who completed the two-unit program cannot receive credit for the one-unit equivalent.*

Bachelor’s Degree, Designation or Certification – 2 Units per Item, 2 Units Maximum

You will receive 2 units for either a bachelor’s degree OR any of the following designations or certifications: ABR, ALC, CPM, CRB, CRES, CCIM, FRI, GRI, e-PRO.

You will be required to submit either a copy of your diploma/certificate of completion or a letter from the organization granting the degree, designation or certification.

For More Information Contact a Customer Service Representative at 800.462.8841 or CRSHelp@crs.com.



Resume of Transactions Form

A residential transaction must be a single family home, townhouse, cooperative, up to and including four-unit building, duplex, condominium, or permanently affixed mobile home unit. The property must include an improvement. Please list the transactions you have closed. If you are taking credit for any "co-listing" (a listing or sale that you shared with another sales associate), note that in the appropriate column and give yourself 50% of the dollar amount or credit for half of the transaction. You may only list transactions for which you completed no less than 50% of the work.

You may submit computer printouts as long as all of the information requested on the official Resume is included; please sign and date this official form and attach your report.

	Address of the Property	Listing or Sale	Full or Half Credit	Closing Date	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

I hereby certify that the above information is complete, true and correct, that I am the named listing or selling agent for each transaction submitted, and that this information accurately reflects my share of any of the work involved in any co-listed properties.

Signed: _____ Date: ____/____/____

Duplicate form as needed.



Affidavit of Required Transactions

Applicant's Name: _____

Date: _____

The undersigned Applicant hereby certifies and swears that all information provided is true and factual. Should the Council find through confirmation or any other means that any statements made by Applicant are not factual; such statements will jeopardize Applicant's ability to be awarded or to retain the CRS designation. The undersigned Applicant declares that the following information is true.

I am an Applicant for the CRS Designation and as a part of that application process I certify that I have completed a minimum of _____ residential transactions* or _____ million in volume.

*Credit for completing a residential transaction is available only for the listing or sale of a single family home, a townhouse, a duplex, a building of up to and including four units, a cooperative, a condominium or a permanently affixed mobile home unit that has closed. All residential properties must include an improvement. If Applicant is taking credit for any "co-listing" (a listing or sale that you shared with another sales associate), Applicant may take credit for a half of a transaction, provided that the Applicant completed no less than fifty (50%) percent of the work on that transaction.

Signature of Applicant

Certification of Applicant's Broker

I hereby certify that the above statement concerning the number of transactions in which the Applicant has worked is true and correct and accurately reflects the work done by Applicant.

Name of Broker (Please Print)

Signature of Broker

Date



CRS DESIGNATION APPLICATION

Send completed form to:

Council of Residential Specialists
430 N. Michigan Ave
Chicago, IL 60611

Phone: 800.462.8841
Fax: 312.329.8551
Email: crshelp@crs.com

I UNDERSTAND THAT COUNCIL MEMBERSHIP REQUIRES ANNUAL RENEWAL WITH MEMBERSHIP DUES.

Name _____

Last 4 Digits of SS# _____ Date of Birth _____

NRDS ID# _____ Real Estate Board Affiliation _____

Home Address _____

City/State/Zip _____

Office Name _____

Office Address _____

City/State/Zip _____

Office Phone _____ Fax _____

Home Phone _____ REALTOR ® Since _____

E-mail Address _____

Website Address _____

Preferred Mailing Address _____ Office Home

Do you wish to receive non-Council mail? Yes No

INSTRUCTIONS

- Please double check the documentation that you are submitting with this application.
- Attach all required documentation to the completed form.
- Include the \$75 Designation Processing Fee and send it to the Council.

Production & Education Requirements

Choose the option that best matches your experience

- I am submitting 75 Transactions sides within any five-year period OR \$25million within any five-year period. I have completed the following courses eligible for 4 Core Course Units.

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

OR

- I am submitting 25 Transactions sides (with no time limit) OR \$8 million with a minimum of 10 transactions within any two-year period. I have completed the following courses eligible for 6 Core Course Units.

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Elective Requirements

A total of 4 units are needed. Please refer to page 3 for a complete list of available electives.

Please attach verification of course completion, designations or bachelor's degree.

Elective	Number of Units

AGREEMENT OF APPLICANT

1. I understand that I cannot use the CRS Designation until I have completed the Designation requirements and have been notified in writing that it has been awarded to me. Such misuse will cause for summary termination of membership.
2. I understand that once I am awarded the CRS Designation, I must maintain my membership in good standing in the Council of Residential Specialists, including the payment of annual dues, to continue to hold and use the CRS Designation.
3. I am currently an active REALTOR® or REALTOR ASSOCIATE® and I understand that once I am awarded the CRS Designation, I must also maintain REALTOR® or REALTOR ASSOCIATE® membership with a local board and state association of REALTORS®.
4. In addition, I hereby consent and agree to allow the Council of Residential Specialists to send faxes to my attention at the fax number(s) listed on this application.

Signature _____ Date _____

DESIGNATION APPLICATION FEE

\$75 Designation Processing Fee

MEMBERSHIP (If currently not a member)

\$60 Introductory Membership Rate

PAYMENT

Enclosed is my check payable to the **Council of Residential Specialists.**

Please bill my credit card: Visa MasterCard American Express Discover

Name on Card: _____

Card Number: _____ Exp. Date _____

Note: Payments made by credit card will appear on your credit card billing statement under the name 'REALTOR Association/MLS' located in Chicago, IL.

\$19.95 of my annual dues is applied to my subscription to *The Residential Specialist Magazine*. Electing not to receive the magazine does not reduce my dues rate.

SOURCE: M509