

# Become a CIPS Designee in 5 Easy Steps

For U.S. REALTORS®

## 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: Transaction Tools

### 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:

- At Home With Diversity® Course
- 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

## PAYMENT

Your application must be accompanied by payment of 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.

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

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

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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@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

### 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. You may begin using the CIPS designation as soon as you receive the congratulations email. 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 CIPS and REALTOR® pins.

### Maintaining Your Designation

As a CIPS Designee you will be required to pay annual membership dues to keep your designation active. You will begin receiving communication from NAR starting in November every year to remind you of the renewal period. 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!

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

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

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

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