



Steps to Earning the **RCE DESIGNATION**

Review the RCE website

Familiarize yourself with the application process, the fees involved, information regarding the RCE exam, and a listing of current RCE designees.

www.nar.realtor/RCE

Start the RCE Applicant Data Form (ADF)

350 points are required to submit the ADF. Enter the points you've earned thus far in the ADF, and then use this "electronic folder" as a guide to earn additional points. (ADF fee \$395; Certification fee \$205; Annual Dues \$95; Recertification fee every 4 years \$205) www.nar.realtor/rceadf.nsf/

Complete one of the two required self-study courses

REALTOR® Association Management Self-Study Course (no cost/50 points on ADF):

<https://nar.realtor/ramcourse>

Advanced REALTOR® Association Management Self-Study Course (\$150/75 points on ADF):

<https://secure.realtor.org/advram.nsf/payment?openform>

Print or purchase a copy of *The Answer Book*

Your go-to guide for all things REALTOR® association management, this is the main reference for the RCE exam, as well as the self-study courses. The electronic version is free. www.nar.realtor/AnswerBook

Gather other references available

While *The Answer Book* is the primary reference, all other references that you'll need to prepare for the RCE exam, from online resources to virtual study groups, are in one place.

www.nar.realtor/RCEexamresources

Review the AE Competencies and RCE Body of Knowledge

The AE Competencies and RCE Body of Knowledge identifies all areas in which an AE should be proficient. When preparing for the exam, be sure to pay attention to those competencies marked with a diamond symbol, as those topics may be covered on the exam.

www.nar.realtor/RCEBodyofKnowledge

Need some RCE help or ADF pointers? Ask the experts!

- Renee Holland, rholland@nar.realtor
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