



Council of
Residential Specialists
The Proven Path To Success

The CRS Designation

The CRS Designation, awarded by the Council of Residential Specialists is the highest professional designation awarded to REALTORS® in the residential sales field. Less than 4% of all REALTORS® hold the CRS® Designation.

Requirements are for the United States, its insular possessions, the Commonwealth of Puerto Rico and Canada. There are different options to choose from. Choose the path that best matches your level of experience.

Program	Option A	Option B	Pro-Program*	Managers
Production Requirements	75 transactions within any five years OR \$25 million within any five years	25 transactions (with no time frame) OR \$8 million with a minimum of 10 transactions within any 2 years	150 Transactions OR An average of \$1 million per year of experience with a minimum of 40 transactions (i.e. 10 years=\$10 mil, 15 years = \$15 mil, 25 years=\$25 mil, etc.)	Directly oversee a minimum of 400 closed residential transactions OR Directly oversee \$80 million in closed residential transactions OR Have 4 years of real estate management experience
CRS Education Requirement	32 Credits, Must include at least 16 credits from CRS Courses	48 Credits, Must include at least 16 credits from CRS Courses	16 Credits, All Credits Must Come from CRS Courses	48 Credits, Must include at least 16 credits from CRS Courses
Elective Requirements	32 Credits	32 Credits	N/A	32 Credits
Total Credits Required	64 Credits	80 Credits	16 Credits	80 Credits

**To qualify for the Pro-Program individuals must be licensed for a minimum of 10 years.*

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 options. There is no time limit in fulfilling the requirements. **THERE ARE NO EXCEPTIONS TO THE REQUIREMENTS STATED ABOVE.**

CRS Education

CRS Classroom Courses

Business Planning and Marketing – CRS 200	16 Credits
Listings – CRS 201	16 Credits
Sales – CRS 202	16 Credits
Buying and Selling Income Properties – CRS 204	16 Credits
Financing Solutions to Close the Deal – CRS 205	16 Credits
Technology – CRS 206	16 Credits
Referral – CRS 210	16 Credits
Maximize Your Potential...Personally and Professionally – CRS 103*	8 Credits
Short Sales & Foreclosures: Protecting Your Clients' Interests – CRS 111*	8 Credits
Guiding the Buyer in the Distressed Property Market – CRS 112	8 Credits

CRS eLearning Courses

Creating Value for Your Clients	8 Credits
Keep It Simple With Low-Cost Online Marketing	8 Credits
Putting Technology to Work for Your Clients	8 Credits
Short Sales & Foreclosures: Protecting Your Clients' Interests *	8 Credits

Members who previously took CRS 106, 107, CRS 203 and CRS 207 will receive credit for those courses.

**Members who took CRS 203, CRS 205 and/or CRS 207 cannot receive credit for their one-day equivalent. Members will only receive 8 credits for either the classroom or eLearning Short Sales & Foreclosures course.*

CRS Events

Sell-a-bration, CRS annual education conference - 2005-2011	8 Credits
Sell-a-bration, CRS annual education conference - 2012	16 Credits
Listing Legends (Live Event)*	8 Credits
Listing Legends (Recording)*	1 Credit per Module

Members cannot receive credit for both the live and recorded sessions.

CRS Webinars

<i>Complete list can be found on website</i>	1 Credit
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Elective Credits

A total of 32 Credits are required to complete your elective requirements for most designation programs. 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 options.

Additional CRS Education

Credit will be given for any Classroom Courses, eLearning Courses, Events and Webinars above the stated Education Requirement. See CRS Education for complete list.

Classroom Courses

Discovering the Finance Difference	8 Credits
Exclusively by Referral...The PROgram	8 Credits
Going Green	8 Credits
It's a Price War to the Door	8 Credits
The Little EXTRAS... in EXTRAordinary Customer Service	8 Credits
Marketing with Microsoft Office**	8 Credits
The New Negotiating Edge...A 5-Step Behavioral Model	8 Credits
Ninja Selling	8 Credits
Ninja Selling II: Life Planning	8 Credits
Ninja Selling III: Business Systems	8 Credits
Outlook E-marketing Strategies	8 Credits
Positioning Properties to Compete in the Market**	8 Credits
Real Estate Social Media Marketing: Strategies for Success Both Online and Offline	8 Credits
Rich Buyer, Rich Seller – Part 1: Positioning Yourself as a Luxury Home Expert**	8 Credits
Rich Buyer, Rich Seller – Part 2: A Luxury Marketing Idea Blitz**	8 Credits
Silver Bullet Solutions	8 Credits
Silver Bullet Solutions for Buyers	4 Credits
Silver Bullet Solutions for Sellers	4 Credits
Social Fusion	8 Credits
Turn it On Automatic: Serving Repeat and Referral Clients	3 Credits

***Live Classroom version only.*

National Association of REALTORS® Courses

At Home With Diversity (must be taken after 1/1/05)	8 Credits
Global Real Estate: Local Markets	16 Credits
Resort and Second Home Markets course	8 Credits
Senior Real Estate Specialist Course	16 Credits
Short Sales & Foreclosures Course (through REBAC)	8 Credits

Company Courses

Century 21	
Create 21 (<i>Course must be taken after 2/7/11</i>)	<i>32 Credits</i>
Coldwell Banker	
BOO\$T (<i>Course must be taken after 9/1/10</i>)	<i>10 Credits</i>
Previews International and the Luxury Market (<i>Course must be taken after 9/1/10</i>)	<i>6 Credits</i>

Distance Learning Courses

203k Specialist Training Program	<i>8 Credits</i>
Certified New Homes Specialist Interactive CD-ROM Training Program*	<i>8 Credits</i>
Residential Construction Certified	<i>8 Credits</i>
Transnational Referral Certification Program (Offered by ICREA)	<i>8 Credits</i>

**Course revised to 1 unit on 6/1/06. Members who completed the program prior to 6/1/06 will receive. Students who completed the 16 Credit program cannot receive credit for the 8 Credit course.*

Bachelor's Degree, Designation or Certifications

Bachelor's Degree	<i>16 Credits</i>
ABR	<i>16 Credits</i>
ALC	<i>16 Credits</i>
CPM	<i>16 Credits</i>
CRB	<i>16 Credits</i>
CCIM	<i>16 Credits</i>
GREEN	<i>16 Credits</i>
GRI	<i>16 Credits</i>
e-PRO	<i>16 Credits</i>

Additional Production

Additional 40 transactions or \$13 million	<i>8 Credits</i>
Additional 80 transactions or \$26 million	<i>16 Credits</i>
Additional 120 transactions or \$39 million	<i>24 Credits</i>
Additional 160 transactions or \$52 million	<i>32 Credits</i>

CRS Designation Application Process

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

Production Requirements

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

Note: 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.

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.

Managers Affidavit of Required Transactions

Individuals applying under the Managers Program must complete the ***Managers Affidavit of Required Transactions***. The Affidavit states that you have directly overseen a minimum of 400 closed residential transactions* OR have directly overseen \$80 million in closed residential transactions. You also have the option of using four (4) years of real estate management experience.



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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



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Managers Affidavit of Required Transactions

This form is for individuals completing the requirements under the Manager's Program.

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:
(select one)

- Have directly overseen a minimum of 400 closed residential transactions* or
- Have directly overseen \$80 million in closed residential transactions* or
- Have four (4) years of real estate management experience

*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.

Signature of Applicant



CRS Designation Application

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Send Completed Application 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.

The application below is for individuals residing within the United States, its insular possessions and the Commonwealth of Puerto Rico.

- 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

Name: _____

Last 4 digits of SS# _____ Date of Birth _____

Real Estate Board Affiliation _____ NRDS# _____

Home Address _____

City/State/Zip _____

Office Name _____

Office Address _____

City/State/Zip _____

Office Phone _____ Cell Phone _____

Home Phone _____ REALTOR® Since _____

Email Address _____ Website Address _____

Preferred Mailing Address: Office Home

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

Show my home phone number in the CRS Directory? Yes No

Designation Program

I have completed and attached the required number of transactions for the following CRS Designation Program:

- Option A** 75 transactions within any five years **OR** \$25 million within any five years
- Option B** 25 transactions (with no time period) **OR** \$8 million with a minimum of 10 transactions within any two years
- Pro-Program** 150 transactions **OR** an average of \$1 million per year of experience with a minimum of 40 transactions (Must be licensed a minimum of 10 years to apply)
- Managers Program** Directly oversee a minimum of 400 closed transactions **OR** Directly oversee \$80 million in closed residential transactions **OR** Have 4 years of real estate management experience

Agreement of the 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®.

Signature of Applicant: _____

Designation Fees

\$75 Designation Processing Fee

Membership Fees

\$150 Membership Dues (if not currently a member)

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.

Source: Q502