



**Council of
Residential
Specialists**

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.

CRS Designation Programs

Requirements for the United States, its insular possessions and the Commonwealth of Puerto Rico.

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
Core Course Requirements	4 Core Course Units	6 Core Course Units	2 Core Course Units	6 Core Course Units
Elective Requirements	4 Units	4 Units	N/A	4 Units

**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 Core Courses

Two Unit Core Courses:

- Business Planning and Marketing – CRS 200
- Listings – CRS 201
- Sales – CRS 202
- Wealth Building – CRS 204
- Financing – CRS 205
- Technology – CRS 206
- Referral – CRS 210

One Unit Core Courses:

- Maximize Your Potential...Personally and Professionally – CRS 103
- Fundamentals of Real Estate Technology – CRS 106
- Mastering the Art of Selling New Homes – CRS 107
- Short Sales & Foreclosures: Protecting Your Clients' Interests – CRS 111
- Creating Value for Your Clients (eLearning Course)
- Putting Technology to Work for Your Clients (eLearning Course)

Elective Requirements

A total of four units 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 Core Courses - 4 Units Maximum

Business Planning and 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
Referral – CRS 210	2 Units
Maximize Your Potential...Personally and Professionally – CRS 103*	1 Unit
Fundamentals of Real Estate Technology – CRS 106	1 Unit
Mastering the Art of Selling New Homes – CRS 107*	1 Unit
Short Sales & Foreclosures: Protecting Your Clients' Interests – CRS 111	1 Unit
Creating Value for Your Clients (eLearning Course)	1 Unit
Putting Technology to Work for Your Clients (eLearning Course)	1 Unit

*Members who previously took 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-unit equivalent.*

One-Unit Courses – 2 Units Maximum

Bridging the Marketing Generation Gap	1 Unit
Connecting with Multicultural Homebuyers	1 Unit
Driving Prospects to Your Website	1 Unit
Effective Risk Management Strategies	1 Unit
Exclusively by Referral...The 10 Step PROgram	1 Unit
Extreme Customer Service: Business Protocol for REALTORS	1 Unit
Fiscal Literacy	1 Unit
Going Green	1 Unit
Marketing with Microsoft Office	1 Unit
Marketing with Microsoft Office Advanced	1 Unit
The New Negotiating Edge...A 5-Step Behavioral Strategy	1 Unit
Ninja Selling	1 Unit
Ninja Selling II	1 Unit
Ninja Selling III	1 Unit
Positioning Properties to Compete in the Market	1 Unit
Reading the "Signs" of the Times	1 Unit
Rich Buyer, Rich Seller – Part 1: Positioning Yourself as a Luxury Home Expert*	1 Unit
Rich Buyer, Rich Seller – Part 2: A Luxury Marketing Idea Blitz*	1 Unit
Social Media: The New Business Toolkit	1 Unit

***Live Classroom version only.*

Attendance at CRS Sell-a-bration – 2 Units Maximum

Sell-a-bration, CRS annual education conference - 2005	1 Unit
Sell-a-bration, CRS annual education conference - 2006	1 Unit
Sell-a-bration, CRS annual education conference - 2007	1 Unit
Sell-a-bration, CRS annual education conference - 2008	1 Unit
Sell-a-bration, CRS annual education conference - 2009	1 Unit

Additional Production – 4 Units Maximum

Additional 40 transactions or \$13 million	1 Unit
--	--------

National Association of REALTORS® Courses – 2 Units Maximum

At Home With Diversity (must be taken after 1/1/05)	1 Unit
Green Designation Core Course	2 Units
International Real Estate for Local Markets	2 Units
Resort and Second Home Markets course	1 Unit
Senior Real Estate Specialist Course	2 Units

National Association of Home Builders Courses – 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

Distance Learning Courses – 4 Units Maximum

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 to 1 unit on 6/1/06. Members who completed the program prior to 6/1/06 will receive 2 units. Students who completed the 2 unit program cannot receive credit for the 1-unit course.*

Bachelor's Degree, Designation or Certifications – 2 Units Maximum

Bachelor's Degree	2 Units
ABR, ALC, CPM, CRB, CRES, CCIM, FRI, GRI, or e-PRO	2 Units

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.

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.

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

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



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

Send Completed Application to: Council of Residential Specialists Phone: 800.462.8841
 430 N. Michigan Ave Fax: 312.329.8551
 Chicago, IL 60611 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

Core Courses

I have completed the following Core Courses:

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Course: _____ City/State: _____ Date: _____

Elective Requirements (Excludes Pro-Program):

I am submitting the following items to complete my requirement of 4 elective units.

Elective: _____ Number of Units: _____

Elective: _____ Number of Units: _____

Elective: _____ Number of Units: _____

Elective: _____ Number of Units: _____

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

\$60 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.