

# *The Certified Residential Specialist Rules and Regulations*

*Revised October 2020*

## **Rules Governing Admission to Membership and for the Awarding of the Designation**

### ***The Designation***

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The professional Designation provided for in the Rules and Regulations of the Residential Real Estate Council of the NATIONAL ASSOCIATION OF REALTORS® (hereinafter referred to as Council and NAR respectively) shall be Certified Residential Specialist (hereinafter referred to as CRS®). A REALTOR® or REALTOR-ASSOCIATE® may apply for designated status to attain the CRS Designation upon completion of the requirements as set forth in these Rules and Regulations.

### ***Authority***

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The proposed Rules and Regulations were approved in principle by the Council Board of Governors in February 1986. They were subsequently revised and adopted by the Board of Directors.

## **1.0 Rules for Admission to Membership**

The applicant must make application for admission to membership in accordance with the Bylaws of the Council. See Article III – Members.

### **1.1 Applicant for Membership**

#### **A. Waiver**

The applicant, when making application for admission for membership in the Council, shall sign a written pledge to uphold the Bylaws and the Rules and Regulations of the Council, and shall further sign an irrevocable waiver of claim against the Council or any of their directors, officers, committee members, or other Council officials, as individuals or as a group, for any official act in connection with the business of the Council, and particularly as to its or their acts in admitting the individual to membership, advancing the individual as a member, or subsequent to the awarding of the CRS Designation, in suspending, expelling or otherwise disciplining the individual as a member.

#### **B. Pledge**

The applicant for admission to membership shall sign a pledge certifying that they understand that as a member they are not a designated member of the Council, and that they will not use their position in a misleading way that would cause the public to view the individual as a CRS Designee for the purpose of soliciting business, or as a part of the qualifications that they list in advertising, brochures, contracts or other documents, and that the individual understands that such misuse of membership status will be cause for summary termination of membership.

**C. Review and Approval**

The Board of Directors shall exercise final review and approval of all actions pertaining to the Designation program.

**1.2 Nominee for Honorary Membership**

**A. Review and Approval**

The Board of Directors shall exercise final review and approval of all nominees for Honorary Membership status in the Council.

**B. Honorary Membership Status**

Persons elected to Honorary Membership status shall have such rights, privileges and obligations outlined in the Bylaws, but shall not have any obligation to pay dues and shall not be eligible to hold the Council's designation or to vote or hold office in the Council.

**2.0 Rules for Members**

Members of the Council may have such rights and responsibilities as outlined in the Bylaws, Article III – Membership; Section 3.3

**2.1 Credits**

The member, to be eligible for the awarding of the CRS Designation, must have completed the requirements as set forth herein and outlined by the Board of Directors.

**2.2 Required Courses**

The member, to be eligible for the awarding of the CRS Designation, must have successfully completed all required Residential Real Estate Council courses or their equivalent as outlined by the Board of Directors.

**2.3 Successful Transactions**

A transaction must be in the following categories:

- single-family home
- townhouse
- cooperative
- up to and including a four-unit building
- duplex

- condominium
- permanently affixed mobile home unit

A form will be supplied by the Council for recording the transactions and must be signed by the applicant which states that all listings were consummated by the applicant and that the applicant is the named agent of the transaction.

A sold listing is a sale of a residential property listed by the member, their company or another broker.

In the event the member sells their own listing, the member receives credit for both a listing sold and a sale.

In the event that the transaction is a co-listing (a listing or sale that you share with another sales associate), and the member did no less than 50% of the work, the member receives 50% credit.

#### **2.4 Successful Transaction Requirement**

The member must have a number of transactions as determined by the Board of Directors on the form supplied by the Council. The Board of Directors shall set the requirement for the number of Successful Transactions as that term is described in Section 2.3 hereof. This number may vary by country as determined by the Board of Directors.

#### **2.5 Review and Approval of File**

The member must successfully complete all required criteria, submit an official application for Designation, and have their file reviewed and approved by a representative of the Council for consideration of awarding of designated status.

### **3.0 Rules Governing Termination and Reinstatement of Membership**

Membership of an individual in good standing may be terminated by actions outlined in the Bylaws, Article III Members, Sections 3.6 and 3.7.

#### **3.1 Reinstatement of Membership**

An individual may be reinstated as a member in good standing provided that:

- a. Such individual has filed formal application for reinstatement accompanied by payment in full of all Council membership dues or other indebtedness to the Council, if any, due and unpaid on the date that membership was terminated, plus payment of a reinstatement fee approved by the Board of Directors.

- 3.2 Any former member who is reinstated shall be governed by the Rules and Regulations in effect at the time reinstatement becomes effective.

### **3.3 Restoration of Credits**

Credits toward the CRS Designation, invalidated by termination of membership, shall not automatically be restored by reinstatement of membership status, but shall be reviewed by the Council's representative with power to restore or decline to restore all or part of such credits.

## **4.0 Rules for the CRS Designation**

### **4.1 Requirements**

Prior to being eligible for the awarding of the Designation, the applicant must have completed all specified requirements.

### **4.2 Membership Fees**

At the time of the awarding of the CRS Designation and thereafter, the designee must maintain:

- a. Annual membership in the Council in own name.
- b. Annual REALTOR® or REALTOR ASSOCIATE® membership in a local board or state association of REALTORS®, except for members engaged in the real estate business outside the United States, its insular possessions the Commonwealth of Puerto Rico.

Or a Member who has qualified for and earned the CRS Designation while holding REALTOR® or REALTOR-ASSOCIATE® membership and who has subsequently assumed an executive, administrative or management position with the National Association of REALTORS®, a Local or State Association of REALTORS®, a regional multiple listing service that is wholly-owned by a Local or State Association of REALTORS®, or an Institute, Society or Council of the National Association of REALTORS® shall be entitled to retain and use the CRS Designation in accordance with these rules and regulations during the period of such employment provided the individual abides by all rules and regulations of the Council and is current in the payment of all financial obligation to the Council including annual membership dues.

### **4.3 Awarding of the Designation**

The professional Designation, Certified Residential Specialist (CRS), shall be conferred upon the applicant's completion of all specified requirements. The Residential Real Estate Council will send the member written notice confirming the award of the CRS Designation and authorizing use of the CRS initials and indicia.

### **4.4 Maintenance**

In order to maintain CRS status, the designee shall comply with such maintenance requirements as shall be established from time to time.

#### **4.4.1 Designation Maintenance**

CRS Designees are required to take 2 hours of RRC education such as courses, webinars, e-learning, or approved NG educational events, annually as part of their designation maintenance.

### **5.0 Rules Governing Forfeiture and Reinstatement of Designation**

#### **5.1 Forfeiture of Designation**

A member shall forfeit the CRS Designation or otherwise be disciplined only by the Board of Directors as provided in the Rules and Regulations if:

- a. They refuse or neglect to give effect to any decision of the Council;  
or
- b. They infringe any of the Rules and Regulations of the Council or any of the Bylaws of the Council; or
- c. They are declared by a court of competent jurisdiction to have committed any fraud; or
- d. They are held by the Board of Directors to have been guilty of any act discreditable to the profession; or
- e. They fail to keep their knowledge and practice current so as to render advice to clients based on outmoded or incorrect data or methods; or
- f. They are declared by any court of competent jurisdiction to be mentally incompetent; or
- g. They fail to pay their dues or other indebtedness to the Council or to the Council; or
- h. Their application for Designation has been found to have misleading or misrepresented information.

#### **5.2 Forfeiture Required**

A member shall forfeit the Designation if they have been convicted of a felony or other crime or misdemeanor involving moral turpitude. If, in such case, the conviction is reversed by a higher court, such member may request reinstatement of their Designation, and such request shall be referred to the Council's Membership Department, which, after investigation of all related circumstances, shall report the matter to the Council, whereupon the Council may, by a majority vote of members present at a quorum meeting and entitled to vote, recommend reinstatement of said Designation to the Council's Board of Directors.

#### **5.3 Return of Evidences of Designation**

Any designated member who resigns or is suspended or forfeits the CRS Designation shall immediately return the CRS Certificate and/or CRS Plaque, emblems and any other marks of identity as a designated member of the Council. Upon failure to return these evidences upon demand, the

Council may cause notice of such registration, suspension or forfeiture to be given to the local board and state association in which the individual holds membership, the National Association of REALTORS® and to the state licensing agencies of all states in which the individual is licensed to practice.

#### **5.4 Reinstatement**

Any member whose Designation has been terminated by resignation or for any reason other than one of a disciplinary character may be reinstated in good standing provided:

- a. That the application for reinstatement has been approved by the representative of the Council
- b. That the application for reinstatement is accompanied by a deposit covering in full all annual dues or other indebtedness to the Council, if any, in arrears on the date that the membership was terminated, plus a reinstatement fee approved by the Board of Directors.

### **6.0 General Provisions Relating to Membership and Certification**

#### **6.1 Identification**

Each member of the Council who qualifies as a designated member shall receive a certificate from the Council.

#### **6.2 Emblem**

An emblem pin and logo shall be issued to each designated member.

#### **6.3 Evidence of Designation**

Certificates, emblems or other evidence of Designation issued at any time to a member shall be the permanent property of the Council and shall be returned promptly to the Council when the membership of the individual to whom it was issued is for any reason terminated.

#### **6.4 Use of the CRS Designation**

Each member of the Council awarded the Designation may identify himself by the Designation "CRS," which shall be the abbreviation for the words Certified Residential Specialist. The initials may be used immediately following the member's signature in signing letters, or in reports, articles and books for publication, as per the following example: John Doe, CRS. Council guidelines for use of the Designation are available upon request.

#### **6.5 Use of Name**

Each member of the Council awarded the CRS Designation may use the expression Certified Residential Specialist on individual letterhead, business cards, reports, seals and in professional forms. In no case shall this expression be used in connection with a firm, partnership, a group, or with anyone other than the individual rightly entitled to use the Designation. Such use shall always be dignified and in a manner approved by the Council, and in accordance with such regulations as may be issued from time to time.

#### **6.6 Charge for Emblem and Certificate**

No fee shall be charged for the initial awarding of the CRS certificate, emblem pin or logo, but a charge shall be made to cover cost of replacing any certificate or emblem that may be lost or destroyed.

#### **6.7 Emeritus Designee Status**

Members of the Residential Real Estate Council awarded the CRS Designation may attain Emeritus Designee status by meeting either of the following criteria:

- a)
  - a. submitting an official application (available from the Membership Department).
  - b. Been a recipient of the Council's Lifetime Achievement Award
  - c. having reached the age of sixty-five (65).
  - d. maintaining membership in the Council for at least fifteen (15) consecutive years prior to applying for Emeritus Designee status.
  - e. maintaining REALTOR® or REALTOR ASSOCIATE® membership in a local board or state association of REALTORS®. Verification of REALTOR® or REALTOR ASSOCIATE® membership shall be required upon application and will be reviewed on an annual basis.
- b)
  - i. submitting an official application (available from the Membership Department).
  - ii. Having reached the age of seventy (70)
  - iii. maintaining membership in the Council for at least twenty-five consecutive years prior to applying for Emeritus Designee status.
  - iv. maintaining REALTOR® or REALTOR ASSOCIATE® membership in a local board or state association of REALTORS®. Verification of REALTOR® or REALTOR ASSOCIATE® membership shall be required upon application and will be reviewed on an annual basis.

Members qualifying under (a ) above shall receive a waiver of all national RRC dues. Members qualifying under (b) above shall receive a discount of seventy-five dollars (\$75.00) on their then current national RRC dues.

All individuals who attained Emeritus Designee Status prior to April 4, 2013 and individuals who applied for or inquired about Emeritus Designee Status with the Council prior to April 4, 2013 and as of that date would have qualified for Emeritus Designee Status under the criteria then in effect and who are subsequently granted Emeritus Designee status by the Council, shall receive a waiver of all national RRC dues.

**6.8 Inactive CRS Membership/CRS Designee Status**

A Council member or CRS Designee leaving the real estate business (defined as not maintaining an active real estate license and/or not maintaining membership in a local board of REALTORS®) may request that their RRC Membership or CRS Designation be placed on inactive status, subject to the following conditions:

- a. The member or designee shall submit a written request to the Council that their membership or CRS Designation be placed on inactive status, with an explanation of the circumstances resulting in the request.
- b. Inactive status may be maintained for a period no longer than two full calendar years following the approval for inactive status. In the event that reactivation has not been requested after the date of expiration of inactive status, membership or designated status shall be considered resigned and terminated. Reinstatement is granted in accordance with sections 3.0 and 4.0 of these Rules and Regulations.
- c. CRS Designees requesting inactive status shall be required to return to the Council the CRS Designation certificate and emblem pin.
- d. Granting of inactive status shall be subject to the approval of the Council's Board of Directors.

Reactivation of an Inactive Member Shall be Subject to the Following Conditions:

- a. Submission of a written request to the Council for reactivation of Council membership or CRS Designated status, the request to be accompanied by a reactivation fee.
- b. RRC Charter Member Designees shall be required to successfully complete any courses added to the Council's curriculum since the time at which inactive status was entered.
- c. Reactivation of an inactive RRC membership or CRS Designee shall be subject to the approval of the Council's Board of Directors .