



# CRS<sup>®</sup> DESIGNATION CRITERIA FOR MANAGERS

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The CRS<sup>®</sup> Designation, awarded by the Council of Residential Specialists, is the highest professional designation awarded to REALTORS<sup>®</sup> in the residential sales field.

Now the Council has created a designation track for non selling managers! The Council now recognizes your management experience in lieu of personal volume and transactions.

## **Production Requirements:**

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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

## **Education Requirements:**

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6 Core Course Units. Choose from the following:

- Business Planning & 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
- Referrals – CRS 210 – 2 Units
- Creating Value for Your Clients (eLearning) – 1 Unit
- Putting Technology to Work for Your Clients (eLearning) – 1 Unit

## **Elective Units:**

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A total of 4 units are needed. *Choose from the following:*

- Additional CRS Core Course (1-2 Units per course)
- CRS Approved One-Unit Courses (1 Unit per course, 2 units maximum)
- Attendance at CRS Sell-a-bration (1 unit per conference, 2 units maximum)
- Additional Production (1 Unit per submission, 4 units maximum)
- National Association of REALTORS<sup>®</sup> Courses (1-2 Units per course, 2 units maximum)
- National Association of Home Builders Courses (1-2 Units per course, 4 units maximum)
- Distance learning course (1-2 Units per course, 4 units maximum)
- Bachelor's Degree **OR** any one of the following Designations or Certifications: ABR, ALC, CPM, CRB, CRES, CCIM, FRI, GRI or e-Pro (2 Units per item, 2 units maximum)

## **Additional Information:**

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- All Designation programs require membership in the Council of Residential Specialists.
- All members are required to maintain active REALTOR<sup>®</sup> or REALTOR ASSOCIATE<sup>®</sup> membership in their local board/state association.
- A \$75 processing fee applies to all designation applications.
- There is no time limit in fulfilling the education requirements.
- **THERE ARE NO EXCEPTIONS TO THE REQUIREMENTS STATED ABOVE.**
- **For more information as well as a listing of course offerings, visit [www.crs.com](http://www.crs.com).**

**The CRS Designation requirements, specifically designed for a manager, are further explained over the next few pages. Review the requirements to determine which option best matches your experience.**

## **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.

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.

## **GENERAL INFORMATION**

### ***Production Requirements***

You must complete the ***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 vacant lots are not acceptable.*

### ***Education Requirements***

To receive credit for any core course you must successfully pass the examination. To earn designation credit for courses, indicate the course numbers, dates, and locations on the attached Designation application.

You may be required to submit copies of the course completion certificates if we are unable to locate the courses in your record.

The current CRS Course schedule can be viewed on the Council's website at [www.crs.com](http://www.crs.com).

## ***Elective Requirements***

A total of four units are required to complete your elective requirements. Choose from the following options listed below. Be sure to consult the Council's website at [www.crs.com](http://www.crs.com) for the most up-to-date list of options.

### ***Additional CRS Core Course Units –1- 2 Units per Course***

You may obtain two units by taking an additional core course. The list of available courses appears below. *Note:* Members who previously took CRS 203, CRS 205 and CRS 207 will receive credit for those courses.

- Business Planning & 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
- Referrals – CRS 210 – 2 Units
- Creating Value for Your Clients (eLearning) – 1 Unit
- Putting Technology to Work for Your Clients (eLearning) – 1 Unit

### ***CRS Approved One-Unit Courses – 1 Unit Per Course, 2 Units Maximum***

You may obtain one unit by taking a CRS Approved One-Day Course. The list of available courses appears below.

- Maximize Your Potential...Personally and Professionally\* - CRS 103
- Making the Right Real Estate Finance Decisions\* - CRS 105
- Fundamentals of Real Estate Technology – CRS 106
- Mastering the Art of Selling New Homes\* - CRS 107
- "ABC's of XYZ's" - Bridging the Marketing Generation Gap
- Advanced Marketing Systems & Techniques for the Recreation & Resort Specialist
- Advanced Selling Techniques for the Recreation & Resort Specialist
- Communicating with Style
- Connecting with Multicultural Homebuyers
- Driving Prospects to Your Website
- Earn More, Work Less, Enjoy Life! — Transform Your Business with the Power of eProductivity™
- Exclusively By Referral...The 10 Step PROgram
- Marketing with Microsoft Office
- The New Negotiating Edge...A 5-Step Behavioral Strategy
- Ninja Selling
- Ninja Selling II
- Personal Skills for Professional Excellence
- Positioning Properties to Compete in the Market
- Rich Buyer, Rich Seller – Part 1: Positioning Yourself as a Luxury Home Expert
- Rich Buyer, Rich Seller – Part 2: A Luxury Marketing Idea Blitz
- THE Real Estate Professional's Survival Guide & Retirement ToolKIT™ (THE ToolKIT™)

*\*Members who took CRS 203, CRS 205 and/or CRS 207 cannot receive credit for their one-day course equivalent.*

*\*\*Approved Course list as of June 2008. Please visit the Council's website at [www.crs.com](http://www.crs.com) for the most up-to-date list of courses and schedules.*

***Attendance at CRS Sell-a-bration – 1 Unit per Conference, 2 Units Maximum***

You can receive one unit of credit by attending Sell-a-bration, CRS annual education conference. You will be required to attend a minimum of 9 hours or 6 education sessions and submit an affidavit of attendance.

- Sell-a-bration 2005
- Sell-a-bration 2006
- Sell-a-bration 2007
- Sell-a-bration 2008
- Sell-a-bration 2009

***National Association of REALTORS® Courses – 1-2 Units per Course, 2 Units Maximum***

- International Real Estate for Local Markets (formally CIPS “Essentials”) - 2 Units
- At Home With Diversity course – 1 Unit

***National Association of Home Builders Courses – 1-2 Units per Course, 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

***Additional Production – 1 Unit per Submission, 4 Units Maximum***

- Additional 40 transactions OR \$13 million – 1 Unit

***Distance Learning Courses – 1-2 Units per Course, 4 Units Maximum***

Distance learning courses are granted one or two units of credit depending on the course.

- Creating Value for Your Clients – eLearning Course (Offered by CRS) – 1 Unit
- 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 6/1/06 to one unit. Members who completed the program prior to 6/1/06 will receive 2 Units. Students who completed the two-unit program cannot receive credit for the one-unit equivalent.*

***Bachelor’s Degree, Designation or Certification – 2 Units per Item, 2 Units Maximum***

You will receive 2 units for either a bachelor’s degree OR any of the following designations or certifications: ABR, ALC, CPM, CRB, CRES, CCIM, FRI, GRI, e-PRO.

You will be required to submit either a copy of your diploma/certificate of completion or a letter from the organization granting the degree, designation or certification.

***For More Information Contact a Customer Service Representative at 800.462.8841 or CRSHelp@crs.com.***



# Managers Affidavit of Required Transactions

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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 – MANAGER CRITERIA

**Send completed form 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.**

Name \_\_\_\_\_

Last 4 Digits of SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

NRDS ID# \_\_\_\_\_ Real Estate Board Affiliation \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Office Name \_\_\_\_\_

Office Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

Home Phone \_\_\_\_\_ REALTOR® Since \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website Address \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_  Office  Home

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

### 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.

### ***Production & Education Requirements***

- I verify that I have directly overseen a minimum of 400 closed residential transactions OR \$80 million in closed residential transactions OR have had four years of real estate management experience. In addition, I have completed the following three Core courses.

Course: \_\_\_\_\_ City/State: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ City/State: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ City/State: \_\_\_\_\_ Date: \_\_\_\_\_

**Elective Requirements**

A total of 4 units are needed. Please refer to pages 3-4 for a complete list of available electives.

Please attach verification of course completion, designations or bachelor's degree.

Elective	Number of Units
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**AGREEMENT OF 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®.
4. In addition, I hereby consent and agree to allow the Council of Residential Specialists to send faxes to my attention at the fax number(s) listed on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DESIGNATION APPLICATION FEES**

\$75 Designation Processing Fee

**MEMBERSHIP APPLICATION FEES (If currently not a member)**

\$60 Application Fee

**PAYMENT**

- 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.