



Real Estate Institute of Canada
Institut canadien de l'immeuble

CRES Guide and Application

Certified Real Estate Specialist

learn *more*
achieve **more**

ABOUT REIC

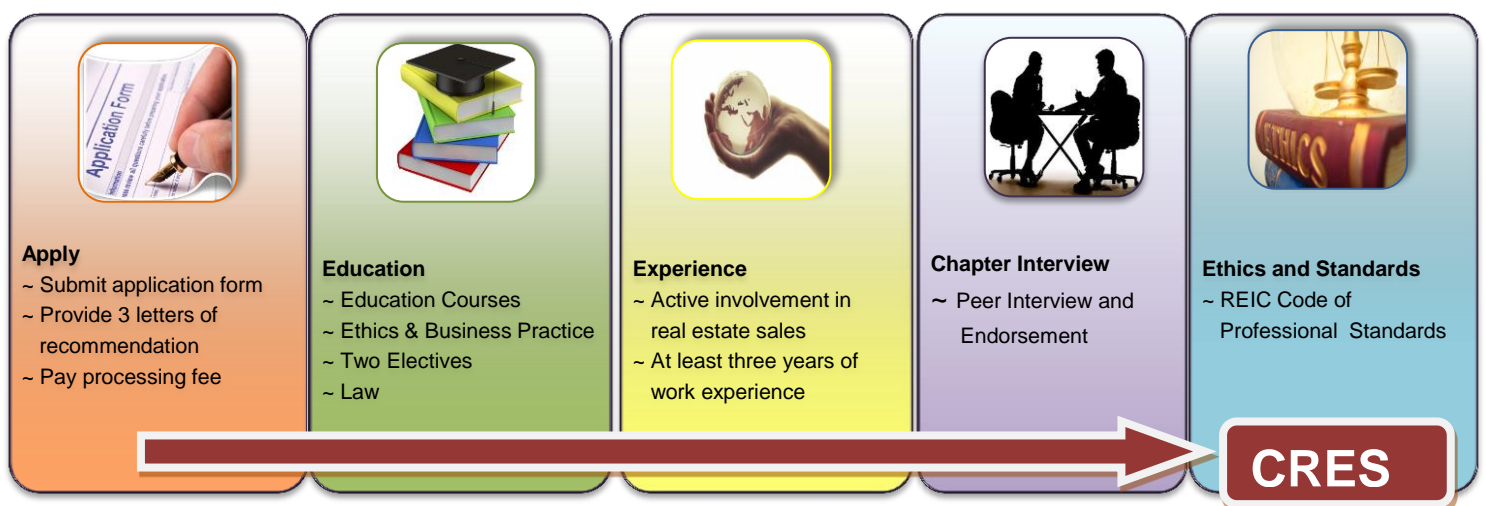
A leader in advanced real estate education, the Real Estate Institute of Canada (REIC) is an association of professionals that has been educating and certifying specialists in real estate since 1955. REIC represents an unsurpassed level of experience, commitment and dedication to real estate in Canada and, as such, is strictly governed by the Institute's *Code of Professional Standards* to ensure that the Institute's values are upheld for both its members and the consumer. From intense and relevant education, to the leading industry designations, all of REIC's programs serve its mission.

BENEFITS OF CANDIDACY

As a candidate member of REIC you will benefit from:

- Discounts on REIC course tuitions
- A complimentary subscription to *Exchange*, REIC's quarterly newsletter
- Employment opportunities through REIC's on-line career center
- Participation in the Institute's annual conferences
- Chapter affiliation (where available) with access to local programs and services, including Chapter seminars and newsletters
- Chapter guidance and support through the candidacy process to further your career and enhance your professional recognition
- The guarantee that, regardless of future changes to the education or experiential requirements, you are "locked in" to the requirements which are in place when you become a candidate

DESIGNATION ROADMAP



APPLICATION CHECKLIST

To expedite and avoid delays in the processing of your application, please be sure that you:



Apply
~ Submit application form
~ Provide 3 letters of recommendation
~ Pay processing fee

- Fill out candidacy application form
- Sign and date application form indicating your acceptance of the Rules & Regulations.
- Attach current resume and any appropriate real estate education transcripts.
- Include 3 letters of recommendation.
- Include a non-refundable processing fee of **\$275.00** plus GST/HST. Credit Card, Cheque or online payment are all accepted.



Who can provide a letter of recommendation and what process should be followed?

Two of the recommendations must be from the following: current or former employers, current or former clients, or CRES members. The remaining one should be from someone who can attest to your integrity and business reputation.

A blank letter of recommendation is attached. You are required to submit 3 letters. Complete the top part on each letter of recommendation and provide them to the individuals providing the recommendation. The letters can be submitted with your application, or the individual can fax or e-mail them to REIC.

NEED HELP?

If you need more information, require assistance completing this application, or during your term of candidacy, please do not hesitate to contact the Admissions Department. We can be reached at:

Toll Free: 1-800-542-REIC (7342) extension 260
In Toronto: (416) 695-9000 extension 260
Fax: (416) 695-7230
E-mail: designations@reic.com

EDUCATION REQUIREMENTS



Education

- ~ Education Courses
- ~ Ethics & Business Practice
- ~ 2 Electives
- ~ Law

EDUCATION

Complete the required courses:

IREM FIN 402: Investment Real Estate – Financial Tools

ETHICS

REIC 2600: Ethics & Business Practice

UNIVERSITY/COLLEGE

2 University/College Electives

OTHER EDUCATION

Real Estate Law or Business Law*

EXAMINATION

There is no examination for this designation.

** Equivalencies may be granted for courses taken through provincial real estate association, universities or colleges.*

Course requirements for the CRES designation are subject to provincial legislation. Contact the Admissions and Membership Department for specific requirements.

EXPERIENCE

To obtain the CRES designations you must be **actively involved in real estate sales at the time of your application** and have at least three (3) years of real estate sales as a licensed practitioner before you can be considered for membership. Only those individuals **holding a valid real estate license** qualify for CRES membership.



Experience

- ~ Active involvement in real estate sales
- ~ At least three years of work experience



Chapter Interview

- ~ Peer Interview and Endorsement

CHAPTER INTERVIEW

Once you have completed your education requirements and have submitted all experience forms, the Membership & Admissions Office will notify you of the next important step: the Experience Interview. You will be contacted by a representative from your local REIC Chapter for the interview. In most cases, your interview will be conducted at your place of business.

Upon endorsement of your experience, REIC will confirm your status in writing.

ETHICS AND STANDARDS

Ethics and Standards are the cornerstone of what we do. REIC members are obligated to uphold the REIC Code of Professional Standards, and as such, conduct their professional activities in accordance with the code. The code is actively enforced – violations are processed within a defined structure, including an established peer review process which may result in disciplinary actions.

Included within this application package is the REIC Code for your acceptance.



AFTER YOUR APPLICATION IS APPROVED

Once you are approved as a candidate, you will receive a welcome package, which includes your letter of acceptance into the program, your data sheet, your dues invoice and a copy of the bylaws. **Please note that dues must be paid within 30 days of approval.**

Candidate Dues	To maintain your candidate status, you are required during your candidacy period to pay annual REIC dues and where applicable, chapter dues. Those members holding multiple designations will be charged an incremental designation fee per designation, per year.
Chapter Affiliation	When you apply for candidacy, you will be welcomed by a representative from the local REIC Chapter
Candidate Datasheets	When you are accepted as a candidate and throughout your candidacy period, you will receive an updated Candidate Datasheet which will outline your current experience and your fulfillment of the qualifying educational requirements for the CRES. This report will also include all your basic candidate information according to the current REIC records. You may request a copy of this report at any time.

APPLYING FOR MEMBERSHIP

You will receive your designation certificate and pin when you:

- Complete the CRES education requirements.
- Hold a valid real estate sales license.
- Have accumulated three years of real estate experience.
- Complete the Experience Interview and are endorsed by a current REIC Member.
- Are a member of the local chapter, where applicable.
- Have paid the fees as established by the Institute.



Rules and Regulations

In connection with the Institute considering this application, I agree that:

All of the information provided by me is complete and correct to the best of my knowledge and belief.

All additional information that may be needed by the Admissions Department shall be supplied by me upon request.

I shall conduct my real estate activities in accordance with the Code of Professional Standards of this Institute and shall also be bound by the Bylaws and Rules and Regulations of the Institute as they are now or as they may be amended from time to time subsequent to this application and the decisions of any Institute Committee and the Board of Directors affecting my participation or membership of the Institute.

I subscribe to the official pledge which is:

- *I Pledge myself to the advancement of professionalism in real estate through the mutual efforts of members of the Real Estate Institute of Canada and by any other proper means available to me.*
- *I Pledge myself to seek and maintain an equitable, honourable and cooperative association with fellow members of the Institute and with all others who may become a part of my business and professional life.*
- *I Pledge myself to place honesty, integrity and industriousness above all else; to pursue my gainful efforts with diligent study and dedication to the end that service to my employers and clients shall always be maintained at the highest possible level.*
- *I Pledge myself to comply with the principles and declarations of the Real Estate Institute of Canada as set forth in their Bylaws, Regulations and Code of Professional Standards.*

I shall not hold myself out to anyone as being a professionally qualified member or candidate of the Institute until such time as I have become an approved designated member of the Institute.

I agree that the Institute may censure, suspend, or expel or otherwise terminate this participation or membership, if granted, and that the Institute, its officers, members, employees and agents may disclose its actions, in full or part, to the members of the Institute and the general public.

I shall pay annual dues and fees as set by the Institute, each and every year in order to maintain my membership and keep my designation

I hereby authorize the Institute to obtain credit and other similar information on or about me, and the Institute, its officers, members, employees and agents may use such information in evaluating this application.

I, for and on behalf of myself, and my heirs, assigns, administrators, and each of them waive and forever release all claims and demands, or causes of action and each of them, that I or they may have now or may in the future have against the Institute, its members, officers, councillors, agents, employees, chapters or others who may supply information or material to the Institute, and each of them, for any act of omission of the Institute, its members, officers, councillors, employees, chapter or any others and each of them including but not in any way limited to its or their acts or omissions in granting participation or membership in the Institute, failing to grant participation or membership, or incensuring, suspending, expelling or terminating such participation or membership.

If I do not fulfil the requirements for membership within the a given time from the date my application is approved, that I can no longer remain a candidate and that a new application must be submitted.

I further understand that I must be a member of the local chapter where one exists as a membership requirement.

I acknowledge that I have read and understood the conditions of membership in the Real Estate Institute of Canada and that I am aware of the membership requirements outlined on the attached sheet for the designation for which I have applied.

Code of Professional Standards

Article 1. Quality Of Service

A Member will perform professional services with competence, integrity and due regard for the public interest.

Article 2. Well Informed and Knowledgeable

A Member will maintain a high standard of professional expertise.

Article 3. Full Disclosure to Client

A Member will be forthright and impartial when advising a client, and will not withhold any information relevant to the interests of a client.

Article 4. Care of Property

A Member will care for the property of others entrusted to the Member in the same manner that a careful and prudent owner would care for similar property.

Article 5. Fairness to all Parties

A Member will at all times protect and promote the interests of a client, but will be fair and honest with all other parties involved in any matter.

Article 6. Referral When Lacking Competence

A Member will neither advise nor render service in areas or matters which exceed the Member's competence. The Member will endeavour to direct parties to those from whom competent advice and service may be obtained.

Article 7. Representing Divergent Interests

A Member will neither advise nor represent parties having divergent or conflicting interests without the informed consent of all parties.

Article 8. Conflict of Interest Between Client and Member

A Member will not:

- enter into a business transaction with a party to whom professional advice has been given by the Member if there is a significant risk that the interests of the Member and the client may differ; or
- provide advice to a party when the personal interests of the Member, a relative or an associate are in conflict with the interests of the party, without advising the party that independent advice should be obtained and securing a written acknowledgement of same from the party.

Article 9. Disclosure of Fees

A Member will not receive directly or indirectly any rebate, fee, commission, discount or other benefit, whether monetary or otherwise without the full knowledge and prior consent of the client.

Article 10. Fair and Reasonable Fees

A member will charge fair and reasonable fees commensurate with services being provided and fully disclose the amount of such fees at the time the service is provided.

Article 11. Confidential Information

A Member will hold in strict confidence all information provided in confidence by a client, unless required by law to disclose such information.

Article 12. Outside Interests

A Member who engages in another profession, business or occupation beyond the usual scope of services provided to clients must not allow such outside interest to jeopardise the Member's professional integrity, independence or competence.

Article 13. Advertising

All advertising placed by a Member, whether on the Member's behalf or on behalf of a client, will provide accurate information regarding the subject of the advertisement, and will not be false or misleading in any respect.

Article 14. Use of Designations

A Member will not use a designation or accreditation granted by the Institute in any manner contrary to this Code of Professional Standards or the By-laws and Rules and Regulations of the Institute.

Article 15. Other Institute Members

A Member will not make, authorise, or otherwise encourage any unfounded oral or written statements that are derogatory to, or disparaging of, another Member's business practice. All dealings between Members will be conducted with integrity and good faith.

Article 16. Laws and the Conduct of Business

A Member will conduct business in strict accordance with all applicable laws, by-laws and regulations, and in accordance with any Code of Professional Standards enacted by the Institute for any of its Councils.

Article 17. Member Co-operation in Enforcing the Code

A Member will assist and fully co-operate in the enforcement of the Code of Professional Standards and the resolution of any matter brought before the Professional Standards Committee.



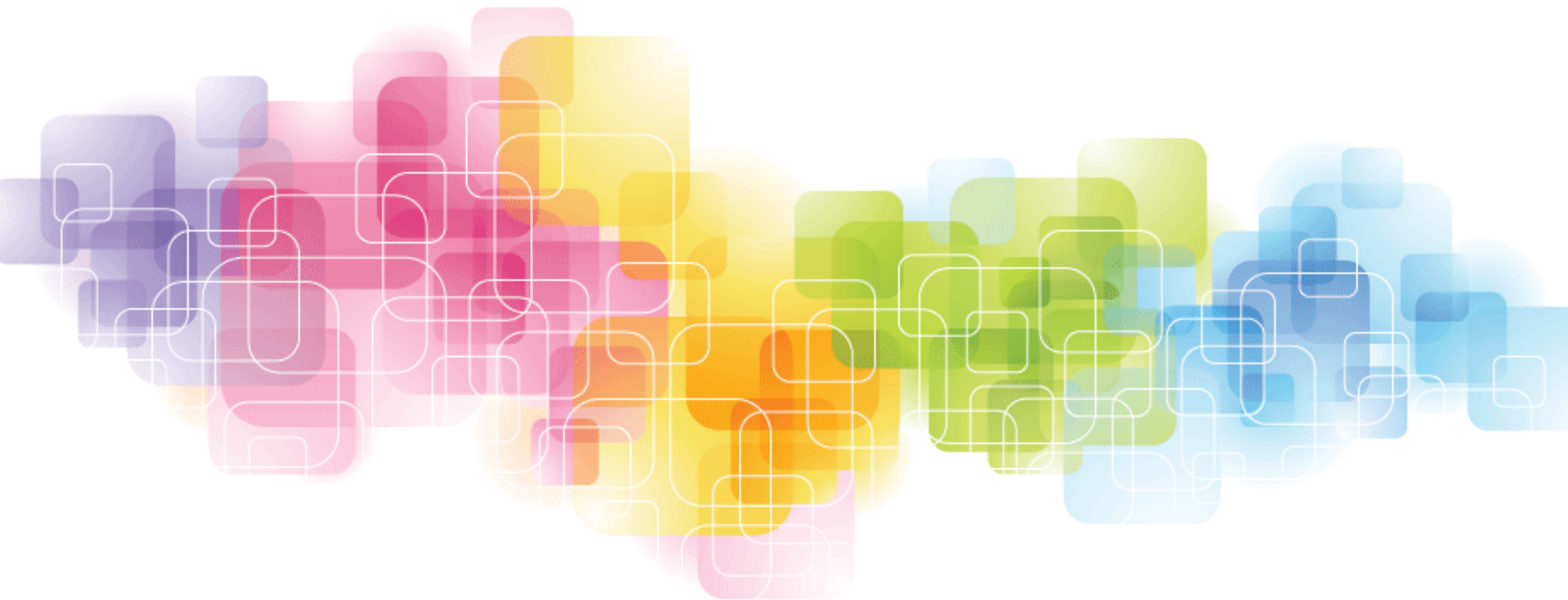
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Tel: 416.695.9000
Fax: 416.695.7230
Email: designations@reic.com

Like us on:  www.facebook.com/reicnational

Follow us on:  www.twitter.com/#!/reicnational

Join us on:  www.linkedin.com/groups?gid=2011887



Name:					
	<i>Salutation</i>	<i>First name</i>	<i>Initial</i>	<i>Last name</i>	
Company:			Position/Title:		
Address:					
City:		Province:		Postal Code:	
Telephone:		Ext:	Fax:		Cellular:
Website:			E-mail:		
Home Address:				Preferred Language of Correspondence:	
City:		Province:	Postal Code:	<input type="checkbox"/> English <input type="checkbox"/> French* <small>(See Reverse)</small>	
Telephone:		E-mail:		Date of Birth:	
Referred By:			Are they an REIC Member? Yes No		
Employment History - List the names and addresses of your employers for the last five (5) years.					
Company	Address	Position	Date		
Post-Secondary Education					
Post-Secondary Name	City	Degree/Diploma	Year Graduated		
Have you ever been involved in a reorganization for the benefit of creditors or bankruptcy proceedings as a debtor?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a criminal offence, or been a defendant in civil legal proceedings where there was a finding against you, involving fraud, misrepresentation of funds or property?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been refused bonding? If yes, please attach a detailed explanation.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear about REIC? (Check one)	<input type="checkbox"/> Advertising	<input type="checkbox"/> Catalogue/Brochure	<input type="checkbox"/> Colleague	<input type="checkbox"/> E-mail	<input type="checkbox"/> Employer
	<input type="checkbox"/> Internet Search	<input type="checkbox"/> REIC Chapter	<input type="checkbox"/> REIC Website	<input type="checkbox"/> Trade Show	
	<input type="checkbox"/> Other:	_____			

By signing below you acknowledge that you have read and agree to the Rules and Regulations supplied in this application package.

Name: _____

Signature: _____ Date: _____

Please return this page along with your application, letters of recommendation and processing fee.

Recommendation forms to follow
(Check here if your letters of recommendation will be forwarded directly by referrals)

Letter of Recommendation

To be completed by applicant

Applicant Name: _____ Applying for: _____ designation

Address: _____

To be completed by referral

Referral Name: _____ Position: _____

Company _____

Address: _____

Phone: _____ Email: _____

1. I have known the applicant for _____ years.

2. Are you: Please circle: FRI CPM CRF CLO CRU CRP ARP ARM ACoM
 Current Client / Former Client Current / Former Employer or Supervisor
 Other - please specify: _____

3. Under what circumstances do you know the applicant?

4. How would you describe the applicant's moral character, integrity and sincerity of commitment to real estate management as a profession?

5. If you are a current or former employer or supervisor, how do you rate the applicant's ability as a real estate manager?

6. Additional comments:

7. Would you recommend the applicant for candidacy? YES NO

If NO, please indicate reason:

Signature: _____ Date: _____

Return options: to applicant Fax to REIC at 416-695-7230 scan and e-mail to designations@reic.com