



**CCIM Institute**

Equipping the world's best minds in commercial real estate

## CCIM Designation Requirements by Membership Type

Requirement	Institute Membership	Institute Membership – U.S. Government Discount	Institute Membership – Fast Track	Institute Membership – University Fast Track	Institute Membership – Canada	Institute Membership – International	RICS Direct Track
Successfully complete the designation curriculum, which includes: <ul style="list-style-type: none"> <li>• CI 101 – 104</li> <li>• Online Ethics Course</li> <li>• 8 hours of negotiations training</li> </ul>	•	•	•		•		
Successfully complete: <ul style="list-style-type: none"> <li>• CI 103</li> <li>• Online Ethics Course</li> <li>• 8 hours of negotiations training</li> </ul>				•			
Successfully complete: <ul style="list-style-type: none"> <li>• CI 101 – 104</li> <li>• Course Concepts Review</li> </ul>						•	
Earn two elective credits	•	•					
Submit your Portfolio of Qualifying Experience	•	•		•	•	•	
Pass the Comprehensive Exam	•	•	•	•	•	•	
Complete Membership Application	•	•	•	•	•	•	•
Annual Dues	\$595	\$545	\$595	\$595 (\$195 Intl)	\$395	\$195	\$595 (\$195 Intl) <sup>1</sup>

<sup>1</sup> Requires a \$1,200 one-time application fee

## CCIM Candidacy Defined

### **CI 101, 102, 103 and 104**

CI 101-104 make up the core courses candidates need to take to earn the CCIM designation. More than 250 courses in 50 markets are offered each year around the world and online – ensuring you have access to the courses you need when and where you need them.

### **Online Ethics Course**

This course provides relevant information about the Code of Ethics and Standards of Practice of the CCIM Institute. The ethics program is a free online course; candidates must review the course content, then complete and pass the online lesson quizzes and final exam.

### **8 Hours of Negotiations Training**

Candidates are required to have 8 hours of negotiations training in order to earn the designation. You can satisfy this requirement with the online, self-directed Preparing to Negotiate or the two-day, in class Advance Negotiation Workshop.

### **Portfolio of Qualifying Experience**

CCIM's Portfolio of Qualifying Experience is a standardized means for candidates to verify the quality of their work as commercial investment professionals and to document having achieved at least the minimum level of experiences required to qualify for the CCIM designation. There are two ways to submit the portfolio: the printed traditional option or the online option.

### **Elective Credits**

Candidates must earn two elective credits in order to earn the designation. Elective credits can be earned a variety of ways, including consecutive years of candidacy, attending the Course Concepts Review Course, taking additional CCIM elective education, and more.

### **Comprehensive Exam**

The Comprehensive Exam tests your knowledge of the key elements from CI 101 – CI 104 and is the final requirement to earning the CCIM designation.

### **Course Concepts Review Course and CCR Prep**

The two-day Course Concepts Review (CCR) prepares students for the Comprehensive Exam through intensive review of CI 101 – 104. The CCR Prep Program—a computer-based tool designed to refresh your knowledge before you take the CCR program and Comprehensive Exam—is also available.