



202__ RCE Recertification Form

Information About You

Name:

Company:

Address:

City, State, ZIP Code:

Phone:

Fax:

Email:

Check this box if your contact information has changed.

M1 Number: (Write **N/A** if you do not have an active M1 Number)

Current Title:

Leadership Notification

Please inform us of up to three leadership positions from your association that you would like to be notified when you have successfully recertified as an RCE designee:

Leadership 1

Name:

Position:

Email:

Leadership 2

Name:

Position:

Email:

Leadership 3

Name:

Position:

Email:

RCE designees must earn 75 points every four (4) years to recertify. The points must come from at least two (2) separate sections of the RCE Recertification Form.

Section I - Education

Document your professional development activities and educational background.

Maximum allowable points for this section is 74.

1. Attendance (4 days maximum) at NAR's AE Institute, participation in the University of Chicago Certificate in Nonprofit Management programs, or other association management related courses sponsored by: 1) NAR/state/local REALTOR® associations; 2) educational institutions; 3) professional trade or business organizations; 4) government agencies; or 5) independent seminar producers. Online educational programs earn the same number of points as face-to-face education programs. [See Help Guide.](#)

1 point per hour or 6 points per day/maximum points: 74

2. Association management designations other than REALTOR® association designations (i.e., CPA, CMP, RP, PHR, SPHR, CMLX1, CMLX2, CMLX3). (Note: This does not include recertification.)

20 points each/maximum points: 60

3. NATIONAL ASSOCIATION OF REALTORS® affiliated designations/certifications/endorsements (i.e., ABR, AHWD, BPOR, C2EX, CIPS, GREEN, GRI, LTG, RSPS, SFR, SRES, Certified Professional Standards Administrator). (Note: This does not include recertification.) [See Designations Information.](#)

10 points each/maximum points: 70

4. College Degree earned SINCE receiving RCE designation (indicate only the highest degree earned).

10 points for Associate's, 35 points for Bachelor's, 50 points for Master's or higher/maximum points: points earned for one degree only

5. Participation in REALTOR® association or other association management sponsored webcasts/webinars/virtual training.

2 points each/maximum points: 24

6. REALTOR® Association Management Self-Study Course completed within the past 4 years. See Course Information.

15 points each/maximum points: 15

7. Advanced REALTOR® Association Management Self-Study Course completed within the past 4 years. See Course Information.

20 points each/maximum points: 20

8. Advanced Administrative Concepts Professional Standards Self-Study Course completed within the past 4 years. See Course Information.

10 points each/maximum points: 10

9. REAL Self-Study Course (REALTORS® Excelling in Association Management) completed within the past 4 years. [See Course Information.](#)

5 points each/maximum points: 5

10. Real Estate Association Management Graduate Certificate Course. [See Course Information.](#)

25 points per course/maximum points: 50

Estimated Subtotal for Section I:

Section II - Community Involvement/Volunteer Service

Document your national, regional, state or local committee involvement and AE volunteer service activities (outside of your own association). Committee involvement includes participation in task forces, study groups, presidential advisory groups and appointed forums. Volunteer service applies, but is not limited to, participation in virtual project teams, mock exams, or exam question writing; serving as a subject matter expert or a beta tester for NAR products.

Maximum allowable points for this section is 70.

- 1. Involvement with NAR, state, or regional committee, subcommittee, work groups, project teams or virtual teams.**
(Note: Years served in a leadership position cannot be counted to earn member credit.) See NAR Committee Appointments.
5 points per year for membership, 10 points per year for vice chairmanship, or 15 points per year for chairmanship/maximum points: 70

- 2. Volunteer service, such as participation in virtual project teams, mock exams, or exam question writing; serving as a subject matter expert or a beta tester for NAR products.**
10 points per activity/maximum points: 70

- 3. Involvement with non-REALTOR association management committees, subcommittees, work groups, project teams, or virtual teams (forums do not count). Examples: ASAE or local SAE chapters; Chamber of Commerce chapters; American Management Association; etc.**
Note: Years served in a leadership position cannot be counted to earn member credit.
5 points per year for membership, 10 points per year for vice chairmanship, or 15 points per year for chairmanship/maximum points: 25

4. Participation in the NAR or state AE Mentor Program as a Mentor.

See Mentor Program Information.

15 points/maximum points: 15

5. Proctor for RCE exam.

5 points/maximum points: 10

Estimated Subtotal for Section II:

 **Section III - Articles and Instructor/Speaker Presentations**

Document your published articles and instructor/speaker presentations.

Maximum allowable points for this section is 74.

Your Estimated Points

1. Articles on association management or real estate published in recognized publications; chapters or books written (other than your own association's publications). Attach each article in Word or PDF format.

5 points each/maximum points: 70

2. Instructional presentations on association management or real estate topics.

2 points per half hour/maximum points: 74

Estimated Subtotal for Section III:

 **Section IV - Political Involvement**

Document your involvement in national, state, or local political activities involving the real estate industry or association issues. Please note that political activities include, but are not limited to, attendance at political rallies and fundraisers, participation in legislative/congressional meetings and briefings, Calls to Action/issues campaign letter writing, and service as RPAC fundraising representatives.

Maximum allowable points for this section is 74.

Your Estimated Points

1. Involvement in national, state, or local political activities involving the real estate industry or association issues.

1.5 points per hour/maximum points: 74

Estimated Subtotal for Section IV:

Estimated Total for Recertification:

Application Agreement

You must agree to the terms and conditions of this application prior to submitting.

I agree to the terms and conditions.

A **nonrefundable RCE Recertification fee of \$135 must be submitted with your recertification form. Your form will be reviewed by NAR once the payment transaction is successful. You may mail your recertification form and payment (payable to National Association of REALTORS®) to the address below, or email the form to ascoulas@nar.realtor and pay your recertification fee by credit card over the phone at 312-329-5974. Please note that if your recertification fee is submitted **after** the January 31 deadline, you will be charged an **additional \$50** for a total RCE Recertification fee of **\$185**. Submitted forms are graded after the January 31 deadline.*

Andrew Scoulas, RCE Team
Association Leadership Development
430 North Michigan Avenue
Chicago, IL 60611

*As a reminder, **please make a copy of your form for your records** before submitting as you will no longer have access to your form after it is submitted to NAR.*

Questions? Call Andrew Scoulas at 312-329-5974, or e-mail ascoulas@nar.realtor.