**6. SIOR Admissions FAQ**

**Q: How long does the application process take?**

A: The process typically takes about two to four months from start to finish. This can be extended if it takes time to return the recommendation forms, complete the education requirement (applicant’s have up to a year after approval) or if an application needs to go to the Admissions Committee for further review.

**Q: How long does the Chapter have to review an application?**

A: The Chapter has 30 days from receipt of the application packet to review the application, GFI Affidavit, conduct an interview and sign and return the Chapter Action Sheet. The date the materials are due back from the Chapter is listed at the top of the Chapter Action Sheet. If the Chapter doesn’t return the required paperwork to the Manager of Admissions by the set deadline, the application is automatically put on the monthly COPs Vote.

**Q. Is the 3 out of 4 years an applicant has to meet the GFI requirement based off of calendar years?**

A. The affidavit requires an applicant to provide their past 48 months of GFI from the date the affidavit is signed. The applicant then divides those into four 12 month periods. If the application is submitted in July, all the 12 month periods are June to July.

**Q. Who can verify an applicant’s GFI Affidavit in the event it can not be signed by their managing broker, CFO or CPA?**

A: In the event where the applicant, due to a professional or personal conflict or dispute, is not able to obtain the GFI affidavit from the applicant’s former firm, the SIOR Admissions Committee in concert with the local Chapter President or Admissions Chair will have the authority to verify and attest Gross Fee Income (GFI).

**Q: Where can I find the Endorsement and Qualification Form?**

A: An applicant obtains the form from the Manager of Admissions 10-business days after their application has been received, reviewed and announced to the local Chapter. The applicant is responsible for giving the form to their recommenders. The Endorsement and Qualification Form is no longer available on the website.

**Q: Who recommends Associate applicants and is there an endorsement form?**

A: Associate applicants are now required to have a recommendation from one SIOR Member (SIOR designee) in their local Chapter and one from a Chapter Officer (President, Vice President, Secretary or Treasurer). Recommenders fill out a Qualification Report & Recommendation Form similar to the one for Active Membership. SIOR is no longer accepting recommendations for Associates in the form of a letter.

**Q: May the Chapter Admissions Chair write recommendations?**

A. Chapter Admissions Chairs may fill out a Qualification Report & Recommendation form for an applicant, but they may not conduct the admissions interview. An applicant with a recommendation from a Chapter Admissions Chair is interviewed by another member of Chapter leadership.

**Q. Does holding the CCIM designation satisfy the educational requirement?**

A. An applicant holding the CCIM designation may waive the three elective topics. The applicant is responsible for completing the three mandatory topics; Ethics & Professional Standards, Construction and Understanding the Lease Agreement.

**Q. Is there a study guide for the SIOR Entrance Exam?**

A. The exam is a basic-knowledge exam primarily based on professional experience, there is no formal study guide available.

**Q: What is the Retired Verification Affidavit?**

A: All retired applications must include a Retired Verification Affidavit. An elected official of the member’s local Chapter signs the Retired Verification Affidavit confirming the member is no longer practicing brokerage except for managing his/her own portfolio.