



DESIGNATION REQUIREMENTS

(Canada, Mexico, United States)

The SIOR designation is held by only the most knowledgeable, experienced, and successful commercial real estate brokerage specialists. Real estate practitioners must meet established requirements to earn the SIOR designation.

Link: <http://www.sior.com/membership/become/designee>

Designation applicants must meet the following five (5) criteria:

1. EXPERIENCE

Applicants must have a minimum of five (5) years of documented real estate brokerage experience and are actively engaged as an industrial and/or office real estate broker. In addition,

- Industrial / Office Specialists must have a minimum of five (5) years of documented industrial and/or office real estate brokerage experience. They must also be actively engaged as industrial and/or office real estate brokers or salespersons.
- Industrial & Office Dual Specialists must have a minimum of five (5) years of documented industrial and/or office real estate brokerage experience. They must also be actively engaged as industrial and/or office real estate brokers or salespersons.
- Advisory Specialists must have a minimum of five (5) years of documented advisory or consulting experience providing qualified fee-based service involving commercial real estate
- Sales Management Specialists must have a minimum of five (5) years of documented management experience in managing 10 or more sales/leasing agents
- Executive Management Specialists must have a minimum of five (5) years of documented management experience in managing 100+ brokers in 3+ locations

2. PRODUCTION

Applicants must demonstrate transaction volume that meets the minimum Gross Fee Income (GFI) requirement for his/her market. An applicant's market is determined by his./her physical business address.

GFI is the fee income directly attributable to the applicant that the applicant's firm receives before splits. GFI requirements are set by the local Chapter and typically range from \$200,000 to \$400,000 per year in \$50,000 increments. View [GFI Requirements](#) by market.

Applicants must submit the most recent 48 months of production, with respect to their application date. For example, an application submitted in June 2017 will have the following breakdown: June 2013 – May 2014 | June 2014 – May 2015 | June 2015 – May 2016 | June 2016 – May 2017. Applications that are based on a calendar year breakdown can be submitted at the end of December or in early January.

As part of their application, applicants are required to include a GFI Affidavit that is signed by their Managing Broker, CFO, or CPA, that details their production for each 12-month period as well as their specialty breakdown.

- Industrial, Office, and Advisory Specialists
 - ✓ Meet the established GFI requirement for three out of the four most recent 12-month period
 - ✓ At least 70% of the GFI requirement must be comprised of industrial and/or office transactions
 - ✓ Of that 70%, at least 50% of those transactions must be in the applicant's requested specialty



- Industrial & Office (Dual) Specialists
 - ✓ Meet 2x the GFI requirement for three out of the four most recent 12-month periods
 - ✓ One half measures Industrial GFI: at least 70% of this amount must be comprised of industrial transactions
 - ✓ One half measures Office GFI: at least 70% of this amount must be comprised of office transactions
- Sales Management Specialists
 - ✓ To calculate the annual GFI requirement, multiply the local GFI requirement by 10 and take 75% of the resulting figure
 - ✓ The sum of the applicant's top 10 office and/or industrial brokers must meet the GFI requirement for three out of four most recent 12-month periods
- Executive Management Specialists
 - ✓ Executive Management Specialists do not need to document volume of business. Instead, they must submit a letter from a C-level executive in their firm confirming that they manage 100 or more brokers/agents in at least three (3) locations.

3. ENDORSEMENTS

Applicants must provide formal endorsements from two (2) Active Individual Members in their Chapter that are not part of their firm or firm's network. The endorsement form will be sent directly to the applicant 10 business days after the application is announced to the Chapter.

Exception: If 50% or more of the applicant's business is outside of the Chapter's jurisdiction, one of the two endorsements can be from an Active Individual Member that is outside of that Chapter.

4. EDUCATION

Applicants must prove to be knowledgeable professionals in the industrial and/or office real estate market by either completing the Core Components of Commercial Brokerage Coursework or taking the Comprehensive Membership Exam and online Ethics course.

Exception: Executive Management Specialists are exempt from the education requirement, but must take the online Ethics course.

Exception: Applicants with at least double the GFI requirement and at least 10 years' experience are exempt from the education requirement, except for the online Ethics course.

- Core Components of Commercial Brokerage Coursework

The [Core Components of Commercial Brokerage](#) courses are offered several times a year in various cities in North America. For the current schedule, please see the [Education Calendar](#). The coursework consists of three (3) mandatory courses and three (3) elective courses.

The mandatory topics are as follows:

- ✓ Ethics and Professional Standards
- ✓ Construction & Development
- ✓ Understanding the Lease Agreement

The elective topics are as follows:



- ✓ Advanced Sales Skills
- ✓ Build-to-Suit Development
- ✓ Consolidating a Business Strategy
- ✓ Introduction to Real Estate Investment and Finance (online)
- ✓ Negotiation Skills
- ✓ Tenant and Landlord Representation

Applicants can earn alternative credits towards the elective courses by providing the appropriate documentation for the following:

- ✓ CCIM Designation (in good standing): 3 elective credits
- ✓ CCIM Coursework (101-104): 1 elective credit each for a maximum of 2 elective credits
- ✓ CPM, RPA, FRI Designation: 2 elective credits
- ✓ Graduate Degree (MBA, MSRE, or JD): 2 elective credits

▪ Comprehensive Membership Exam

In lieu of the coursework, applicants may elect to take the Comprehensive Membership Exam and online Finance course.

The Comprehensive Membership Exam is a paper-based exam consisting of 200 multiple choice questions along with several short-answer essays. The exam is a basic-knowledge exam primarily based on professional experience. The exam is closed note, phone free, and there is no study guide. The applicant will still need to take SIOR's online ethics course.

If an applicant would like to take the exam, they will need to reach out to their local REALTOR board and let them know they will need a room and proctor for 8 hours in order to complete the exam. Once the exam has been scheduled, the applicant will need to reach out to Christopher Collins, Manager of Admissions, and let him know when and where the applicant will be taking the exam. The Manager of Admission will also need to know the name of the proctor and the proctor's contact information. Once that information is obtained, the Manager of Admissions will send a payment form for the exam

5. EXEMPTIONS FROM EDUCATION REQUIREMENTS

Applicants are exempt from SIOR's education requirements if:

- High Producer Exemption: If an applicant can document at least five (5) years of active engagement in the Commercial Real Estate field and 200% of the Gross Fee Income requirement for their market, they may waive the education requirement, except for SIOR's Ethics and Professional Standards course.

Experienced Broker Exemption: If an applicant has at least fifteen (15) years of active engagement in the Commercial Real Estate field and 100% of the Gross Fee Income requirement, they may waive the education requirement, except for SIOR's Ethics and Professional Standards course.

6. ETHICS

Applicants must uphold high ethical standards of practice and pledge to uphold SIOR's Code of Ethical Principles and Standards of Professional Practice by completing SIOR's Ethics & Professional Standards course as part of the coursework requirement or by completing SIOR's online Ethics course.

7. FEES & DUES

All dues and fees are billed in US dollars. Annual dues are pro-rated on a monthly basis.



▪ Application Fee (non-refundable)	\$175
▪ Annual Dues	\$1,345
▪ Chapter Dues	Varies by Chapter
▪ Initiation Fee (one-time)	\$725
▪ NAR Institute Affiliate (US only)	\$105
▪ Education	
✓ Coursework	\$990 - \$1650
✓ Entrance Exam	\$2000
✓ Online Ethics Course	\$150
✓ Online Finance Course	\$350

8. APPLICATION MATERIALS

SIOR now accepts applications online. Applicants should contact **Christopher Collins** Manager of Admissions, at 202.449.8234 or ccollins@sior.com for a username and password to log in.