



ADMISSIONS TOOLKIT

FREQUENTLY ASKED QUESTIONS

1. How long does the admissions process take?

The admissions process can take between 45-90 days from the submission of the application to the approval stage. Individual processing times can vary and are dependent on how quickly paperwork is turned around during the process.

If an applicant has not completed the education requirement by the time his/her application, s/he will have up to 12 months from the approval date to complete the coursework or take the comprehensive exam. Membership will not take effect until the requirement has been fulfilled.

2. Should applicants submit their production based on calendar years?

No, applicants are required to submit the most recent 48 months of production (or, if Office, 60 months of production), with respect to their application date. For example, an application submitted in June 2021 should reflect the following breakdown: June 1 2019 – May 31 2020 | June 1 2020 – May 31 2021 | June 1 2021 – May 31 2022.

3. If an applicant's GFI Affidavit cannot be signed by their Managing Broker, CFO, or CPA, who can verify his/her production?

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 his/her former firm, the SIOR Membership Standards & Admissions Committee in concert with the local Chapter President or Admissions Chair will have the authority to verify and attest to the applicant's Gross Fee Income (GFI).

4. How long does the Chapter have to review an application?

The Chapter has 30 days from the receipt of the application packet to review the application, GFI affidavit, and/or relevant supporting documentation and conduct an interview. Once the interview has been conducted, the Chapter should remit a completed interview form to the Manager of Admissions.

The Chapter can ask for an extension of the deadline. However, if there is no response from the Chapter after 35 days, the application will move forward to the next stage in the process.

5. Where can I find the Endorsement & Qualification forms?

Following the Chapter Announcement period, the Manager of Admissions will send the applicant an email with a link to the form. The applicant is then responsible for forwarding the link to his/her endorsers. The Endorsement & Qualification form is no longer available on the website.

6. Who provides recommendations for Affiliate Membership applicants? Is there an Endorsement & Qualification form?

Affiliate Membership applicants are required to obtain two (2) endorsements – one (1) from an Active Individual Member in the applicant's Chapter and one (1) from a Chapter Officer [President, Vice-President, Secretary, or Treasurer]. Recommenders will need to fill out an Endorsement & Qualification form that is tailored towards Associate Membership.

7. Can the Chapter Admissions Chair provide an endorsement for an applicant?

Chapter Admissions Chairs can provide endorsements for applicants; however, s/he should recuse him/herself from the interview. The applicant's interview should then be conducted by another Chapter officer.



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8. Does holding the CCIM Designation satisfy the education requirement?

An applicant who holds the CCIM Designation will earn credit towards the three (3) elective topics. The applicant will need to provide a letter from CCIM stating that they have earned the designation and are currently a member in good standing.

The applicant is still responsible for completing the three (3) mandatory courses: Ethics & Professional, Standards, Construction, and Understanding the Lease Agreement.

9. Is there a study guide for the SIOR Comprehensive Membership Entrance Exam?

The Comprehensive Membership Entrance Exam is a basic-knowledge exam that is primarily based on professional experience. There is no study guide available.

10. What is the Retirement Verification Affidavit?

All SIOR Members who wish to apply for Retired Status must submit a Retirement Verification Affidavit. A Chapter officer attests that the member meets the requirements for Retired Status and is no longer practicing brokerage (except for managing his/her own portfolio) by signing the affidavit.