

**ADMISSIONS HANDBOOK**

1. **MEMBERSHIP CATEGORIES**

SIOR offers membership in several categories around the world, including the SIOR Designation, Member Associate Membership, and Affiliate Membership.

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

* 1. **SIOR Designation (Active Individual Membership)**

The SIOR designation is a professional achievement for highly qualified commercial real estate practitioners with a strong transactional history in brokerage, fee-based services or executive management.

SIOR Designees are:

* Specialists in industrial and office markets
* "Transaction Closers" recognized by developers, lenders, and investors
* The "Best of the Best" – having met stringent production, education, and ethical requirements

The SIOR designation is granted in one of six specialist categories:

* Industrial Specialist
* Office Specialist
* Industrial & Office Dual Specialist
* Advisory Services Specialist – consultant or advisory practitioner
* Sales Management Specialist – manages at least 10 sales or leasing agents and five years experience
* Executive Specialist – manages 100+ sales or leasing agents
	1. **Member Associate Membership**

SIOR Member Associate Membership is for industrial and office brokerage practitioners working towards qualifying for the SIOR designation within the next six years. Joining as an SIOR Member Associate is the initial step to becoming an SIOR designee.

SIOR Member Associates are:

* Industrial and office brokerage specialists with one to eight years experience in 3rd party brokerage who are not yet qualified to apply for the SIOR designation
* Rising professionals taking the next step in advancing their careers
	1. **Affiliate Membership**

Organizations with a vital interest in corporate real estate services and industrial or office development comprise SIOR's Affiliate membership.

SIOR Members are:

* Organizations with a vital interest in corporate real estate services and industrial/office development
* Developers; corporations leasing, buying, and owning real estate; and general practitioners who want to provide services and do business with SIOR designees

Affiliate Membership is granted in one of four categories:

* **Developer Affiliate** – companies that develop industrial and/or office real estate facilities
* **General Affiliate** – companies that are involved in industrial and/or office real estate other than third-party brokerage
* **Corporate Affiliate** – companies that own/buy/lease significant amounts of industrial and/or office real estate primarily for their own occupancy
* **University Affiliate** – accredited educational institutions offering degree programs in real estate
1. **SIOR DESIGNATION REQUIREMENTS (CANADA, MEXICO, AND 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/become-an-sior/us-canada-mexico/Domestic>

* 1. **Experience**
		1. **Industrial / Office Specialists**

Industrial Specialists and 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.

* + 1. **Industrial & Office Dual Specialists**

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.

* + 1. **Advisory Specialists**

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.

* + 1. **Sales Management Specialists**

Sales Management Specialist applicants must document at least five (5) years of active engagement in managing at least ten (10) sales or leasing agents.

* + 1. **Executive Management Specialists**

Executive Management Specialist applicants must manage at least 100 industrial and/or office brokers/agents.

* 1. **Production**

Applicants must maintain a minimum production per year as measured by Gross Fee Income (GFI) and a minimum number of transactions within the standards set by their local Chapter. An applicant’s GFI market requirement is based on his/her physical business address at the time that s/he submits the application.

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 $600,000 per year in $50,000 increments.

Applicants for Industrial, Dual, Advisory & Sales Management Specialist must submit the most recent 48 months of production, with respect to their application date. For example, an application submitted in January 2024 it should include production for the following 12-month periods:

1/1/2024- 12/31/2023

1/1/2023- 12/31/2022

1/1/2022-12/31/2021

1/1/2021- 12/31/2020

Applicants for Office Specialist must submit the most recent 60 months of production. For example, if an applicant submitted in January 2024 it should include production for the following 12-month periods:

1/1/2024- 12/31/2023

1/1/2023- 12/31/2022

1/1/2022-12/31/2021

1/1/2021- 12/31/2020

1/1/2020- 12/31/2019

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.

If an applicant worked at two or more firms during the 60 months of production submitted, then the applicant must get the GFI Affidavit signed by their managing broker at each firm. An exception can be made if the applicant’s current managing broker has seen the applicant’s production with previous employers and can verify its accuracy.

* + 1. **Industrial Specialists**

The applicant must fulfill the following:

* Meet the GFI requirement for three out of the four most recent 12-month periods
* 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 type

Applicants who have 50% in each transaction type may self-select their specialty.

* + 1. **Office Specialists**

The applicant must fulfill the following:

* Meet the GFI requirement for three out of the five most recent 12-month periods
* 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 type

Applicants who have 50% in each transaction type may self-select their specialty.

* + 1. **Industrial & Office Dual Specialists**

Dual Specialists must meet the combined total of the GFI requirement in each specialty type for three (3) out of the last four (4) years. Additionally, they must exceed 70% of the Office Specialist GFI requirement for their local market for three (3) of the last four (4) years, and 70% of the Industrial Specialist GFI requirement for their local market for three (3) of last four (4) years.

* + 1. **Advisory Specialists**

The applicant must fulfill the following:

* Meet the GFI requirement for three out of the four most recent 12-month periods
* At least 70% of the GFI requirement must be comprised of industrial and/or office transactions

Advisory Specialists must also include an abstract which describes in detail three (3) completed advisory assignments with their application.

Example: The local GFI requirement is $300,000 and the applicant wishes to apply as an Advisory. At least $210,000 per year must be attributable to office and/or industrial transactions.

* + 1. **Sales Management Specialists**

Sales Management Specialists must multiply the average of the Office and Industrial GFI criteria by 7.5 to determine minimum GFI that must be generated by applicant’s ten (10) agents/brokers.

* + 1. **Executive Management Specialists**

Executive Management Specialists do not need to document volume of business. Applicants must manage at least 100 industrial and/or office brokers/agents in the commercial real estate network.

* 1. **Nominations**

Applicants must provide formal nominations from two (2) Active Individual Members in their Chapter that are not part of their firm or firm’s network.

* 1. **Education**

Applicants must prove to be knowledgeable professionals in the industrial and/or office real estate market. To do so, they must either complete SIOR’s Next Level Series or take the Comprehensive Membership Exam and online Ethics course.

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/or at least 15 years’ experience are exempt from the education requirement, except for the online Ethics course.

* + 1. **Core Components of Commercial Brokerage Coursework**

The [Next](http://www.sior.com/education-and-insights/education/broker-bootcamps/courses) Level Series courses are offered several times a year in various cities in North America. For the current schedule, please see the [Education Calendar](http://www.sior.com/education-and-insights/education/education).

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
	+ 1. **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 the Manager of Admissions, and let him know when and where the applicant will be taking the exam. The Manager of Admissions 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.

* 1. **Exemptions from Education Requirements**

Applicants are exempt from SIOR’s education requirements if:

* Super Star 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.
	1. **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. Applicants who hold the RICS Designation do not need to take the ethics course.

1. **SIOR DESIGNATION REQUIREMENTS (INTERNATIONAL)**

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/become-an-sior/rest-of-world/international>

* 1. **Experience**
		1. **Industrial / Office Specialists**

Industrial Specialists and 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.

* + 1. **Industrial & Office Dual Specialists**

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.

* + 1. **Advisory Specialists**

Advisory 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.

* + 1. **Sales Management Specialists**

Sales Management Specialists must have a minimum of five (5) years of documented management experience in managing 10 or more sales or leasing agents.

* + 1. **Executive Management Specialists**

Applicants must manage at least 100 industrial and/or office brokers/agents in the commercial real estate network.

* 1. **Production**

Applicants must demonstrate a credible record of experience in industrial and/or office real estate brokerage, sales, leasing, transaction management, or marketing for the most recent 48 months, with respect to their application date.

As part of their application, applicants are required to include a Business Verification Affidavit that is signed by their Managing Broker, CFO, or CPA, that details their specialty breakdown for the most recent four 12-month periods.

* + 1. **Industrial / Office Specialists**

The applicant must fulfill the following:

* Provide a breakdown of their transaction types
	+ 1. **Industrial & Office Dual Specialists**

The applicant must fulfill the following:

* Provide a breakdown of their transaction types
	+ 1. **Advisory Specialists**

The applicant must fulfill the following:

* Provide a breakdown of their transaction types

Advisory Specialists must also include an abstract which describes in detail three (3) completed advisory assignments with their application.

* + 1. **Sales Management Specialists**

Sales Management Specialists should submit their transaction type breakdown based on their top 10 industrial and/or office brokers or agents.

* + 1. **Executive Management Specialists**

Executive Management Specialists do not need to document production. Instead, they must submit a letter from a C-level executive in their firm confirming that they manage 100 or more brokers/agents.

* 1. **Curriculum Vitae / Resume**

Applicants must provide a current copy of a CV or resume that includes information on education and coursework, past employment, real estate experience, professional accreditations, and client names.

* 1. **Nominations**

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.

Exception: If the applicant does not know two Active Individual Members, one endorsement can be from a senior executive within the applicant’s firm. In addition, if there are less than three Active Members in the applicant’s country, he/she may obtain endorsements from two Active Members within the same firm or network.

* 1. **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 either completing SIOR’s online Ethics course or holding the RICS Designation for five (5) or more years.

1. **MEMBER ASSOCIATE REQUIREMENTS**

SIOR Member Associate Membership is for industrial and office brokerage practitioners working towards qualifying for the SIOR designation within the next six years. Member Associates who have met the education, experience, and production requirements for the SIOR designation may apply for the designation through the standard admissions process.

Link: <https://www.sior.com/become-an-sior/us-canada-mexico/member-associate-us-canada-mexico>

* 1. **Experience**

Member Associates must have a minimum of one (1) year and no more than eight (8) years of documented industrial and/or office real estate brokerage experience. They must also be actively engaged as an industrial and/or office real estate broker or salesperson.

* 1. **Production**

Applicants must maintain a minimum production per year as measured by Gross Fee Income (GFI) within the standards set by the local Chapters. An applicant’s GFI market requirement is based on his/her physical business address at the time that s/he submits the application.

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](https://www.sior.com/docs/default-source/membership-docs/sior-gfi-requirements) by market.

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 as well as their specialty breakdown.

The applicant must fulfill the following:

* Meet 50% of the lower (either office or industrial) GFI requirement for any 12 consecutive months out of the last 18 months
* Provide a breakdown of their transaction types
	1. **Nominations**

Applicants must provide a formal nomination from one (1) Active Individual Member in their Chapter. The nominator can be someone from the applicant’s firm or network. The nominator can be the applicant’s mentor.

* 1. **Mentor**

Applicants must obtain a Mentor who is an Active Individual Member in their Chapter. The Mentor’s primary goal is to advise the Member Associate and provide guidance towards earning the SIOR designation.

The applicant must submit a signed Mentor Affidavit as part of their application, in which their Mentor agrees to fulfill the following responsibilities:

* *The Mentor should be familiar with the Member Associate’s professional background and work ethic.*
* *The Member Associate and the Mentor will meet regularly and review progress towards meeting the SIOR Designation requirements.*
* *Mentors are encouraged to attend local and national events with the Member Associate.*
* *Should a situation arise where the Member Associate and/or Mentor is unresponsive or unwilling to commit the time and other actions required, the Member Associate and/or Mentor will have the ability to be paired with another Member Associate and/or Mentor.*
	1. **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 online Ethics course.

* 1. **Responsibilities**
		1. **Member Associate Status**

A Member Associate can maintain Member Associate status for a maximum of six (6) years, at which point s/he must apply for the SIOR Designation or the membership will be cancelled.

* + 1. **Mentor**

Member Associates should meet regularly with their Mentors and report their progress towards earning the SIOR Designation.

* + 1. **World Conferences**

Member Associates are required to attend at least one (1) World Conference within 36 months of earning becoming a member. Member Associates are welcome to attend all World Conferences.

* + 1. **Education Requirement**

Member Associates are required to complete the designation courses, including three (3) mandatory courses and three (3) elective courses during their candidacy. Successful completion of the coursework fulfills the SIOR designation education requirement.

* + 1. **Applying for the Designation**

Once a Member Associate has completed the education requirement, met the experience requirement, and has fulfilled the production requirement, s/he is eligible to apply for the designation.

Member Associates will need to submit an application for the SIOR Designation and pay the application fee. This is a separate application from their application for Member Associate Membership and should be treated as such.

Even if the Chapter has recently conducted an interview with the application, it is strongly recommended that the Chapter reviews the applicant’s production to ensure that it meets the requirement for his/her requested specialty type.

1. **AFFILIATE MEMBERSHIP REQUIREMENTS**

SIOR Affiliate Membership is comprised of organizations with a vital interest in corporate real estate services and industrial or office development.

Affiliate Memberships are based on office location, and delegates must be from the same location or business address. Up to two (2) delegates can be appointed as part of the application. Delegates cannot engage in 3rd-party brokerage.

Link: <http://www.sior.com/partners-and-supporters/company-membership/affiliate>

* 1. **Industry Presence**
		1. **Developer** **Affiliates**

Developer Affiliates are actively involved in industrial or office real estate development but do not engage in the business of third-party brokerage.

* + 1. **General Affiliates**

General Affiliates are qualified firms or agencies of specified types whose business consists in substantial part of financing, constructing, analyzing, owning or managing industrial or office real estate for occupancy by other businesses or managing networks of commercial real estate service providers.

Qualified firms are those that use the services of Members of SIOR and welcome the representation of other principals by Members including accounting firms, architectural and design firms, asset management companies, banks and financial institutions, chambers of commerce, economic development agencies, engineering firms, general contractors, insurance companies with real estate portfolios, investment funds with real estate portfolios, public utilities, and title insurance companies.

General Affiliates cannot engage in the business of third-party industrial or office brokerage, except for auction companies.

* + 1. **Corporate Affiliates**

Corporate Affiliates own, buy, and/or lease significant amounts of industrial and/or office real estate, primarily for their own occupancy, but do not engage in the business of third-party brokerage.

* 1. **Supporting Documentation**
		1. **Developer Affiliates**

Applicants must provide descriptions of three (3) recent development projects and include applicable marketing materials as part of their applications.

* 1. **Nominations**

Applicants must provide one (1) formal nomination from an Active Individual Member in their Chapter and one (1) formal nomination from a Chapter Officer (President, Vice President, Treasurer or Secretary).

1. **THE APPLICATION PROCESS- North American Designees and Affiliates**

The application process can take on average between 60-90 days from submission of the application to the approval stage.

For Chapters with Admissions Chairs, the Admissions Chair should conduct the interview. For Chapters without Admissions Chairs, this responsibility then falls to the Chapter President.

* 1. **Submitting an Application and Nomination**

The application form is entirely online; there are no paper applications. The applicant should contact the Manager of Admissions for a username, password, and link to the application.

The application is broken into two parts. Part 1 is personal information and nominator selection. Once you submit part 1 your nominator(s) will be emailed to fill out an online nomination form. You will have 60 days for your nominators to complete the nomination form. If a nominator chooses to not complete the nomination, HQ will contact you to select another nominator.

Once the nominations have been completed and reviewed by HQ, HQ will move your application forward to step 2 of the admissions process. During step 2 you will be filling our your professional experience, production, terms and conditions and payment.

All attachments, including affidavits and coursework documentation, can be uploaded directly to the application platform. The applicant must pay the application fee on the last page of the application to submit their application.

* 1. **Review by Manager of Admissions**

Once an application has been submitted, the Manager of Admissions will review the application for accuracy and completeness. If any information is missing, the Manager of Admissions will follow up with the applicant.

Incomplete applications are null and void after 60 days. If an application is cancelled for this reason, the applicant will need to resubmit an application in order to move forward.

* 1. **Chapter Interview**

Once an application has been reviewed and is complete, the application package is sent to the Chapter for interview. The Chapter President and Admissions Chair will receive an email from the Manager of Admissions that includes a copy of the online application, applicable supporting documentation, and links to the interview forms.

**The Chapter has 30 days to conduct an interview with the applicant**. The interview can be conducted in person, on the phone, or via Skype.

Backup Documentation: The Chapter President and Admissions Chair can ask for additional information pertaining to the Gross Fee Income figures in the applicant’s GFI affidavit. If requested, the applicant should complete SIOR’s Transaction Worksheet, which will require the applicant to break down (deal by deal) how they arrived at the figures in the GFI affidavit. The Chapter President and Admissions Chair can also ask to see supporting documentation to validate specific deals, including copies of commission invoices, fully executed letters of intent, fully executed lease agreements, and commission checks and/or wire receipts from clients. The applicant should be given 60 days to complete the worksheet.

**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.**

* 1. **Chapter Vote**

Once the interview paperwork has been submitted, the Manager of Admissions will announce the applicant to the chapter. This is a 10 business day period where designees of the chapter vote on the applicant for admission to SIOR. Designee members have the ability to vote yes, no, or abstain from the vote. All votes are done digitally and all votes are final. After the 10 business day period the vote is finalized if 21% of the designee chapter members vote no an applicant is denied approval to join SIOR and can reapply in three years.

At any time during the vote an SIOR member who believes than an applicant should be refused admission to SIOR because of ethical misconduct should file an Ethics Complaint at any time during the admissions process. During this time the vote will conclude but no resolution will be decided until the complaint is reviewed by professional standards.

* 1. **Approval or Approval Pending Education/Ethics**

SIOR Memberships (Designee, Member Associate, and Affiliate) take effect on the 1st day of each month. The following are eligible for immediate membership following approval by the CLC vote:

* SIOR Designee applicants who have completed the education and/or ethics requirement
* Member Associate applicants who have completed the ethics requirement
* Affiliate Membership applicants

If an applicant reaches the approval stage but has not yet completed the education and/or ethics requirement, his/her application will be “Approved – Pending Education”. The applicant will have up to 12 months from the application date to fulfill the education and/or ethics requirement. Once an applicant completes the education and/or ethics requirement, his/her membership will take effect on the 1st of the following month. If an applicant fails to complete the requirement within the 12-month time frame, the application may be subject to cancellation.

1. **THE APPLICATION PROCESS- All Member Associates, International Designees and Affiliates**

The application process can take on average between 60-90 days from submission of the application to the approval stage.

For Chapters with Admissions Chairs, the Admissions Chair should conduct the interview. For Chapters without Admissions Chairs, this responsibility then falls to the Chapter President.

* 1. **Submitting an Application and Nomination**

The application form is entirely online; there are no paper applications. The applicant should contact the Manager of Admissions for a username, password, and link to the application.

The application is broken into two parts. Part 1 is personal information and nominator selection. Once you submit part 1 your nominator(s) will be emailed to fill out an online nomination form. You will have 60 days for your nominators to complete the nomination form. If a nominator chooses to not complete the nomination, HQ will contact you to select another nominator.

Once the nominations have been completed and reviewed by HQ, HQ will move your application forward to step 2 of the admissions process. During step 2 you will be filling our your professional experience, production, terms and conditions and payment.

All attachments, including affidavits and coursework documentation, can be uploaded directly to the application platform. The applicant must pay the application fee on the last page of the application to submit their application.

* 1. **Review by Manager of Admissions**

Once an application has been submitted, the Manager of Admissions will review the application for accuracy and completeness. If any information is missing, the Manager of Admissions will follow up with the applicant.

Incomplete applications are null and void after 60 days. If an application is cancelled for this reason, the applicant will need to resubmit an application in order to move forward.

* 1. **Chapter Interview**

Once an application has been reviewed and is complete, the application package is sent to the Chapter for interview. The Chapter President and Admissions Chair will receive an email from the Manager of Admissions that includes a copy of the online application, applicable supporting documentation, and links to the interview forms.

**The Chapter has 30 days to conduct an interview with the applicant**. The interview can be conducted in person, on the phone, or via Skype.

Backup Documentation: The Chapter President and Admissions Chair can ask for additional information pertaining to the Gross Fee Income figures in the applicant’s GFI affidavit. If requested, the applicant should complete SIOR’s Transaction Worksheet, which will require the applicant to break down (deal by deal) how they arrived at the figures in the GFI affidavit. The Chapter President and Admissions Chair can also ask to see supporting documentation to validate specific deals, including copies of commission invoices, fully executed letters of intent, fully executed lease agreements, and commission checks and/or wire receipts from clients. The applicant should be given 60 days to complete the worksheet.

**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.**

* 1. **Approval or Approval Pending Education/Ethics**

SIOR Memberships (Designee, Member Associate, and Affiliate) take effect on the 1st day of each month. The following are eligible for immediate membership following approval by the CLC vote:

* SIOR Designee applicants who have completed the education and/or ethics requirement
* Member Associate applicants who have completed the ethics requirement
* Affiliate Membership applicants

If an applicant reaches the approval stage but has not yet completed the education and/or ethics requirement, his/her application will be “Approved – Pending Education”. The applicant will have up to 12 months from the application date to fulfill the education and/or ethics requirement. Once an applicant completes the education and/or ethics requirement, his/her membership will take effect on the 1st of the following month. If an applicant fails to complete the requirement within the 12-month time frame, the application may be subject to cancellation.

1. **DUES & FEES**

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

* 1. **SIOR Designation (Canada, Mexico, USA)**
* 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
	1. **SIOR Designation (International)**
* Application Fee (non-refundable) $175
* Annual Dues $675
* Chapter Dues Varies by Chapter
	1. **Member Associate Membership**
* Application Fee (non-refundable) $175
* Annual Dues $450
* Chapter Dues Varies by Chapter
* Online Ethics Course $350
	1. **Affiliate Membership**
		1. **Developer Affiliate**
* Application Fee (non-refundable) $175
* Annual Dues (Canada, US)
	+ First Office / Additional Offices $1,500 / $575
* Annual Dues (International)
	+ First Office / Additional Offices $500 / $310
* Chapter Dues Varies by Chapter
	+ 1. **General Affiliate**
* Application Fee (non-refundable) $175
* Annual Dues (Canada, US) $1,500
* Annual Dues (International) $500
* Chapter Dues Varies by Chapter
	+ 1. **Corporate Affiliate**
* Application Fee (non-refundable) $175
* Annual Dues (Canada, US) $500
* Annual Dues (International) $250
* Chapter Dues Varies by Chapter
	1. **Retired Membership**

Retired Membership dues are pro-rated for the year based on time as an Active member and time as a Retired member.

* Annual Dues $200
* Chapter Dues Do not pay chapter dues unless they participate
	1. **Education**

The pricing below reflects early-bird pricing, where applicable. Member Associates receive a 10% discount on coursework.

* + 1. **Core Components of Commercial Brokerage**
* All Topics $1,900
* Mandatory Topics only $1,140
* Mandatory Topics + 1 Elective $1,420
* A la Carte $380 per topic
	+ 1. **Online Courses**
* Online Ethics Course $350
* Online Finance Course $350
	+ 1. **Comprehensive Membership Entrance Exam**
* Comprehensive Membership Exam $2,000
1. **REASSIGNMENT OF SPECIALTY**
	1. **Transferring between Office and Industrial Specialties**

Active Individual members who wish to transfer between the Office and Industrial specialties must submit a Reassignment of Specialty application, and a standard GFI Affidavit. The GFI Affidavit should verify that in three (3) out of the five (5) most recent 12-month periods, at least 70% of the GFI requirement is comprised of office and/or industrial transactions, and that 50% of that amount is in the desired specialty type.

* 1. **Transferring to the Advisory Specialty**

Active Individual members who wish to transfer to the Advisory specialty must submit a Reassignment of Specialty application, and an abstract describing in detail three (3) completed advisory assignments. No GFI Affidavit is required.

* 1. **Transferring to the Industrial & Office (Dual) Specialty**

Active Individual members who wish to transfer to the Industrial & Office (Dual) specialty must submit a Reassignment of Specialty application, and a Dual Specialist GFI Affidavit. The GFI Affidavit should verify that in three (3) out of the four (4) most recent 12-month periods, the member has met the combined total of the GFI requirement for each specialty type and has 70% of the regular GFI requirement in industrial transactions as well as 70% of the regular GFI requirement in office transactions.

1. **REINSTATEMENT OF MEMBERSHIP**
	1. **Eligibility**

Former Individual Active Members can reinstate SIOR membership if the membership was cancelled in good standing within the last five (5) years and the member maintained Individual Active Membership for at least three (3) years.

Former Active members who do not meet the criteria outlined above, should proceed with the standard admissions process to rejoin SIOR. Details are on the website at: <https://www.sior.com/become-an-sior/membership-reinstatement>.

* 1. **Application Process**

Former Active members who wish to reinstate their memberships must complete a Reinstatement Application within five (5) years of their cancellation date and pay the application fee. Once an application for Reinstatement of Membership has been received, the applicant’s name will be listed on that month’s CLC vote. All reinstatements take effect on the 1st of the following month.

1. **RETIRED STATUS**
	1. **Eligibility**

Retired Membership is available to Active Individual members who fulfill the following requirements:

* INACTIVITY: no longer active in the industry except for facilitating his/her own portfolio, and
* Must meet one (1) of the following requirements:
	+ Is 65 years of age or older and; or
	+ Is a Member in good standing for at least 15 years or more; or
	+ Has a serious chronic illness or disability

If a Retired member resumes brokerage activities, s/he will need to transfer back to Active status.

* 1. **Application Process**

Active Individual members who wish to apply for Retired Status should review and confirm eligibility of the requirements. They must also submit an application for Retired Status, a Retirement Verification Affidavit signed by a Chapter officer, and pay the Retired Status application fee. Once all forms have been received, the member’s name will be listed on that CLC vote. All retirements take effect on the 1st of the following month.

1. **RESOURCES TO ASSIST YOU**
	1. **HQ Team Contacts**

SIOR HQ’s is here to assist Chapter Admissions Chairs and Presidents. Please do not hesitate to reach out to us if you have any questions or concerns.

**Christopher Collins**

Senior Manager of Admissions (West Region and International)

ccollins@sior.com

202.449.8234

**Madeline Koch**

Manager of Admissions (East Region)

mkoch@sior.com

202.449.8220

* 1. **Chapter Applicant Tracker**

The Chapter Applicant Tracker provides applicants’ current status in the admissions pipeline and indicates if any items are outstanding. The Tracker also includes applicants who were “Approved – Pending Education”.

The Tracker is updated and can be accessed by going to <https://sior.com/chapters/portal/admissions>. Chapter Admissions Chairs and Presidents are encouraged to review the list and follow up with any pending or past-due items.

* 1. **Admissions Toolkit**

The Admissions Toolkit contains the Admissions Handbook, at-a-glance membership requirements, PowerPoint presentations, webinars, and frequently asked questions.

The Toolkit can be found on the main SIOR website in the “Chapter Resources” of the “Chapters” tab or through MySIOR portal, in the “Chapter Leadership Resources” section of the “Resources” tab.

* 1. **Release of Names**

The Release of Names email is typically sent out at the beginning of each month and is distributed to all SIOR members. It includes a list of all persons who have submitted an application in the previous month. No action is required, but any comments regarding the applicants are welcome.

1. **FREQUENTLY ASKED QUESTIONS**
2. **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.

1. **Should applicant’s submit their production based on calendar years?**

No, applicants are required to submit the most recent 48 months of production (or, if applying for Office Specialist, 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 2017 – May 31 2018 | June 1 2018 – May 31 2019 | June 1 2019 – May 31 2020.

1. **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).

1. **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.

1. **Can the Chapter Admissions Chair provide a nomination for an applicant?**

Chapter Admissions Chairs can provide nominations for applicants; however, if that is the case, s/he should recuse him/herself from the interview. The applicant’s interview should then be conducted by another Chapter officer.

1. **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.

1. **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.