



2020 SIOR Recruitment Toolkit

Designation Requirements, Fees, and Application Materials (Canada, Mexico, USA)

Designation applicants must meet the following five criteria:

1. **EXPERIENCE:** Have a minimum of five years of real estate brokerage experience as an actively engaged industrial and/or office real estate broker.
2. **PRODUCTION:** Demonstrate transaction volume that meets minimum **Gross Fee Income (GFI)**. GFI is that amount that the applicant's firm receives before splits that is directly attributable to the applicant.
 - The GFI requirement is set by the chapter and ranges from \$200,000 to \$400,000 per year. [Click here](#) for 2020 GFI requirements by market.

Industrial, Office, and Advisory Specialists:

- Meet the established GFI requirement for three out of the last four 12-month periods.
- Close at least 5 transactions per year.
- Minimum of 70% of the GFI requirement is 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.

Industrial & Office Dual Specialists:

- Meet 200% of the established GFI requirement for three out of the last four 12-month periods.
- Close at least 10 transactions per year.
- Industrial transactions must comprise an amount equal to at least 70% of the GFI requirement, **and**
- Office transactions must comprise an amount equal to at least 70% of the GFI requirement.

Sales Manager Specialists:

- Multiply the GFI requirement amount by 10 brokers, and take 75% of the resulting figure. This is the yearly GFI requirement for three out of the four most recent 12-month periods
- Use the top 10 industrial and/or office brokers when filling in the GFI Affidavit.
- Minimum of 70% of the GFI requirement is comprised of industrial and/or office transactions.

3. **EDUCATION:** Prove to be a knowledgeable professional by completing either option 1 or 2:
1. ***Core Components of Commercial Brokerage coursework***

Applicants complete three (3) mandatory courses:

- Ethics & Professional Standards
- Construction
- Understanding the Lease Agreement

Applicants complete minimum three (3) of the following six (6) elective courses:

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

Alternative ways to earn elective course credit:

- CCIM Designation – (3) elective courses and fulfills elective requirement.
- CCIM Courses: 101, 102, 103, or 104 - 1 elective course each for a maximum of (2) elective courses.
- Graduate Degree in Real Estate, Business or Law from an accredited college or university – (2) elective courses.
- CPM Designation – (2) elective courses
- RPA Designation – (2) elective courses
- FRI Designation – (2) elective courses

2. **SIOR Comprehensive Membership Entrance Exam** - 200 multiple-choice questions plus five essays.

Education requirement details and coursework exemptions are located online <https://sior.com/become-an-sior/us-canada-mexico/industrial-or-office-specialist> in the Education tab.

Note: Applicant can submit an application without having completed the education requirement. If the application is approved subject to education, the applicant has 12 months to complete the education requirement.

4. **ENDORSEMENTS:** Provide endorsements from two SIOR members in the local chapter and outside of the applicant's firm. The Endorsement Form will be provided to the applicant after the interview with the Chapter Admissions Chair.
5. **ETHICS:** Uphold high ethical standards of practice and pledge to uphold SIOR's *Code of Ethical Principles and Standards of Professional Practice* by completing:
 1. SIOR's online ethics course, or
 2. SIOR Ethics & Professional Standards class held at a course offering.

Exceptions

- **Education Requirement:** Applicants who have 10+ years of experience and can demonstrate 200% of the GFI requirement may waive the education requirement with exception of the online ethics course.
- **Executive Specialists** must have 10 years of management experience and are exempt from the education and GFI requirements.

Membership Fees

- Application fee: \$175
- Initiation fee: \$725
 - Covers complimentary registration to the first Conference within 24 months of admission.
- Annual membership dues: \$1,345
 - Based on calendar year. Pro rated during the first year.
- Chapter dues
- *Core Components of Commercial Brokerage* course (optional): ranges from \$990 - \$1,650
- Comprehensive Membership Entrance Exam (optional): \$2,000

Application Materials

SIOR now accepts applications online. Applicants should contact Verna Gibson, Membership Coordinator, at vgibson@sior.com for a username and password to log in.

The applicant will need to upload the corresponding GFI or verification affidavit to their online application. The affidavits are available at <https://sior.com/become-an-sior/apply/affidavits>.

The Endorsement Form will be provided after the interview with the Chapter Admissions Chair.