

**FAQ**  
**Florida CCIM Chapter Candidate Development**

1) **How do I earn the CCIM Designation?**

Candidate members need to complete the following requirements to earn the CCIM designation.

A) Complete the following CCIM designation education courses: CI-101 (completion of this course is a pre-requisite prior to taking the follow-on courses); CI-102; CI-103 (prior to taking this course, Candidates must complete 8-hours of negotiations training); CI-104; Online Ethics Course; and two elective credits (one credit can be earned for each year of active Candidacy, one credit can be earned by taking CCR - Course Concepts Review class or Ward Center courses may be taken). For detailed course explanation and course dates, click onto the following link:

<http://www.ccim.com/education/?gmSsoPc=1>

B) Submit Portfolio of Qualify Experience. You are eligible to submit it anytime after completing CI-101. Submissions are reviewed and graded approximately two months before taking the Comprehensive Exam. All questions regarding the Portfolio qualifying transactions and submission requirements are very well explained in the Portfolio Handbook, which can be downloaded in Pdf form at:

<http://www.ccim.com/portfoliohandbook.pdf>

C) Once the above requirements have been complete, you will sit for the 6-hour Comprehensive Exam, which is given coincident to the Spring and Fall CCIM business meetings. A 2-day Course Concept Review (CCR) is given prior to the exam, and Candidates are strongly encouraged to attend this.

D) Comprehensive Exam Tips. Several Florida CCIM Chapter members have served as exam monitors, and their feedback is that most of those who fail the exam fail to complete the exam in the required time because they spend too much time on a few questions. The recommended method for taking the exam is as follows:

- 1) When told to open the exam, first scan all the questions and mark those questions that you can answer quickly.
- 2) Answer those questions that you checked for easy answers, and count the number of those that you have answered. You need only 70% of the questions answered correctly to pass. At this point, calculate how many more questions do you need to answer for 70%.
- 3) Answer the remaining questions.
- 4) NOTE: If you fail the exam; you will meet with a CCIM Instructor after the exam, who will go over with you the questions wrongly answered, and tutor you on those questions. Then you can retake the exam the next morning. You can fail the exam four times; prior to taking it the fifth time you are required to sit in the Course Concept Review.

2) **How long do I have to finish the education requirement?**

There is no limit. However, if a long period of time has passed since taking the courses prior to applying to submit the portfolio, check with the CCIM Institute. [designation@ccim.com](mailto:designation@ccim.com)

3) **I took my class some time ago, is it still valid?**

Depending how long ago, you may be required to repeat one or more courses and/or take additional courses due to changes in the designation rules. You need to get a ruling from the CCIM Institute; go to [designation@ccim.com](mailto:designation@ccim.com).

4) **Do I need to take the classes in order?**

(See 1A above). The recommended order is: CI-101, which is a prerequisite prior to taking all follow-on courses; CI 102 is recommended after CI-101.

5) **What are the electives and when should I take them?**

(See 1A above). Each year of active Candidacy counts as one elective two years = 2 electives. Also, Ward Center for Real Estate Studies courses have elective credits.

6) **When are the upcoming Comprehensive Exam Places and Dates?**

Portfolio submission deadlines; Exam Registration Deadlines; Course Concept Review Dates; and Comprehensive Exam dates and locations can be seen at following link:

<http://www.ccim.com/designation/calendar/?gmSsoPc=1>

2016 Fall Exam, October 26th, Grand Hyatt Atlanta in Buckhead

2017 Spring Exam, April 4th, Chicago Fairmont

2017 Fall Exam, October 18, Westin Harbor Castle Toronto

7) **Do I have to be a Florida Chapter member to apply for CCIM designation?**

NO. However, a recommendation from the Florida Chapter Candidate Guidance Chair is required for all Portfolio submissions (Traditional; Streamlined and Streamlined Non-Traditional). The current Florida Chapter Candidate Guidance Chair is:

Jose Maria Serrano, CCIM  
New Miami Realty Corp.  
10950 N. Kendall Dr #200  
Miami, FL 33176  
Office Phone: (305) 635-5000  
Mobile: (305) 283-0492  
[jserrano@nrmrcommercial.com](mailto:jserrano@nrmrcommercial.com)

**Answers to the following recurring questions are all answered in the Portfolio Handbook and may be subject to periodic revision:**

<http://www.ccim.com/portfoliohandbook.pdf>

8) **What are the volume requirements required to submit my portfolio?** Candidates must document the following:

- A) Three (3) or more qualifying activities totaling \$30 million or more, OR;
- B) Exactly ten (10) qualifying activities that must total \$10 million or more, OR;
- C) Twenty (20) qualifying activities without regard to total dollar volume

- 9) **Explain the three types of Portfolio?** (See pages 5-6 or the Portfolio Handbook.)
- A) Traditional. Required for those who have less than five (5) continuous years' commercial real estate experience at the time the portfolio application is submitted. Must have more than two (2) years of full-time commercial real estate experience, prior to portfolio application date.
  - B) Streamlined. Available to those who have five (5) or more continuous years' commercial real estate experience prior to the date of the portfolio application. Does not require the extensive documentation of qualifying transactions as the Traditional and is submitted online.
  - C) Streamlined Non-Traditional. Available for those high-level, full time commercial professionals whose primary function is a substantial contribution to commercial real estate that does not include brokering actual transactions; thus no dollar volume is applicable. Five (5) or more consecutive years in same role/ leadership responsibility is required to submit under this category – e.g., bankers, asset managers of corporate real estate departments or large RE firms of more than 20, etc. (Refer to Portfolio Handbook).
- 10) **Qualifying transactions** must involve the leasing or sale of commercial or investment real estate and must have taken place within five (5) of the portfolio application date.
- 11) **When can I begin assembling my portfolio for submission?**  
As soon as you complete CI-101. NOTE: Transactions that closed more than five (5) before the date of Portfolio submission do not count.
- 12) **Where do I find the Portfolio submission forms?**  
To download the appropriate forms and start uploading your documents, go to:  
  
<http://portfolio.ccim.com>
- 13) **Can I present deals that are co-brokered?**  
Yes.
- 14) **How do I present my portfolio if I am not in sales?**  
The Portfolio Handbook addresses this in detail.
- 15) **Do raw land sales qualify?**  
Yes. It must be more than four (4) residential lots, and qualify as an investment property (IRS Code 1221), held for appreciation, or business (IRS Code 1231) - e.g., intended use to be a commercial development, or a land lease or income from timber, groves, sod farm, etc.
- 16) **Can I meet the portfolio requirements as an appraiser?**  
See instructions at Page 14 of the Portfolio Handbook. Appraisers with the MAI or SRPA designations can earn the designation through Fast Track membership, exempting them from the portfolio requirement. Appraisers who don't join as Fast Track members can still meet the

portfolio requirement if they can document involvement in the transfer or financing of qualified developed commercial property where a complete appraisal report was prepared and compensation was received.

17) **Can I meet the portfolio requirements as a Property Manager?**

CPM, RPA and RCIS (MRICS or FRICS) designees may earn the CCIM designation without submission of a portfolio under the Fast Track Designation program. The link to the Fast Track programs is:

<http://www.ccim.com/membership/fast-track/?gmSsoPc=1>

OR: If the property manager can document significant involvement in the leasing of the property, or possibly the completion of a consulting report regarding the leasing or transfer of a qualifying property. The volume would be based on the gross amount of the lease or value of the transfer.

18) **If a candidate is the listing and selling agent in one deal, does it count as one or two?**

One transaction.

19) **Can Candidates from the same company use the same transaction if they both participated in it?**

Yes, provided each Candidate can justify how his participation in the transaction was material/significant. An explanation detailing your participation was different from the other Candidate and the corresponding proceeds will be necessary.

20) **If I reach the required dollar volume in less than five (5) years in the commercial real estate industry, can I submit a Streamlined Portfolio?**

NO, you must document confirmation of five (5) years' work experience in commercial real estate.

21) **I am working on a development or consulting project, but the transaction has not yet closed. May I submit the transaction?**

NO, only completed activities may be submitted.

22) **If I don't have settlement documentation, can I still submit the transaction?**

All transactions submitted with a Traditional Portfolio require settlement documentation. Streamlined portfolios don't require settlement documentation.

23) **Is a letter or recommendation required has to be sent with the portfolio?**

All Portfolios must be accompanied by letters of recommendation. See Page 9 of the Portfolio Handbook for specifics. ALL PORTFOLIO SUBMISSIONS REQUIRE THE RECOMMENDATION FROM THE DESIGNATED FLORIDA CHAPTER REPRESENTATIVE (See Sec. 7, above)

24) **Does the sale, purchase or exchange of residential properties qualify?**

Yes, if the property is solely for investment purposes (either IRS Code 1221 or 1321). However, the rules and documentation required are substantial. See Page 15 of the Portfolio Handbook.

25) **If I am the owner of the company, how do I submit an affidavit verifying my involvement in a transaction?**

Have a CPA verify ownership of business and the potential volume in commercial activity. You cannot sign your own affidavit.

26) **What happens if I have the CCIM pin, but I don't pay my annual dues?**

A) You are no longer a CCIM designee "member in good standing" of the CCIM Institute, and you must immediately cease from the following:

1) Use and access to member services provided by the CCIM Institute and CCIM Technologies, Inc such as STDB, CCIMREDEX, Mail Bridge, Networking Programs, etc.

2) May no longer use the CCIM Logo or identify themselves as a CCIM in any public or private manner such as: Business cards, corporate letterheads, Electronic communications (web sites, email, portals, etc) , client proposals, internal and external communications, personal resumes.

B) In the event any former Designee continues to use the CCIM Logo and/or Trademark for which they are no longer entitled, the Institute may exercise some or all of the following actions:

1) Submit a "Cease & Desist" letter

2) Refer former member's violation to Professional Standards and Grievance Committee of the Local and/or State Realtor® Association for a possible Code of Ethics violation

3) Refer violation to former member's state licensing authority for possible violation of respective state's licensing laws and rules

4) Initiate a legal action in Court of Competent Jurisdiction for possible Trademark infringement and judgment

C) Reinstatement. Re-instatement fee structure for Designees allows former Designees who have resigned or whose membership has lapsed to be reinstated by paying the current year's dues. There shall be a one hundred dollars (\$100) reinstatement fee and fifty dollars (\$50) for each prior year up to a total of five (5) years, plus pay any outstanding assessments levied during that period.

D) Candidates of the CCIM Institute. Candidates lose their Candidate status for failure to pay the annual CCIM member dues, and Candidates who do not reinstate their membership by September 30 must reapply under the new Candidate rules in place at the time, they reapply.

27) **What are the CCIM Institute Rules regarding the use of the CCIM logo?**

A) The phrase "Individual Member" must accompany the CCIM Logo ("Logo") on all corporate business cards and stationery whether or not the name of individual CCIM Designee appears.

B) The CCIM Designation and Logo may only appear in the Institute, chapter, corporate and personal website pages of CCIM Designees (the statement "Individual Member" must appear beneath the Logo on corporate sites).



C) Candidates may only refer to themselves as "candidate members of the CCIM Institute, pursuing the CCIM Designation" in a portfolio presented to a prospective employer. All other representations of candidacy status are prohibited and subject to disciplinary action, including termination. Inappropriate use is when a person refers to themselves as a CCIM Designee and/or uses the CCIM Logo on communications or marketing, whether it is verbal, written or electronic or for personal business prior to passing the CCIM Comprehensive Exam and payment of annual dues to the CCIM Institute and being certified by the CCIM Institute.