

Course Provider Checklist

CERTIFIED INTERNATIONAL PROPERTY SPECIALIST

Reminders for hosting CIPS courses

Student Data

- Complete the [Student Electronic Roster](#) found on the CPR page for each course.
- For all US REALTORS®, please ensure NRDS numbers for each student is listed on the student electronic roster and is correct. If the student is international the NRDS number will be created at the CIPS office.
 - If the student is not a member of NAR, please indicate this by marking “INT” in the NRDS ID field within the electronic roster.
- For all US REALTOR® students, please make ensure the student’s name is on the electronic roster and matches the NRDS information (**no nickname or initials**).
 - For international students, please ensure the name listed fully resembles the student's requested record, including email, office name and complete office address details.
- Submit one electronic roster per mult-course offerings.
- Forward student electronic roster to the CIPS team via email to: cips@nar.realtor

Evaluations

- Please make sure all evaluations are completed at the end of each course.
- Electronic evaluations available on CPR page.
- Printed evaluations should be scanned and emailed to cips@nar.realtor

Other

- Sponsors are to provide Course Completion Certificates to all students who have completed the course/institute.
- Course materials are to be submitted to CIPS staff within 10 business days of the course.

Questions?
email: CIPS@nar.realtor

