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## **NAR's Green Designation Application Procedures**

We are thrilled you have begun making the commitment to educating yourself and your clients on critical issues of green and sustainable real estate! The Green REsource Council would like to take a moment now to explain the application process for NAR's Green Designation, and answer some frequently asked questions.

### **Requirements for the Designation**

Before the Green REsource Council can award you NAR's Green Designation, we must receive the following:

- 1. Completion of the NAR Green Designation Core Course, meaning you have taken the course and passed the examination.**

Please send us proof of completion of your Core Course only if you completed the Core Course online through REALTOR® University. Once your Core Course provider has processed your class's information and examinations, they will send this information to our office and it will be entered in our database. We appreciate your patience, as this process can take between 3 and 5 weeks.

- 2. Completion of the NAR Green Designation Elective Course, meaning you have taken the course and passed the examination, or participated in an approved alternative program.**

Please see our FAQ page at [http://www.GreenREsourceCouncil.org/course\\_faqs.cfm](http://www.GreenREsourceCouncil.org/course_faqs.cfm) for information on alternative program credit. Please send us proof of completion of your Elective Course only if you completed the Elective Course online through REALTOR® University. If you have not yet taken your elective, please see course listings on [www.CourseCalendar.com](http://www.CourseCalendar.com) (be sure to sort by the topic "Green" to see just the courses for the Designation). If you take your elective in a live lecture format, the process will be similar to that of your Core Course, and your information will be sent to us 3-5 weeks following completion of your course. If you take your elective online, you will receive a certificate of completion; please send us this certificate of completion along with your application. If you would like credit for an approved alternative program, please submit the documentation that is listed in the FAQ section of our website.

- 3. Submission of an NAR Green Designation application form is required to obtain the designation.**

This application form is available for download on our website (Found under 'EARN NAR'S GREEN DESIGNATION' and 'APPLY NOW'), only after your completion of the two day Core Course *and* one elective requirement. Any applications submitted before the completion of the Core Course and one elective requirement will be discarded. Please complete all applicable parts of the application, and attach proof of completion of any courses not taken in a live lecture format. Application packages can be e-mailed to [greendesignation@realtors.org](mailto:greendesignation@realtors.org) (which is preferred!), faxed to 312-329-8632, or mailed to the Green REsource Council at 430 North Michigan Avenue, Chicago, Illinois 60611.

Once you have submitted your entire application package, we will do our best to review your application within one week and contact you if we require any additional documentation.

Once your application has been approved, you will receive an e-mail from the Director of the Green REsource Council congratulating you on being awarded NAR's Green Designation. *The date on this e-mail is the date of your Designation.* This e-mail will also have login information for the member portion of our website, which contains updated Designee lists, resources, marketing tools, news, and other valuable information.

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Also, ***you do not have the Designation until you have received the e-mail from the Green REsource Council congratulating you on earning the Designation.*** Once you have been told by the Green REsource Council that you have the Designation, you may begin marketing and notifying your community that you have earned it. ***Any improper use of the Designation, logo, or marketing materials, including use of the Designation before receiving approval by the Green REsource Council, is a violation of the bylaws of your Local Association and the National Association of REALTORS® and can subject you to sanctions.***

Please note that you will not be able to login to the website until you have been awarded NAR's Green Designation; only Designees have access to the members only site.

Within 3-4 weeks of your date of designation, you will be sent a NAR Green Designation Member Kit with certificate, lapel pin, press release, letter of congratulations, and other materials. At present, these kits will be sent directly to Designees; however in the future they will be mailed to participating local associations who can present the kits to members at a special meeting or ceremony.

### **Resources for questions**

- If you have questions regarding using this course for continuing education credit, please contact your Core Course provider and your local association.
- If you have questions regarding the Core Course examination, including whether or not you passed or retaking the examination, please contact your Core Course provider.
- Interested in earning your ABR® Designation? NAR's Green Designation Core Course can count toward your requirements! Please see [http://rebac.net/abr\\_designation.cfm](http://rebac.net/abr_designation.cfm) or call REBAC at 800-648-6224.
- Interested in earning your RSPS Certification? NAR's Green Designation Core Course can count toward your requirements! Please see <http://www.realtor.org/resorts/index> or call NAR at 800-874-6500.

If you have any further questions, please visit our website, [www.GreenREsourceCouncil.org](http://www.GreenREsourceCouncil.org), or contact us at [greendesignation@realtors.org](mailto:greendesignation@realtors.org) or 800-498-9422. Thank you and we hope you enjoyed the course!

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