



# Ottawa Real Estate Board

## Commercial Services Network – Membership Requirements



### Membership Requirements

Per OREB Rules and Regulations, membership to the Commercial Services Network (CSN) and access to the CSN logo is subject to the following provisions:

#### 8.2 Qualifications

- (a) **Membership Requirements.** No individual shall be admitted as a member of the Commercial Services Network unless such individual is a Member of the Board, in good standing, and has met the requirements of membership in the Commercial Services Network as provided below.
- (b) **Canadian Commercial Network Requirements.** The Board has been approved by the Canadian Commercial Network (CCN) as meeting its standards for a commercial network. All members of the Commercial Services Network automatically become members of the CCN and must meet the minimum requirements, set out by the CCN, as follows:
  - (c) All members of the CCN must be members of CREA and must qualify for membership in the CCN under one of the following five options:
    - 1) **Option 1:** Has provided evidence that he or she has completed at least a basic commercial real estate course, which has been approved by the Commercial Services Committee. In order to be approved the course should cover off the following components:
      - Leasing;
      - Investment Analysis;
      - Commercial Financial Calculator;
      - Commercial Construction;
      - Business Brokerage;
      - Taxation/Financing;
      - Planning and Zoning.

Examples of acceptable courses include:

- CCIM courses
- UBC Sauder School of Business commercial real estate courses
- A commercial course that is approved by a Canadian real estate licensing regulator

AND has met the following experience criteria

**SALES/LEASING:** Has completed a minimum of three (3) commercial transactions or a volume of two million dollars (\$2,000,000) in commercial sales/leasing within the last two (2) years.

-OR-

**PROPERTY MANAGEMENT:** Has five million dollars (\$5,000,000) of real estate under direct management.

-OR-



APPRAISAL: Has completed a minimum of six (6) appraisals of industrial, commercial and/or income-producing properties within the immediate past year, exceeding the value of two hundred and fifty thousand dollars (\$250,000) each, and having a minimum aggregate value of two million dollars (\$2,000,000).

-OR-

A combination of the above.

- 2) **Option 2:** Within the last five (5) years, has completed twenty-five (25) commercial transactions or a minimum of ten million dollars (\$10,000,000) in volume or can demonstrate the equivalent via relevant work experience.
- 3) **Option 3:** Holds at least one of the following pre-approved real estate designations:
  - AACI - Accredited Appraiser Canadian Institute
  - ALC - Accredited Land Consultant
  - CCIM - Certified Commercial Investment Member CLO - Certified Leasing Officer
  - CLS - Certified Leasing Specialist CPM - Certified Property Manager CRE - Councillor of Real Estate
  - CSM - Certified Shopping Centre Manager
  - SIOR - Specialist, Industrial and Office Real Estate RI - Designation of the Real Estate Institute of BC
- 4) **Option 4:** Can demonstrate significant practical commercial experience over a period of at least ten (10) years as a commercial practitioner.
- 5) **Option 5:** Candidate Membership - (Candidates must be members of CREA)
  - An individual who does not meet full membership requirements may apply to become a candidate member. Candidate members will be eligible to become a full CCN member upon achieving the educational qualifications and the transaction/volume qualifications. Education and transaction/volume requirements must be completed within two (2) years of applying as a candidate (see Option 1).
  - Candidate members will automatically receive candidate membership in the CCN. Candidate members are NOT permitted to advertise their membership in the Commercial Services Network or in the CCN nor are they permitted to use any logo of either commercial network.

### 8.3 Provision of Commercial Services Network Logo

- (a) In order to assist full members of the Commercial Services Network to refer to their membership in the Commercial Services Network in their printed advertising and on their personal or brokerage websites, the Commercial Services Network logo will be made available in electronic format on the following basis:
  - The member of the Commercial Services Network acknowledges that the use of the logo in printed material and on the Member's website does not create a joint venture, a partnership or a relationship of principal and agent between the Board and the Member and that the Member is not an employee of the Board;
  - The word "Member" in easily readable form must accompany the Commercial Services Network logo when it is used by a Member in printed advertising material, including on the Member's letterhead and on the Member's website;
  - The logo may be used in printed advertising material and on the Member's website only.
- (b) The logo is restricted to full members of the Commercial Services Network. By using the logo, the Member agrees to these terms of use.
- (c) A copy of the electronic logo will be available to full members by contacting the Board.