

## Certified Leasing Specialist (CLS)

### Who Should Apply

- A leasing agent with four years of experience within the last six years, with responsibility for leasing shopping centers as an employee representative.
- A broker with four years of experience within the last six years, with responsibility for negotiating space as an agent in a shopping center for an owner or tenant.
- Corporate or regional professionals who oversee the leasing function for one or more shopping centers.
- A retail executive involved in the real estate function with four years of experience within the last six years, and with responsibility for leasing space in shopping centers.

### How You Will Benefit

- Receive an industry designation that recognizes your experience, knowledge, and skills.
- Be recognized for your leadership capabilities and increased professional stature.
- Gain and keep your competitive edge.
- Experience the difference between just knowing your field and being a leader in your field.
- Have your achievement announced to local media outlets through ICSC news releases.

### Certified Leasing Specialist (CLS)

The need to recognize the leasing specialist as a professional in the shopping center industry and to set certain guidelines for the profession led to the establishment of the CLS certification program in 1994. To date, over 600 professionals have earned the CLS designation.

The objectives of the program are:

- To raise the professional standards and improve the practice of shopping center leasing by giving special recognition to those properly qualified professionals with responsibility for leasing shopping centers, negotiating as an agent for space in shopping centers or representing tenants in the process of leasing space in shopping centers who, by meeting prescribed qualifications of experience and/or education and by passing a written examination, have demonstrated a high level of competence for the designation of Certified Leasing Specialist.

### SUGGESTED READING MATERIAL



#### Shopping Center Study Lease

This guide will help you in understanding and writing a shopping center lease that reflects today's realities. Featured classes include demise of premises, rent, marketing and promotion and much

more. This guide is intended to be used as a study guide only. If you wish to order this publication, please turn to page 54.

- To instill knowledge of the principles and practices of leasing and to encourage an ethical code of conduct.
- To establish education and/or experience criteria to qualify for this designation now and in the future.
- To encourage others to train for careers in shopping center leasing.
- To foster cooperation and a better understanding among the various parties (owners, managers, tenants, lenders) involved in the leasing process.
- To encourage shopping center leasing specialists in a continuing program of professional development.
- To advise and participate in such seminars, meetings and educational programs as may be necessary to foster these objectives.

### Qualifications

In order to qualify for the designation of CLS, you must:

- Be or have been actively engaged in a position with substantial responsibility for leasing shopping centers as an employee representative or agent of an owner and/or tenant.
- Have at least four years of active experience in shopping center leasing\* (this time period will be calculated up to the application deadline, the year of the examination).

\*Applicants may substitute the following for the fourth year of experience:

- a) Completion of the ICSC Leasing I and Leasing II Institute Programs; or
- b) Completion of the ICSC Leasing II Institute Program with related work experience (leasing in related real estate disciplines); or

- c) Completion of the ICSC Leasing II Institute Program and the successful completion of 30 hours of instruction of college-level courses or real estate continuing education courses at an approved institution of higher education or other recognized provider, either of which in the judgment of the CLS Committee is considered equivalent to the ICSC Leasing I Institute Program; or
  - d) Proof that the candidate is a licensed real estate salesperson in good standing in any state or province.
- Pursue a mandatory program of continuing education, after achieving the CLS designation, in order to maintain the CLS designation.

Three years after achieving the CLS designation, the mandatory program of continuing education will automatically lead to achievement of the Senior Level Certified Leasing Specialist (SCLS) designation.

## CLS Examination

The CLS examination is a written test consisting of 100 multiple-choice questions. It will be administered in a single three-and-a-half hour session. The categories to be covered and the relative weight of each are as follows:

Trade Area Analysis	10%
Leasing Fundamentals	35%
Legal	15%
Construction and Tenant Coordination	10%
Retailing	13%
Financing	10%
Operations/Marketing/Promotion	7%
	<hr/>
	100%

## How to Apply

The CLS examination will be administered at computer testing centers located globally during the following testing windows:

June 23-27, 2008

Deadline: May 19, 2008

October 20-24, 2008

Deadline: September 8, 2008

**Location:** Prometric Testing Centers worldwide. For a complete list of computer-based testing locations, please visit ICSC's Web site, [www.icsc.org](http://www.icsc.org) – go to **Education & Careers**, view the **Education** menu and click on **Certification Programs**.

The CLS Application and Applicant Handbook is available on ICSC's Web site, [www.icsc.org](http://www.icsc.org) – go to **Education & Careers**, view the **Education** menu and click on **Certification Programs**.

The fee for the CLS examination:

**Member:** \$495 (U.S.)

**Non-Member:** \$990 (U.S.)



## CLS Admissions and Governing Committee

### CHAIRMAN

**Candace K. Rice**, SCMD, SCLS  
Simon Property Group

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