

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 and/or tenant.
- Corporate, regional or on-site property professionals with four years of leasing responsibility for one or more shopping centers during the last six years.
- A retail executive involved in the real estate function with four years of experience within the last six years, with responsibility for leasing space in shopping centers.

How You Will Benefit

Among shopping center leaders, the CLS designation has become known and appreciated. It is a mark of distinction and offers you a wide range of important benefits:

- **Expanded Knowledge**
As a CLS candidate, you will gain in-depth insight into every aspect of the shopping center industry.
- **International Professional Recognition**
A symbol of leadership and accomplishment, the designation is highly regarded by peers, your management, volunteer leadership and others. Use the designation with your name on letterhead, on business cards and in all forms of address.
- **Extensive Peer-Level Communication**
As a CLS candidate, you will have networking opportunities and will benefit from ongoing dialogue with fellow CLS candidates.

Background

A voluntary certification effort founded in 1994, the CLS program is designed to elevate professional standards, enhance individual performance and designate those who demonstrate knowledge essential to the practices of shopping center leasing.

Objectives

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.
- 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 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 CLS designation, a candidate must meet the following requirements:

- Be or have been active 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 (within the last six years) of active shopping center experience with leasing responsibilities. Candidates must have a minimum of four years* of active, full-time experience in shopping center leasing. The time period of experience will be calculated up to one month before a candidate's test window of interest. Employment dates will be verified. In the absence of a fourth year, candidates may substitute one of the following:
 - a) Completion of Level I and Level II Leasing Institute, both within the JTR School for Professional Development,
 - b) Completion of Level II Leasing Institute within the JTR School for Professional Development, and related work experience (leasing in related real estate disciplines) or successful completion of 30 hours of continuing-education or college-level courses (with a minimum grade of C), either of which in the judgment of the CLS Committee is considered equivalent to a Level I Leasing Institute (continuing-education/college-level courses can include but are not limited to real estate law, real estate finance, retailing, key lease clauses, negotiating techniques, etc.; education must be documented by copies of applicant's course transcripts), or
 - c) Proof that the candidate is a licensed real estate salesperson in good standing in any state or province.

Continuing Education

Once the CLS designation has been achieved, a mandatory program of continuing education must be pursued by the applicant in order to maintain the CLS Designation. Every three years, the certified individual must submit an application providing information about his/her participation in continuing education involvement.

Three years after achieving the CLS designation and maintaining the mandatory credits toward continuing education, certification holders may apply for the Senior Level Certified Leasing Specialist (SCLS) designation.

EARNING YOUR CLS DESIGNATION

The CLS Program is a three-part process based on your experience and knowledge. Completing the application is the first step. Sitting for the examination is the second step. After achieving the designation, the third step is maintaining the designation through continuing professional education.

The CLS Examination is a knowledge-based, computer-based examination consisting of 100 multiple-choice questions that the candidate must answer in approximately three-and-one-half hours. Candidates are scheduled in blocks of 4.5 hours in order to accommodate administrative procedures prior to the start of the exam.

Questions are written by specially appointed ICSC Committees, based on the examination content outline. The committees are made up of certified industry professionals working together with Prometric of Princeton, New Jersey. The ICSC Committees are responsible for developing test questions and maintaining each test's content standards and category specifications. Prometric specialists assemble the approved questions into proper test format, administer the examination, and are responsible for confidential scoring and score reporting.

The CLS Designation is not a diploma representing successful completion of coursework alone. It stands for competence, indeed mastery, of one's professional specialization as a result both of knowledge — however obtained — and of experience that can only be obtained on the job as a shopping center leasing specialist. The content of the examination leans heavily in the direction of on-the-job experience. In other words, successful application of experience, knowledge, theory and fact to everyday challenges will clearly define the certified shopping center professional.

Test Locations and Dates

The CLS Examination will be administered at Prometric Testing Centers at locations around the world during the following test windows:

February 20-28, 2010

Registration Deadline: January 22, 2010

June 12-20, 2010

Registration Deadline: May 21, 2010

October 16-24 2010

Registration Deadline: September 10, 2010

Registration Deadlines: These are the dates by which the ICSC must receive examination applications and all accompanying materials. All applications are reviewed by the appropriate Committee designees, and the candidates are notified prior to the desired test window as to whether or not they qualify to take the examination.

Location: Prometric Testing Centers throughout the world. For a list of ICSC computer-based testing locations, please visit ICSC's website, www.icsc.org — go to Education & Careers, view the Education menu and click on Certification Programs.

Scheduling an Appointment: Once your application has been approved you will receive an eligibility ID which allows you to schedule your preferred date and location to take the exam. Please visit the ICSC website as outlined above to schedule your appointment.

Languages

The examinations are administered in English or Spanish.

Fee

The fee for taking the examination is \$495 for ICSC Members; \$990 for Non-members. Your payment must accompany the application. To qualify for the member fee, the candidate must be an ICSC member in good standing. Non-member employees of member companies do not qualify. Call the ICSC Information Center at +1 646 728 3800 if you are not certain about your membership status.

Cancellations and Refunds

All cancellations will be subject to a minimum of \$25 cancellation fee. No refunds will be given for cancellations received after February 4, 2010 for the February 20-28, 2010 test window or after May 28, 2010 for the June test window, or after October 1, 2010 for the October 16-24 test window. All requests for refunds must be received by ICSC in writing.

If, after your application is received, the CLS Committee determines that you are not eligible to sit for the examination, you will be issued a refund of the examination fee minus a \$25 administrative fee. Your refund will be issued prior to the test window for which you applied, providing ICSC receives the examination payment before the deadline. ICSC examinations are experience-and knowledge-based. Therefore, ICSC strongly recommends that candidates carefully review exam eligibility requirements before submitting their applications. Ensuring that your qualifications meet all exam eligibility requirements will not only expedite the review process but also will allow you to receive timely approval to take the exam. A candidate that does not meet the minimum qualifications will not be permitted to take the exam.

Getting your certification is more important today than ever before! Let ICSC help you prepare for and attain your professional certification!

The true value of certification, sought by professionals, their clients and future employers is found in the steps that a person must go through in order to pass the exam, not only the credential itself. Professionals recognize and respect the process almost as much as the paper. ICSC recognizes this is a difficult economic environment, and we understand that your education dollar has to stretch farther than ever before. With that in mind, we are investing in your career with this offer:

The Certified Leasing Specialist Certification Exam will be offered for FREE* to 2009 and 2010 graduates of the John T. Riordan School for Professional Development!

If you completed the Leasing I and II Institutes in either 2009 or 2010 you may take the CLS Exam one time free of charge!

Special Rate for 2009 Graduates: If you completed Leasing I before 2009 and completed Leasing II in either 2009 or 2010, you may take the CLS exam one time, for \$250. That's a savings of \$245 for ICSC Members!

**Candidates must meet all of the eligibility requirements*

For more information on the John T. Riordan School for Professional Development visit the Education and Careers page at www.icsc.org

News Releases

ICSC issues news releases on successful candidates to national and local media. Please indicate on your application whether you and your company give permission to ICSC to include your name in its releases.

Auxillary Aids

Any disabled individual desiring an auxiliary aid for this examination should notify ICSC at least six weeks prior to the examination