



INTERNATIONAL HOME STUDY/CHALLENGE PROGRAM

Thank you for your interest in the CCIM International Home Study/Challenge Exam program. As you know, home study is not intended for all students; those requiring student-instructor interaction perform better on final exams if they attend an in-class course. Also, those individuals seeking networking opportunities with other professionals should definitely attend a classroom offering. The following guidelines explain the International Home Study/Challenge Examination process:

1. Course credit by means of successfully completing and passing the Challenge Exam is available for all four core courses: CI 101, CI 102, CI 103 and CI 104. Please consult the CCIM Education catalog or website for full course descriptions.
2. The fee to challenge these courses is \$825 USD per course for CCIM Institute Candidates and \$975 USD per course for non-candidates. This fee includes all shipping cost. The International Candidacy annual dues are \$195 USD.
3. Full payment must accompany the registration. Upon receipt, the examination will be sent to the Proctor mutually agreed upon. You will receive a copy of your letter to the Proctor; you must contact the Proctor to arrange a date and time to take the exam.
4. **You have 90 days from the date you receive the course materials to complete the exam. It is your responsibility to make sure you take your exam.** Following is the amount of time given to complete each exam:

CI 101 – 4 ½ hours	CI 103 – 3 hours
CI 102- 3 hours	CI 104- 4 hours
5. If you are unable to complete the examination within **90 days**, contact your Customer Service Representative for extension consideration, otherwise the exam will be returned to CCIM Institute and you will forfeit the exam fee and must then take and complete the course at \$550 USD.
6. Should you fail the challenge exam, you may not retake the exam. To receive course credit you must take the course in a classroom setting and successfully complete the course at the retake rate of \$550.
7. Please be aware that United States State Continuing Education credit is granted only for in-class course attendance and not for successful completion of the course through the International Home Study/Challenge Examination program.
8. You may only order one challenge exam at a time. (You must wait to see if you successfully passed CI 101 before ordering CI 102, CI 103 or CI 104).
9. As with any course, past test scores are not necessarily an indication of future performance. For example, if you received a 95% on a CI 101 it does not guarantee that you will receive a high score on the CI 104 challenge.

Your experience level and knowledge of the material should be extensive to ensure success on the exam. If you decide to register for the International Home Study/Challenge exam, please sign below and fax it back to your Customer Service Specialists at +1.312.373.8238. Your signature acknowledges that you have been sufficiently informed about the challenge program guidelines:

I understand the above-stated rules for the International Home Study/Challenge Exam program.

Print Name

Date

Signature

Course Requested

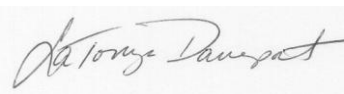
METHOD OF PAYMENT: VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD #: _____ - _____ - _____

EXPIRATION DATE: _____

If you have any questions, please feel free to contact your Customer Service Specialist or myself at +1.312.321.4511 or e-mail: ldavenport@cciminstitute.com

Sincerely,



La Tonya Davenport
International Coordinator