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## REIA Accreditation

### Application for Diploma of Associate (AREI)

Full name of applicant \_\_\_\_\_

Name of firm \_\_\_\_\_

Business address \_\_\_\_\_

Home address \_\_\_\_\_

Phone (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

Email \_\_\_\_\_ (Fax) \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position (please tick the most appropriate box)

Principal     Partner     Sole trader     Employee

I have been engaged in full time real estate practice since \_\_\_\_\_  
(refer criterion (1) (c) AREI By-Laws).

I am a financial member of the Real Estate Institute of \_\_\_\_\_  
(state or territory)

State or territory membership classification \_\_\_\_\_

I have been a financial member of a Real Estate Institute for \_\_\_\_\_ years, and my membership number is \_\_\_\_\_ (refer criterion (1) (d) AREI By-Laws).

Education level achieved (please tick appropriate box)

High school (Year 10 or equivalent)

Matriculation (Year 12 or equivalent)

Certificate of diploma

University degree

Name/s of certificate/s, diploma/s and/or degree/s, including institution attended \_\_\_\_\_

List of other professional designations held \_\_\_\_\_

List approved professional development activities undertaken in the two years prior to this application. Documentary evidence should be attached (*refer criterion (1) (c) AREI By-Laws and Notes on Approved Professional Development Activities*).

Professional development activity	Date undertaken	Hours claimed

Set out in detail particulars of experience and activities in real estate practice in the last five years (*refer criterion (1) (d) AREI By-Laws*).

List in detail Real Estate Institute activities undertaken over the past two years (eg. training, committees, branch activities etc (*refer criterion (1) (e) AREI By-Laws*).

I understand that the diploma at all times remains the property of the Real Estate Institute of Australia and must be returned to the Institute upon demand of the registrar of the state or territory Real Estate Institute affiliated with the Real Estate Institute of Australia, or upon my ceasing to be a member of a state or territory Real Estate Institute.

I have read the prerequisite requirements for the issuing on AREI Diplomas stated on this application form, and believe I satisfy those requirements.

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**I declare the particulars in this application to be true and I am willing to be bound by the By-Laws and Regulations of the Real Estate Institute of Australia now and for the time being in force.**

**I enclose remittance of \$100.00 in payment of the required fee** (cheques should be made payable to the state or territory Real Estate Institute of which you are a member. Please forward application and payment to your state or territory Real Estate Institute.

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signed** \_\_\_\_\_

**State or territory Real Estate Institute approval**

*(refer criterion (1) (a) AREI By-Laws).*

I certify that the particulars of this application have been verified and that the application has been approved by the Board/Council.

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signed** \_\_\_\_\_

(Chief Executive Officer)

**Notes on approved professional development activities**

It is the applicant's responsibility to maintain and submit adequate records of participation in approved professional development activities, including receipts, diary entries, certificates or other records of attendance. The following activities are acceptable in meeting the professional development requirements for award of a diploma:

1. Attendance at professional (as opposed to social) sessions of conventions and conferences organised by REIA and affiliated state or territory Real Estate Institutes, or presented by other organisations with Institute endorsement.
2. Participation in courses, lectures, seminars and workshops presented by Real Estate Institutes, or under their auspices.
3. Attendances at discussion groups operating under Real Estate Institute sponsorship, where the prime purpose is the exchange of professional information.
4. Involvement in professional development activities within the applicants firm, when such activities are provided by individuals or organisations outside of that firm.
5. Participation in courses supplied by universities, provided that the course extends the applicant's professional ability, rather than satisfying statutory requirements for the practice.
6. Time spent in researching and presenting real estate material, whether in the form of publications (for example, in a professional journal or textbook), lectures, courses or seminars, provided that repeat presentation is not claimed.
7. Appropriate programmed self-study packages or courses, providing that the hours claimed for this activity must not exceed 50 per cent of the required professional development activity hours in any one year.