

Associate (Level I) and Charter (Level II) CRI Designation

Application and Enrollment Instructions

Applying for the Associate and Charter designations is a four (4) step process.

Step 1: Apply for Associate Candidacy to the CRI Society

- A. Interested applicants will apply for the CRI Associate Designation by purchasing the application package online [here](#).
- B. Payment of the \$100 application fee shall be made by Visa, Mastercard, or American Express credit card, company check, personal check, cashier's check, or money order. Checks and money order are made payable to "Mortgage Bankers Association". Upon submitting payment the candidate will receive the application package.
- C. The applicant must complete each of the following documents and return the completed forms as a complete package to MBA. MBA will not accept applications packages that are not complete.
 - CRI Associate (Level I) Application – Complete all sections of the application and execute where noted.
 - CRI Associate Applicant References Form – Complete and execute 3 professional references using this form. One reference should be from a current or former supervisor.
 - Chartered Realty Investor Applicant Disclosure Form – Complete and execute all questions on the form.
 - Chartered Realty Investor Applicant Conduct Statement – Complete and execute all questions on the form.
- D. Submit the completed application package to the Mortgage Bankers Association via one of the following methods:
 - Fax: MBA Education (credit card only) 202-289-0671
 - Mail: MBA Education Payable to: Mortgage Bankers Association
Mail to: Mortgage Bankers Association
P.O. Box 10448
Uniondale, NY 11555-0448

- Express Mail: Payable to Mortgage Bankers Association
Mail to: First Data-Remitco
1150 South Avenue, Suite 201
Staten Island, NY 10314
800-793-6222 (select option 2)
 - Scanned Email: MBA Education (credit card only) cri@mba.org
- E. Upon receipt of the application fee and completed package MBA will forward the documents to the Chartered Realty Investor Society for review and acceptance as a candidate for the CRI Associate Designation. If the applicant is accepted as a CRI designation candidate a confirmation notice will be forwarded via email.
- F. Upon receipt of the confirmation notice, accepted CRI Associate designation candidates can enroll for the Level I examination.

Step 2: Enrolling for the Associate (Level I) Examination

- A. Upon receipt of the confirmation notice, the CRI Associate Designation candidate can enroll for the Level I examination by utilizing the enrollment [here](#).
- B. Payment of the \$850 enrollment fee shall be made by Visa, Mastercard, or American Express credit card, company check, personal check, cashier's check, or money order. Checks and money order are made payable to "Mortgage Bankers Association". Upon submitting payment the candidate will receive the enrollment package. The enrollment package contains the following information:
- MBA Designation Enrollment Form
 - MBA Proctor Agreement
 - CRI Society Candidate Disclosure Form
 - CRI Society Candidate Conduct Statement
 - 12 month study period to prepare for CRI Level I Associate Examination
 - 12 month access to MBA's Learning Management System
- C. Upon receipt of the enrollment fee and MBA Enrollment form, MBA will forward, via email, a user name and password to the Learning Management System (LMS). Through the LMS the candidate will have access to the following:
- CRI Level I Examination
 - CRI Level I Candidates Guide
 - MBA's CRI Level I Examination Study Guide
 - CRI Level I Examination Reference Materials
 - CRI Level I Examination Candidate's Discussion Board

- D. Candidates have 12 months from the date of enrollment to study and prepare for the examination. The exam can be taken at any time during the 12 month period. The candidate will schedule the exam date by contacting cri@mba.org , no less than two weeks prior to the prospective examination date.
- E. The candidate must re-submit the CRI Society Disclosure Form and CRI Society Conduct Statement to MBA prior to taking the exam. Provided no changes to the statements are noted, the candidate will be permitted to sit for the exam.

Step 3: Applying for the Charter (Level II Examination)

Any CRI Associate Member may apply for the Level II Charter Designation.

- A. Interested Associate members may apply for the CRI Level II exam by purchasing the application package [here](#).
- B. Payment of the \$100 application fee shall be made by Visa, Mastercard, or American Express credit card, company check, personal check, cashier's check, or money order. Checks and money order are made payable to "Mortgage Bankers Association". Upon submitting payment the candidate will receive the application package.
- C. The Applicant must complete each of the following documents and return the completed forms as a complete package to MBA. MBA will not accept applications packages that are not complete.
 - CRI Charter (Level II) Application Form – Complete all sections of the application and execute where noted.
 - CRI Charter Level II Applicant Reference Form – Complete and execute 3 professional references using this form. One reference should be a current or for supervisor.
 - CRI Applicant Disclosure Form – Complete and execute all questions on the form.
 - CRI Applicant Conduct Form – Complete and execute all questions on the form.
- D. Submit the completed application package to the Mortgage Bankers Association via one of the following methods:
 - Fax: MBA Education (credit card only) 202-289-0671
 - Mail: MBA Education Payable to: Mortgage Bankers Association
Mail to: Mortgage Bankers Association
P.O. Box 10448
Uniondale, NY 11555-0448

- Express Mail: Payable to Mortgage Bankers Association
Mail to: First Data-Remitco
1150 South Avenue, Suite 201
Staten Island, NY 10314
800-793-6222 (select option 2)
 - Scanned Email: MBA Education (credit card only) cri@mba.org
- E. Upon receipt of the application fee and completed package the Mortgage Bankers Association will forward the documents to the Chartered Realty Investor Society for review and acceptance as a candidate for the CRI Charter designation. If the applicant is accepted as a CRI Charter designee a confirmation notice will be forwarded via email.
- F. Upon receipt of the confirmation notice, accepted CRI Charter designation candidates can enroll for the Level II examination.

Step 4: Enroll for the CRI Level II (Charter Level) Examination

- A. Upon receipt of the confirmation notice, the CRI Charter designation candidate can enroll for the Level II examination by utilizing the enrollment [here](#).
- B. Payment of the \$1,050 enrollment fee shall be made by Visa, Mastercard, or American Express credit card, company check, personal check, cashier's check, or money order. Checks and money order are made payable to "Mortgage Bankers Association". Upon submitting payment the candidate will receive the enrollment package. The enrollment package contains the following information:
- MBA Designation Enrollment Form
 - MBA Proctor Agreement
 - CRI Society Candidate Disclosure Form
 - CRI Society Candidate Conduct Statement
 - 12 month study period to prepare for CRI Level II Charter Examination
 - 12 month access to MBA's Learning Management System
- C. Upon receipt of the enrollment fee and MBA Enrollment form, MBA will forward via email a user name and password to the Learning Management System (LMS). Through the LMS the candidate will have access to the following:
- CRI Level II Examination
 - CRI Level II Candidates Guide
 - MBA's CRI Level II Examination Study Guide
 - CRI Level II Examination Reference Materials
 - CRI Level II Examination Candidate's Discussion Board

- D. Candidates have 12 months from the date of enrollment to study and prepare for the examination. The exam can be taken at any time during the 12 month period. The candidate will schedule the exam date by contacting MBA at cri@mba.org, no less than two weeks prior to the prospective date.
- E. The candidate must re-submit the CRI Society Disclosure Form and CRI Society Conduct Statement to MBA prior to taking the exam. Provided no changes to the statements are noted, the candidate will be permitted to sit for the exam.

Contact Information:

MBA (800)793-6222 or cri@mba.org

MBA owns the rights to the intellectual property. The CRI Society owns the rights to the designation and all membership to the society.