

**NJ REALTORS® Circle of Excellence Application**  
**Frequently Asked Questions**

1. **What's the deadline to complete an application?** All applications have to be completed and approved by your Designated Realtor/Broker by **5 pm on Monday, January 8, 2024**.
2. **Is it too late to get Industry Units?**
  - a. **RPAC Contributions:** The deadline to make a \$100 RPAC contribution is Oct. 2, 2023.
  - b. **NAR Designation/Certification:** All requirements must be completed and submitted to the appropriate body by November 3, 2023.
  - c. **Committee Service:** An applicant must serve on a committee for the entire year or the duration of the committee's formation to receive credit.
3. **I submitted my application, but my Designated Realtor/Broker hasn't approved it. Will my application still be reviewed?** An application isn't complete and submitted until the Designated Realtor/Broker also approves it. If the application deadline (5 pm on January 8, 2024) passes without the Broker's approval, **the application will not be accepted or reviewed**.
4. **All of my transactions were imported from an MLS and have the green checkmark next to them. Is there anything else I need to do for those transactions?** Yes. It's recommended you do the following:
  - a. **Rentals:** Review rental data to ensure annual lease/rent amount is listed so that volume is calculated correctly.
  - b. **Duplicates:** If importing from multiple MLSs, the system tries to find duplicate properties, but it's your responsibility to make sure a transaction is only listed once. Duplicate property entries will not be credited during the verification process.
  - c. **Teams/Splits:** If any transactions are shared among a team or split with another agent(s), ensure this is properly reflected in the entry for that transaction.
5. **How do I get credit for a designation or certification I earned in 2023?** The designation or certification must be one recognized by the National Association of Realtors (see list [here](#)), all requirements must have been submitted to the appropriate body for approval by **November 3**, and NAR must recognize that you've earned it by December 31. Applicants can see the designations and/or certifications that have been recognized by NAR by logging in to their accounts with NAR [here](#), then select your name on the top right, and select "Manage Account" from the dropdown list. Logging in to NAR from your phone? Open the menu on the top right, sign in, and then reopen the menu and select "Edit."
6. **I'm part of a team. Do I need to report that on my application?** Yes, it's required that you disclose your team's name during the application process. After you enter your payment information and start the process to submit your application to your Designated Realtor/Broker, you'll be prompted to enter your team's name.
7. **All of my transactions were verified in the application. Does that mean I'll definitely receive the award level the application indicates?** No. The role of local associations' verification committees and task forces is to verify the level, if any, that an applicant receives. The verification process may determine an applicant earned a higher or lower level, or that no award level was earned. Applicants will be notified, typically by email and possibly by phone, of the results of that verification process in mid- to late-January.
8. **Do I need to enter all of my transactions? I've met the requirements for the award level I'm eligible for.** While not required, it's recommended that applicants enter all eligible transactions or at least more than the minimum required, if possible. The verification process may determine that some transactions aren't eligible for credit, and no additional transactions can be entered after the application deadline.
9. **I have questions that aren't listed here. How do I get more help?** Email any questions to [circle@core-realtors.com](mailto:circle@core-realtors.com). Not a CORE member? Email your local association or NJ Realtors at [coe@njrealtor.com](mailto:coe@njrealtor.com).