



# CRRP Professional Certification Program

## Continuing Professional Development Guidelines

To maintain an active certification status, CRRP designees must follow maintenance requirements that demonstrate continued use and reinforcement of knowledge as well as current industry best practices.

ICSC designees must accumulate a minimum of 10 ICSC-approved credits within a three-year period. These credits can be earned through a wide variety of methods including continuing education, industry service and professional recognition activities.

**Activities may be offered by ICSC, related industry organizations or the designee's employer. If you have questions regarding activity qualification, please contact [certification@icsc.org](mailto:certification@icsc.org).**

### Continuing Education

A1	1.5 credits each	Attendance at ICSC conventions (such as RECon, Canadian Convention, RECon Asia, European Conference, and RECon Latin America).
A2	1.5 credits each	Attendance at an ICSC specialty conference or education seminar (such as CenterBuild, Finance for Non-Financial Professionals, NOI+, Retail Development & Law Symposium, U.S. Shopping Center Law Conference).
A3	1.0 credit each	Attendance at an ICSC Idea Exchange or regional conference (including but not limited to Chicago Deal Making, Western Division Conference, Florida Conference, New York National Deal Making, Southeast Conference, Texas Conference and Deal Making, Next Generation National Conference), Law Conference, Michigan CE Program, California Retail Leasing Symposium or an Alliance Program.
A4	0.5 credit each	Attendance at an ICSC local meeting (including but not limited to breakfast/luncheon speaker, Lunch & Learn, Next Generation, Retail Connections, Real Estate Forums and Specialty Retail meet-ups).
A5	4.0 credits each	Completion of John T. Riordan School for Retail Real Estate Professionals, including Management I, II, Leasing I,II, Marketing, Leadership, Development, Design & Construction.
A6	0.5 credit each	Completion of ICSC Education courses (including but not limited to courses taken at Professional Development workshops at deal making conferences, or special seminars).
A7	3.0 credits Full Bundle	Completion of ICSC Online Retail Real Estate Institute (1 credit a la carte).
A8	1.0 credit each	Educational activities offered by applicants company (such as in-house training, Lunch + Learn, merchant/zoning meetings, company conferences, etc.). *To qualify, minimum length of training must be 6 hours per event, unless otherwise approved by ICSC*
A9	1.0 credit each	Attendance at industry-related conventions or conferences (including but not limited to ABC, AGC, AIA, BOMA, CCIM, CMAA, IEDC, IEG, IREM, NAIOP, NRF, PMI, RAC, ULI, USGBC).
A10	0.5 credit each	Attendance at courses on topics relevant to retail real estate or parallel industry conducted by an accredited institution of higher education (school/university).
A11	1.0 credit each	Approved and verifiable self-study or online courses (including but not limited to ABC, AGC, AIA, IREM, NCIDQ, USGBC, World Wide Learn, Shopping Center Security: Terrorism Awareness Training Program).
A12	1.0 credit each	Continuing education courses for maintenance of another certificate or license (including but not limited to AIA, CCIM, CMAA, CPM, PE contractor's license, broker's license, real estate license, PMI).
A13	0.5 credit each	Participation in an ICSC professional development webinar (such as LEED for RETAIL webinar series, educational webinar series, Certification Study Series).

## Industry Service

B1	2.0 credits each	Year of service as a member of the ICSC Board of Trustees.
B2	2.0 credits each	Year of service as a chairman of any ICSC board-appointed committee or task force (including but not limited to Government Affairs, Law Committee, PAC).
B3	1.0 credit each	Year of service as a member of ICSC CRRP Admissions & Governing Committee.
B4	2.0 credits each	Year of service as ICSC Division, State or Province Officer.
B5	1.0 credit each	Year of service as a member of any ICSC committee (including but not limited to program planning committee, awards judging committee).
B6	3.0 credits each	Year of service as a chairperson of an ICSC awards program or CRRP Admissions & Governing Committee.
B7	4.0 credits each	Year of service as a chairperson at any ICSC convention or conference.
B8	1.0 credit each	Service as an appointed facilitator, panelist or speaker at any ICSC event.
B9	1.0 credit each	Service as a chairperson for any ICSC Idea Exchange or local meeting.
B10	0.5 credit each	Service as a roundtable facilitator or instructor of a Test Review at any ICSC event.
B11	2.0 credits each	Participation in an ICSC certification subcommittee (such as examination, item writing and standard setting meetings).
B12	2.0 credits each	Service as an instructor at the ICSC John T. Riordan Global School for Professional Development, or other ICSC education program.
B13	3.0 credits each	Service as an instructor for courses on topics relevant to retail real estate or parallel industry conducted by an accredited institution of higher education (school/university). (Maximum of 6.0 credits allowed)
B14	4.0 credits each	Sole authorship of any book relevant to retail real estate or parallel industry, with ICSC or other publisher.
B15	2.0 credits each	Authorship of any white paper or chapter of a book relevant to retail real estate or parallel industry.
B16	1.0 credit each	Authorship of an article for the ICSC Certified Professionals Newsletter or other publisher.
B17	1.0 credit each	Year of service on any selected or appointed board for City, State or Federal Government (including but not limited to planning, permitting, architectural review, historical commissions, neighborhood association).
B18	1.0 credit each	Year of participation as an active member of a board or committee in a community service organization that benefits a shopping center, retail real estate or parallel industry (including but not limited to chamber of commerce, state board of real estate). (Maximum of 1.0 credit allowed)
B19	1.0 credit each	Year of participation as an active member of a board or committee that benefits retail real estate or parallel industry (including but not limited to AIA, BOMA, CCIM, CMAA, IEDC, IREM, NAIOP, NAREIT, NMHC, PMI, USGBC, ULI).
B20	1.0 credit each	Participation in a formal mentorship program, with a minimum of 4 meetings annually.

## Professional Recognition

C1	2.0 credits each	Recipient of an ICSC Award (applicant's name must be one of the names shown as receiving professional recognition).
C2	1.0 credit each	Recipient of ICSC Merit or Silver Award (applicant's name must be one of the names shown as receiving professional recognition).
C3	2.0 credits each	Recipient of additional professional achievement award (including but not limited to Addy, Clio, ULI, AIA).
C4	0.5 credit each	Finalist in an ICSC Awards program (candidate's name must be one of the names shown on submission).
C5	3.0 credits each	Attainment of an additional industry-related professional designation during current three-year reporting period (including but not limited to CCM, APR, CCIM, CPM, LEED AP, PMP).
C6	4.0 credits each	Recipient of ICSC Trustees Distinguished Service Award.
C7	1.0 credit each	Recipient of a community or civic award for community service that benefits a shopping center, retail real estate or related industry.
C8	2.0 credits each	Attainment of an initial real estate salesperson, broker's, architectural, engineering, contractor's or other license related to retail real estate or parallel industry.

## Frequently Asked Questions

<p><b>Where can I see my ICSC credits?</b></p>	<p>Under your ICSC Profile: Click MyICSC and the Payment History link will show your past transactions and corresponding credits.</p>
<p><b>I volunteer in several areas with ICSC, including committees, speaking events, etc. Why aren't those listed on my profile?</b></p>	<p>Our credit tracking is currently synced with your transaction history, so we are not able to track items that are not associated with a registration. We recommend you track this information on your end so you can include it at the time of renewal.</p>
<p><b>What if I am not able to attend ICSC events or programs in person?</b></p>	<p>You are not required to earn credits through ICSC activity. Designees earning all of their credits solely through outside organizations are still eligible to renew. ICSC also offers monthly webinars that are free to our members.</p>
<p><b>Can I apply continuing education earned through other designations and/or licensures to my ICSC certification renewal credits?</b></p>	<p>Of course! Just be sure to review this information with the Certification team so we can decipher how many credits each item may be worth.</p>
<p><b>I do not have enough credits. Should I just disregard communications about my renewal?</b></p>	<p>Absolutely not. Before any official deduction is made, please contact the Certification team to thoroughly review your personal status.</p>
<p><b>I am retired but I want to keep my credentials How do I do that?</b></p>	<p>We are happy to waive the credit requirement for our retired designees, so long as their profile officially reflects a 'Retired' status. Please note, a renewal application is still required.</p>
<p><b>Is there a fee to renew my credential?</b></p>	<p>Yes—there is a flat fee of \$125 to renew your designation for another 3 years. Designees holding multiple designations will only pay \$125, regardless of the number of credentials they hold.</p>
<p><b>If I miss the deadline to renew, will I lose my certification?</b></p>	<p>Designees are encouraged to submit their renewal applications as early as possible. ICSC will review late submissions on a case-by-case basis.</p>
<p><b>I have more than 10 credits. Do I need to do anything?</b></p>	<p>Yes—designees holding 10 or more credits through ICSC event participation must complete the online renewal application. However, the professional development worksheet and supporting documentation are not required. The renewal fee of \$125 still applies.</p>
<p><b>What should I do if I have more than 10 credits, but they're not all from ICSC?</b></p>	<p>Designees holding 10 or more credits from multiple sources are still required to complete the online renewal application and professional development worksheet. Supporting documentation is required for any non-ICSC activity and the renewal fee of \$125 still applies.</p>