

ARM[®] Certification Examination

Registration Information



REAL ESTATE INSTITUTE of CANADA

Institut canadien de l'immeuble

5407 Eglinton Avenue West, Suite 208

Toronto ON M9C 5K6

Here is all you need to know about registering for the exam, taking the exam, and receiving your grade. Be sure to follow these instructions carefully to assure that you earn proper credit for taking the ARM® certification exam.

Registering for and Taking the Exam

The exam is administered through local proctors and REIC chapters. When you have completed your ARM education points and you are ready to take the exam, you must:

- Complete the registration form at the back of this booklet and send it to the REIC national office in Toronto, Ontario, along with the 2018 exam fee of \$150 plus HST/GST.

Within three weeks of receipt of your registration, you will receive a confirmation letter, which will give you the name, address, and phone number of the REIC proctor assigned to you, along with additional instructions. At the same time, the proctor will be sent your name and phone number and your exam. You will be instructed to contact your assigned proctor to discuss the best time and place for taking the exam, which most likely will be at the proctor's office.

No refunds are permitted once you register for the exam.

Materials You Need for the Exam

You will have a maximum of four hours to complete the exam. The proctor will let you know when you have approximately 30 minutes remaining so that you can begin to wrap up. Absolutely no additional time will be allowed.

The exam is open book, which means you may bring your ARM course material with you for reference during the exam. No additional items are allowed with you in the exam room. Briefcases and cell phones will be securely locked while you take the exam.

You must bring with you to the exam site a photo identification and two No. 2 pencils.

Exam Results

After you complete the exam, the proctor will return it to the REIC national office in Toronto. Within 45 to 60 days, you will receive your exam results in writing. Please do not call for results, as no grades are given over the phone under any circumstances.

Passing the exam: You must receive an overall score of 70% or higher in order to pass the exam. If you earn a 70% or higher score, a passing grade will be posted to your student records.

If you are an ARM[®] candidate, you will receive an updated status report within 60 days from the posting of your passing exam score. If you do not hear from us within 60 days, feel free to contact the REIC national office at 1-800-542-7342 or 416-695-9000.

Failing the exam: If in the unfortunate event you fail the exam (by receiving less than a 70% score), you will have the opportunity to take the exam again. If you fail the exam, you will receive a report of your weak areas along with instructions for taking the alternate exam.

To take the alternate exam, you would need to register again and pay the exam fee. There is no limit to the number of times you may retake an alternate exam.

Once you pass the exam with a score of 70% or higher, a passing grade will be posted to your student records.

ARM® Certification Exam Registration

Last Name: _____ First Name: _____

Check one:

- I am an ARM® candidate.
- I have not yet submitted an application to become a candidate.
- I am in the process of reinstating my ARM® designation.

Mailing Address (Check one): ___ Business ___ Home

Firm Name *(Only if you are using your business address as your mailing address)*

Address

City Province Postal Code

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Daytime Phone Fax

E-mail Address

2018 Exam Fee

- Check for \$150 plus GST/HST is enclosed (make check payable to REIC)
- Visa MasterCard

Card No. _____ Expires _____

Name _____
(as it appears on your credit card)

Signature _____ CVC/security code _____

Date _____

Mail to: Real Estate Institute of Canada
5407 Eglinton Ave. West
Toronto, ON
M9C 5K6

Or you may fax if paying by
credit card: 416-695-7230