

The Connecticut Bar Association
Standing Committee on Residential Real Estate Certification

Special Instructions and Information for Applicants

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR APPLICATION

Please read and follow these instructions before completing this application.

1. **PLEASE READ THE STANDARDS, PROCEDURES AND RULES OF THE STANDING COMMITTEE ON RESIDENTIAL REAL ESTATE CERTIFICATION.** This document is part of the application packet.
 2. **APPLICATION FEE** – A filing fee of \$200.00 must accompany this application. If the applicant has not paid the pre-application fee, the filing fee is \$250.00. Rejection of an application will not entitle an applicant to a refund of the fee. Fifty percent of the fee will be refunded if the applicant withdraws the application prior to the examination or should the application be deemed to have lapsed pursuant to Procedures Section 7.3 of Connecticut Bar Association/SCRRE.
 3. **FILING TIMELINESS** – The application will be considered timely filed if it is delivered to the office of the Connecticut Bar Association before 5:00 p.m. on **December 16, 2022** or is postmarked no later than **December 16, 2022**.
 4. **ANNUAL FEE** – EACH CERTIFIED LAWYER SHALL PAY A FEE OF \$150.00 ANNUALLY TO HELP DEFRAY THE COSTS OF THE CERTIFICATION PROGRAM (**NOTE: this fee is waived for applicants during their re-certification year**).
 5. **INSTRUCTIONS FOR COMPLETING APPLICATION**
 - A. Please answer each question. If additional space is needed to answer a question, attach pages to the application.
 - B. **REFERENCES** – Each applicant for certification is responsible for submitting the names and addresses of **five** attorney references in support of his or her application. The Standing Committee on Residential Real Estate Certification or its representatives, will contact the references directly. The applicant is not responsible for asking the listed references to complete reference forms. The Standing Committee or its representatives, may contact any reference listed by the applicants or any other attorney or commissioner qualified to evaluate the applicant's competence, pursuant to Standard Section 4.5(a).
 6. **PROCESSING OF APPLICATIONS** – The Education Coordinator shall notify the applicant once the application is deemed complete. If the application is not complete, the Staff Advisor shall notify the applicant of any omissions.
 7. **CONFIDENTIALITY** – All materials and information received, generated, or used by the Standing Committee, the Examining Committee or their representatives, or any appropriate body in the event of an appeal in connection with the certification process, including, but not limited to, the application form and statements of references, shall be confidential and shall not be subject to disclosure to any person, including the applicant.
 8. **COMPLETED APPLICATIONS** – All completed applications shall be mailed to **Tom Genung**, Director of Continuing Legal Education and Section Programming, Connecticut Bar Association, 30 Bank Street, New Britain, CT 06051-0350.
 9. **CONTINUING DUTY TO DISCLOSE** – Applicants for certification have a continuing duty to disclose any change in information provided on this application. An Amendment to Application for Certification form has been provided for this purpose.
- DON'T FORGET TO:**
1. Sign and notarize the application.
 2. Keep a copy of your application.
 3. Return the application by **December 16, 2022**.
 4. Include the application fee.
 5. Include a certificate of good standing from each jurisdiction in which you are admitted.
 6. Include a certification of insurance verifying your professional liability policy and naming the CBA SCRRE as certificate holder.
 7. If you have satisfied your CLE requirement through self-study pursuant to Standard 4.6(b)(2), include the affidavit.
 8. **NO MEMBER OF THE EXAMINING OR STANDING COMMITTEES MAY SERVE AS A REFERENCE.**

Applicant's Signature