

# Code of Ethics Training Instructions

To take the online Code of Ethics, you must first set-up an account with NAR (if you haven't already). No credit card is needed and the Code of Ethics course is free.

## ***To set-up your Account***

1. You will need your NRDS number. If you don't know your NRDS number, you may [look up your number](#) on the NAR website, or call the Board office at 734.761.7340.
2. Go to [www.Realtor.org](http://www.Realtor.org)
3. Click on Register (on the right side of the top header)
  - Check the button for REALTOR®
  - Enter your NRDS number
  - Enter 0000 (the number zero, 4 times) as the last four digits of your SSN (AAABoR does not ask or keep your Social Security number)
4. Click on Proceed with Registration and finish the questionnaire to complete your registration.

Once your account is established, you can take the Code of Ethics course. Follow the directions below, **“If you Already Have an Account”**.

It can be completed in approximately 2 ½ hours. You can stop and come back, but read the instructions. You must stop at certain points to avoid having to repeat parts of the training.

## ***If you Already Have an Account***

1. Go to [www.Realtor.org](http://www.Realtor.org)
2. Click on **Education** (left side under heading “Site by Topic”)
3. Click on **Code of Ethics training** (third item on left side)
4. Click on the **“Go to the Course page >>”** (bottom of left box in the middle of the page under the heading “Resources for Existing REALTOR® members)
5. After reading the instructions, click on Start the course and/or access your course progress (you have 30 days to finish the course one you start).
6. Enter your NAR username and password and begin.

### **FYI:**

One of the beginning pages suggests that this course may be good for state continuing education credits. The State of Michigan **DOES NOT** provide continuing education credit for this course.