

## Instructions Online Code of Ethics for New Members

The National Association of REALTORS® (NAR) requires each new member to complete Code of Ethics training within 60 days of applying for membership. You will receive a Certificate of completion from NAR. You should e-mail, fax or mail a copy of this certificate to <a href="Membership@AAABoR.com">Membership@AAABoR.com</a> (fax number and address below). We will then schedule you for the next orientation class (see separate sheet for details).

To take the online Code of Ethics you must first set-up an account with NAR. No credit card is needed and the Code of Ethics course is free. You will need your NRDS number that was/will be e-mailed to you with your MLS user name and password.

Go to <u>www.realtor.org</u> (www.realtor.**org** is the web site for members of the National Association of REALTORS<sup>®...</sup> www.realtor.**com** is the site used by the public to search for properties)

Click on **Register** (on the top header – right side)

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 for Social Security numbers)

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. 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 not have to re-do part of it.

Go to <u>www.realtor.org</u>

Click on **Education** (left side frame under SITE BY TOPIC)

Under REALTOR® Professional Development (left side under Education) Click on **Code of Ethics Training** 

Click on New Member Code of Ethics Orientation: Course for new REALTORS®

After reading the instructions –

Click on **Start the course and/or access your course progress**. (You have 30 days to finish the course once you start.)

Enter your NAR user name and password and you are on your way.

FYI: one of the beginning screens suggests that this course may be good for State Continuing Education credits. The State of Michigan does not provide CE credit for this course.



## **ORIENTATION**

After you have completed the National Association of REALTORS® New Members Code of Ethics Orientation – Online Course, you will receive a Certificate of Completion. E-mail, fax or mail a copy to <a href="Membership@AAABoR.com">Membership@AAABoR.com</a> (fax number and address below).

NOTE: <u>Your membership and benefits will be terminated if we do not receive your Certificate of Completion within 60 days of application.</u>

After receiving your certificate, we will schedule you for the next, Orientation class that is held at the Board office. NOTE: <u>You must complete one of the next two Orientation sessions (offered once per quarter)</u> to avoid termination of your membership.

## **ORIENTATION SCHEDULE**

- 8:45 9:00 Registration and Continental Breakfast
- 9:00 9:30 Board staff introductions
- 9:30 12:00 Discussion Review of Code of Ethics, Overview of the complaint process, Grievance committee, Hearing Panel; Discussion of Alternate Conflict Resolution. O & A

Board procedures and Pathways to Professionalism.

Anti-Trust Video / Safety Video

**UPCOMING ORIENTATION DATES** 

September 16, 2013 December 16, 2013