

Checklist for REALTOR Membership Process

Step 1. Complete Application – Copy of License must accompany the application

Step 2. Submit Application either online srudy@penmarrealtors.org or fill out hard copy and send in via mail 300 Cameo Dr., Hagerstown, MD 21740, Fax: 301-791-2732.

Once application is processed by Pen-Mar Member's Service Center, an email will be sent to notify you of your NRDS # (National REALTOR Database System Number) has been activated. Your application will then be submitted before the Board of Directors for approval at their next monthly meeting.

You will receive an email from Pen-Mar after your application has been processed. It will be a receipt of payment. Letters will be sent out to the Broker and you with additional information to provide you with your NRDS # and instructions on NAR Code of Ethics and New Member Orientation.

Step 3. Complete the required NAR Code of Ethics training online, to be completed before attending orientation if possible. Once course is complete, email srudy@penmarrealtors.org with completion certificate.

To access course, you will go to NAR.REALTOR. Across the top are headings in blue. Hover over Education tab and a drop-down menu will appear. Please select Code of Ethics Training. You will then be taken to a new screen and you will pick the third option- 3) FREE Course for New Member

The screenshot shows the NAR website's 'Code of Ethics Training' page. The navigation bar includes 'Home', 'Buy/Dues', 'Sign In/Register', 'AE', 'NRDS', 'Site', and 'Directions'. The main menu has 'Home, Shop & Video', 'Research & Statistics', 'Member Services', 'Education', 'Events', 'Practical Agency', 'Law, Ethics & Policy', 'Business Opportunities', and 'About NAR'. The 'Code of Ethics Training' section offers three options: 1) Continuing Education (CE) Option, \$29.95; 2) FREE Course for Existing Members; and 3) FREE Course for New Members. An arrow points to the third option. Below the options, there is a section titled 'Before you take the training:' with bullet points: 'View training resources for new members or for existing members', 'Learn what login information you'll need, the best browsers to use, what to expect once you complete the course, and other tips for taking the course', and 'Check if you have completed the course by clicking the "New My Education Records" link on this page.' There is also a section titled 'About the Training Requirement'.

Step 4. Attend new member orientation within 60 days to avoid an \$125 reinstatement fee from being assessed.

Step 5. Once you have completed all the above, you will be sworn in and installed as a REALTOR member

This completes the new REALTOR membership requirements.

Please keep this check list until completed as a s reference to the membership process