

ANN ARBOR AREA BOARD OF REALTORS®

Welcome!

We're glad to have you as a member and look forward to being **your resource for the tools and information you need to succeed.**

The information included in this packet will introduce some of the services available to you as a member of AAABoR. We invite you to read the items included and contact us if you have any questions, concerns and/or suggestions.

In the next 24 hrs you'll receive a 'Welcome' e-mail from RachellLattimore@AAABoR.com that will contain your **Rapattoni MLS UserName** and **Password** (this will also be your AAABoR account UserName and Password via our Board website at AAABoR.com).

The 'Welcome' e-mail will also contain your NRDS (National REALTORS® Data System) number. Your **NRDS number** is used by the National and State associations to track your membership, designations and education. Please use this number to set-up your account on www.REALTOR.org. We encourage you to become familiar with NAR's website and the extensive resources available to you.

We communicate almost exclusively by e-mail so **PLEASE** – if your e-mail address changes, notify us ASAP, so that we may continue to keep you informed.

Included on our website (www.AAABoR.com) are some important brochures that you should become familiar with. The "*A REALTORS® Guide to Sign Ordinances in Washtenaw County*". This guide was compiled by staff of AAABoR and is intended to keep your signs (For Sale and Open Houses) from being removed and destroyed. The ordinances vary greatly from one township to the next. **PLEASE** – familiarize yourself with the ordinances in the areas you place signs. The full text of the ordinances is available on our web site.

Another helpful brochure is the "*On Your Mark*" trademark brochure is written by the National Association of REALTORS® (owners of the trademark) and is a very handy guide for the proper use of the "R" and the term "REALTOR®". Please refer to this **BEFORE** having cards, signs, stationary, etc. made. It can save you from needing to re-do any items that misuse the "MARKS".

Welcome REALTOR®

We look forward to helping you succeed!

Instructions

Online Code of Ethics for New Members

As a provisional member, there are a couple of items you **must** complete before you become a full REALTOR member. The National Association of REALTORS® (NAR) requires each new member to complete the '*REALTOR Code of Ethics New Member Orientation Course*'.

To take the Code of Ethics you must first set-up a free account with NAR (no credit card required). Go to <http://www.realtor.org/coetraining> (Realtor.org is the website for members of the National Association of REALTORS®... www.Realtor.com is the website used by the public to search for properties)

Deadline: **within 60 days of applying** for membership

Click on **Begin or resume the new member course now**

Enter your NRDS number (refer to your 'Welcome' email for your NRDS number)

On the Verification Page:

Verify your information and confirm to enter/resume the course

Completion Time: Approx **2 ½ hours** **

You have **30 days to finish the course once you start. 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).

To resume, go to <http://www.realtor.org/coetraining>

Click on **Begin or resume the new member course now**

Enter your NRDS number

On the Verification Page:

Verify your information and confirm to enter/resume the course

After completing the National Association of REALTORS® '*REALTOR Code of Ethics New Member Orientation Course*', you'll receive a Certificate of Completion. Board staff receives daily notifications from the NAR Code of Ethics system.

NOTE: Your membership and benefits will be terminated if you do not complete the '*REALTOR Code of Ethics New Member Orientation Course*' within 60 days of application.

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

Once we receive notification that you've completed the '*REALTOR Code of Ethics New Member Orientation Course*', you'll receive an email from us indicating that you're scheduled for the next orientation class (REALTOR Code of Ethics training MUST be completed before you can attend Orientation).

NOTE: You must complete one of the next two Orientation sessions (offered once per quarter) 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. Q & A Board procedures and <i>Pathways to Professionalism</i> . Anti-Trust Video / Safety Video

UPCOMING ORIENTATION DATES

April 17, 2017

June 19, 2017

August 21, 2017

October 16, 2017

December 18, 2017