

Richmond Association of REALTORS®

New Member Checklist



Welcome to the Richmond Association of REALTORS®!

Now that you have successfully joined as a REALTOR® member, here are the next steps to utilize all of the benefits of your REALTOR® membership.

- Attend New Member Ethics Orientation**
Upon application, all new members are automatically registered for this class. You *must* attend within 90 days of your application date. In addition to completing your mandatory National Association of REALTORS® Code of Ethics training requirement, this class will give you an overview of your Association and membership benefits.
- Log in to your [Member Account](#) from [RARealtors.com](#).**
From this page, you can also access FAQs about billing and fees.
- Review and update your personal information**
You can update your information in your Member Account under the *Personal Service* menu. Email is our primary method of communication so make sure your email address is correct to receive account notices and class reminders.
- Enroll in autopayment (recommended)**
Click on *Credit Card Information* in the *Personal Service* menu to add a credit card. You can enable autopayment by invoice type and select the option to keep a credit card on file.
- Register for your post-license education (PLE) at RAR (recommended)**
As a new licensee, you will need to complete 30 hours of post-licensure education (PLE) within your first year of licensure. You do not need to complete continuing education (CE) before your first license renewal. You can view your education credit on the [DPOR License Lookup](#).
Example: If you receive your license in January 2021, you will need to complete all 30 hours of post-license education by January 2022.
- Read RAR eNews**, delivered to your inbox every Monday.
- Log in to your [Virginia REALTORS®](#) account** for additional benefits such as the [Tech Helpline](#) and the [Legal Hotline](#).
- Log in to your [National Association of REALTORS®](#) account** to take advantage of a wide array of member benefits.