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.

Requirements for the first 90 days of 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.

Failure to satisfy this requirement within 90 days of the join date will result in denial of the membership application or termination of the membership.

☐ **Attend a Fair Housing class or complete an equivalency training**
New members of the National Association of REALTORS® must complete a Fair Housing class or equivalency training within 90 days of your application date. Fair Housing classes are offered for free through RAR on a regular basis and provide CE/PLE credit. Other non-credited equivalency courses can be found at RARealtors.com/NARFairHousing.

Failure to satisfy this requirement within 90 days of the join date will result in denial of the membership application or termination of provisional membership.

☐ **Complete the Introduction to CVR MLS training (for new CVR MLS subscribers only)**
New subscribers of CVR MLS must complete mandatory new user training within 90 days of account activation. Options to complete this training in a live environment or on-demand can be found in the CVR MLS Knowledge Base.

If the training is not completed within the 90 days of account activation, your MLS account will be suspended. Under a suspension status, you will not have access to any MLS tools, including Matrix™ and SentriLock.

How to Utilize your Membership Benefits

- [ ] **Log in to your Member Hub**
  You can access your Member Hub from the CVR MLS Essential Tools section (for CVR MLS Subscribers) or at RARealtors.com/account.

- [ ] **Review and update your personal information**
  You can update your information in your Member Hub under the *My Info* tab. 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 the *My Billing Info* tab to add a payment profile. You can enable autopayment by membership type by selecting *Autopay & Billing* then select the payment profile.

- [ ] **If you're a new licensee, register for Post-License Education (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 March 2025, you will need to complete all 30 hours of post-license education by March 2026.

- [ ] **Read RAR eNews,** delivered to your inbox every Monday.

- [ ] **Log in to your Virginia REALTORS® account** for additional benefits such as the Tech Helpline, Forewarn and the Legal Hotline.

- [ ] **Log in to your National Association of REALTORS® account** to learn about the REALTOR® brand and take advantage of member benefits such as Realtors Property Resource (RPR).