

NEW MEMBER ORIENTATION FACT SHEET FOR DESIGNATED REALTORS® TO USE WHEN HIRING NEW AGENTS

- New member documents can be found at cwbr.org under “Become a Member”. This information includes the REALTOR® application; add forms, MLS test with DR certification and Agent Data Worksheet for Paragon. Also the Dues Schedule can be found under the “Become a Member” section.
- All new members must attend the New Member Orientation within the first six months after submitting their application. New Member Orientation is offered only once per quarter. Orientation will run from 8:30 am until 4:00 pm.

CODE OF ETHICS ONLINE TRAINING (REQUIRED)

- New members must complete the online REALTOR® Code of Ethics New Member Orientation Course **BEFORE** they attend New Member Orientation.
 1. New members will need their NRDS number to login to the course
 2. The course will last about 2 ½ hours. (NAR requirement)
 3. There will be online quizzes throughout the course and a test at the conclusion of the course.
 4. New members must print out the verification that they have passed the course and bring this to the New Member Orientation.
 5. To log into this course go to: CWBR.org>Code of Ethics>CWBR New Member Ethics Training

PARAGON ONLINE ACADEMY (RECOMMENDED)

- Paragon training will not be offered during New Member Orientation. Paragon training will not be a requirement of membership for CWBR. On the other hand, CWBR highly recommends that Designated REALTORS® require their new agents to participate in the “Paragon Online Academy”
 1. “Paragon Online Academy” can be found under the “Help” section in Paragon.
 2. Once they click on “Paragon Online Academy” they must read the instructions on how to begin the course.
 3. They will need to provide a login and password at the start of the course. *Their login will be their email address* and they will need to create another password.
 4. When they are asked which “Board/MLS” they are with they **MUST** enter “**CWBR**” in order to get credit for the course.
 5. The course is split up into 6 sections. The full course can be completed in about a half of a day. The user does not have to take all of the sessions in one day. Their progress will be saved if completed within 30 days.

DOCUMENTS THAT MUST BE SUBMITTED BY THE NEW MEMBER

This is a checklist to assist Designated Broker in making sure new hires have the appropriate paperwork completed for CWBR & CWMLS membership

All new hires must submit the following paperwork to CWBR & CWMLS before they can become REALTORS

- 1. APPLICATION FOR REALTOR MEMBERSHIP** – This is found at www.cwbr.org under **Become a Member>Designated Realtor or Realtor Membership Package**
- 2. ROSTER CHANGE FORM** – Found in the Membership Package on the website or in Paragon under **MLS Documents>Roster Change Form**
- 3. AGENT DATA WORKSHEET** – Found in the Membership Package on the website or in Paragon under **MLS Documents>Agent Data Worksheet**
- 4. DR/COMPANY INFORMATION** – Found in the Membership Package on the website. *NOTE: THE DR MUST SIGN THIS PAGE CERTIFYING THAT THE NEW AGENT COMPLETED THE MLS RULES & REGULATIONS TEST*
- 5. MLS RULES & REGULATIONS QUIZ** – Found in the Membership Package on the website. This must be completed by the new agent using the CWMLS Rules and Regulations found on the website under **MLS Information>Rules**. It is the DR's responsibility to grade the quiz and go over the results with the new agent. **THE QUIZ ANSWERSHEET CAN BE OBTAINED BY CONTACTING THE CWMLS OFFICE IF YOU DO NOT ALREADY HAVE IT.**

PLEASE CONTACT CWBR WITH ANY QUESTIONS AT cwbr.org OR 715-693-7325