

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 Hub from your [MLS Dashboard](#)**
You can access your Member Hub from the CVR MLS Essential Tools.
- ☐ **Review and update your personal information**
You can update your information in your Member Hub under the *My Info* 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 the *Billing* tab in the *My Info* menu to add a payment profile. You can enable autopayment by membership type by selecting *Manage AutoPay* and select the payment profile.
- ☐ **Register for your post-license education (PLE) at RAR (recommended)**
As a new licensee, you will need to complete [30 hours of post-license 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.