

Code of Ethics FAQ

1. What is the Code of Ethics (COE) mandate?

The National Association of REALTORS® (NAR) requires all REALTOR® members complete ethics training within two year cycles as part of their membership requirements. To meet this requirement, training must be at least 2 hours and 30 minutes of instructional time and must meet the NAR's established criteria. The current two-year cycle began on January 1, 2017 and ends December 31, 2018. Members granted REALTOR® Emeritus status by NAR prior to December 31, 2018 are exempt.

2. How do I know if I've already completed this requirement?

You can login at the Greater Nashville REALTORS® member portal to view the status of your Code of Ethics requirement. If we have a record that you've completed the requirement for the current cycle, you will see "COE Complete: Yes". If you see "COE Complete: No", then you have not met the mandate for the current cycle and will need to complete a Code of Ethics class by December 31, 2018.

3. The website states I haven't completed this requirement, but I have. What do I need to do?

Please forward proof of completion to the Greater Nashville REALTORS® Education Department at donna@greaternashvillerealtors or to miriam@greaternashvillerealtors.org, or by fax to (615) 256-1356.

4. What options do I have for meeting this requirement?

Please see "Ways to Meet the Requirement" on the main [Code of Ethics Resources Page](#).

5. Do I have to pay to meet this requirement? Do I have to take it in a classroom or is it available online? Can I get CE credit for it?

A variety of options are available, including classes available for free, some which include CE (and others that do not), and both online and classroom versions. Please see "Ways to Meet the Requirement" on the main [Code of Ethics Resources Page](#) or contact the Greater Nashville REALTORS® Education Department for more information.

6. I took the TREC core. Is that the same thing?

No. The TREC core is required by the Tennessee Real Estate Commission (TREC) in order for you to keep your real estate license active. The Code of Ethics mandate is required by the National Association of REALTORS® in order

for you to maintain your REALTOR® designation. The Code of Ethics mandate is not related to TREC's license renewal requirements.

7. According to TREC, I'm grandfathered from the education requirements. Do I still need take a Code of Ethics class?

Yes. The Code of Ethics mandate is required by the National Association of REALTORS® in order for you to maintain your REALTOR® designation. It is separate from TREC and from TREC's license renewal requirements. Even members who are "grandfathered" by TREC and are exempt from taking continuing education must still take a Code of Ethics class.

8. I have an appraisal license, not a real estate license. Do I still need to do this?

Yes. Licensed appraisers, whether or not they have a real estate license in addition to an appraisal license, who hold membership with a REALTOR® Association such as Greater Nashville REALTORS® are considered REALTOR® members. The National Association of REALTORS® has mandated that all REALTOR® members must meet this requirement. (REALTOR® membership is required in order to qualify for MLS access through RealTracs).

9. Does taking New Member Orientation met the Code of Ethics requirement?

It depends on when you took New Member Orientation. Prior to January 2018, New Member Orientation was a full day class that included Code of Ethics. If you completed a Greater Nashville REALTORS® New Member Orientation between January 1, 2016 and December 31, 2017, you met the Code of Ethics requirement as part of that class and do not need to take a separate or additional Ethics class. Beginning January 1, 2018, Orientation and Code of Ethics became two separate new member requirements. See question #2 for directions on how to check if you've already completed the Code of Ethics requirement.

11. I'm a new applicant and need to take Code of Ethics as part of my membership requirements. Do I need to take an Ethics class by December 31, 2018?

New applicants must complete the new member requirements, including a Code of Ethics class, *within 90 days* of submitting their application for membership. If a new member's 90 day deadline falls beyond December 31, 2018, he or she will not be penalized as long as the requirement is met within 90 days of the application date

12. What is the deadline for meeting this requirement?

December 31, 2018

13. What happens if I don't complete this requirement by the deadline?

As not completing the required ethics training by December 31, 2018 is considered a violation of membership requirements, any established REALTOR® member who fails to complete the required training will have membership suspended beginning January 1, 2019. Suspended members receive no REALTOR® benefits or services until the ethics training is completed but are still required to abide by the Code of Ethics and remain current on dues. On March 1, 2019 suspended members who still have not met the ethics requirement will be terminated from membership. Any established REALTOR® member terminated for failing to meet this mandate must complete the required ethics training, pay a \$100 reinstatement fee, and be current on their 2019 Greater Nashville REALTORS® dues before membership is reactivated.

New applicants who fail to complete both a Code of Ethics class and the Orientation class within 90 days of submitting an application will have membership terminated immediately. A new applicant terminated for failing to complete the Code of Ethics and Orientation requirements must reapply for membership with the association and pay another non-refundable \$200 application fee.

Still have questions? Please contact the Greater Nashville REALTORS® Education Department at donna@greaternashvillerealtors.org or miriam@greaternashvillerealtors.org, or call (615) 254-7516.