



# Checklist to Joining the PINELLAS REALTOR® ORGANIZATION (PRO)

Revised: July 10, 2019

## □ Step 1 – Activate your license with your broker

Your broker must make your license active with their office in the DBPR. You can verify that your license is with the broker by searching for your license on the DBPR website,

[www.myfloridalicense.com](http://www.myfloridalicense.com)

## □ Step 2 – Complete online application

Go to our website [www.PinellasRealtor.org](http://www.PinellasRealtor.org)

Click "Membership" then "JOIN". Select option that applies to you.

- *New members will pay dues and fees at the time of application.*
- *Reinstating, transferring or secondary members will be emailed a link to make payment online. Please allow two business days.*

## □ Step 3 – Fulfill the class requirements

- Once payment is made and your application processed you will receive a "Welcome to PRO" email that will include your NRDS number and password. We will send you a link to register for New Member Welcome. This class is held once a month at both our PRO 4590 Ulmerton Road Clearwater, FL 33762 and CPAR 2009 Osprey Lane Lutz, FL 33549 offices. Anti-Trust and Fair Housing requirement will be fulfilled with the completion of New Member Orientation. **This must be completed within 60 days of membership.**
- New Realtor® members must complete the National Association of Realtors® Code of Ethics course **within 60 days of application.**  
You have two options to complete this requirement:
  - a. You may complete a free online course offered by the National Association of Realtors® at [www.realtor.org](http://www.realtor.org). Use your NRDS number or your first and last name to register and take the course. This course allows you to sign in and out until the course is completed. If you have any questions while in the course, please contact NAR at 1-800-874-6500 directly for assistance.
  - b. PRO offers Code of Ethics 3 hour classroom-style courses that are held every two months. You can register for Code of Ethics Courses by going to our Education/Events calendar at [www.pinellasrealtor.org](http://www.pinellasrealtor.org). This course costs \$19.95 and you must be registered to attend.
- Stellar MLS requires that you complete the MLS Basic and MLS Compliance 101 classes. If you will be entering/modifying your own listings you must also complete the Adding & Modifying Listings class\*. **These requirements must be completed within 60 days of application.** Instructor based classes are regularly held at PRO, as well as online. The information below will also be included in your Welcome email.
  - a. To register for the **online MLS Basic class**, go to <https://learn.stellarmls.com/> .
  - b. To register for the **online "webinar\*" MLS Compliance 101 or Adding & Modifying Listings class**, go to <https://portal.stellarmls.com/enrollment/> \*Webinars must be taken online at a preset date and time.
  - c. To register for the **live instructor based version of these classes held at PRO**, go to [www.PinellasRealtor.org](http://www.PinellasRealtor.org) and click on the date and time you choose on the Education and Events calendar. These classes do fill up quickly so make sure to register!

**\*After completing the Adding & Modifying Listings class, your broker will need to notify Stellar MLS to authorize permission to add and modify listings**

## □ Step 4 – Access to the Supra lockbox system

Once you receive your "Welcome to PRO" email, you can apply for a Supra eKEY. The eKEY is an app that you use to gain access to a lockbox on a listing. Applications are online on our website, [www.PinellasRealtor.org](http://www.PinellasRealtor.org). Click on the orange link: **NEED A KEY**.