

Pinellas REALTOR® Organization & Central Pasco REALTOR® Organization (PRO/CPRO)

Revised: April 3, 2023



☐ STEP 1 – ACTIVATE YOUR LICENSE WITH YOUR BROKER

- Your broker must activate your license 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: myfloridalicense.com

☐ STEP 2 – COMPLETE PRO/CPRO MEMBERSHIP APPLICATION ONLINE

- Visit our website: PinellasRealtor.org
- Click “Membership” then “Join or Restart”. Select the option that applies to you.
 - New members will pay membership dues at the time of application.
 - Reinstating, transferring, or secondary members will be emailed a link to make membership payment online (please allow two business days).

Please note for all applicants: MLS fees are invoiced separately. Invoice will be sent by email from Stellar MLS and due within 30 days.

☐ STEP 3 – FULFILL CLASS REQUIREMENTS

- Once payment is made and your application has processed, you will receive a "Welcome to PRO/CPRO" email that will include your member number and password. We will send you a link to register for New Member Welcome, held monthly at our Pinellas (PRO) location (4590 Ulmerton Road Clearwater, FL 33762). The Anti-Trust and Fair Housing requirement is fulfilled by attending New Member Welcome.
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:
 - You may complete a free online course offered by the National Association of REALTORS® at nar.Realtor/about-nar/governing-documents/code-of-ethics/code-of-ethics-training Use your member 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 for assistance.
 - PRO/CPRO offers three hour Code of Ethics courses, bimonthly, both in-person and live streamed. Register at www.PinellasRealtor.org/calendar. There is a nominal fee. You must register 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.
 - To register for the **online MLS Basic class**, visit learn.stellarmls.com/.
 - To register for the **online “webinar*” MLS Compliance 101 or Adding & Modifying Listings class**, visit portal.stellarmls.com/enrollment/ Webinars must be taken online at a preset date and time.
 - To register for the **live instructor based version of these classes held at PRO**, visit PinellasRealtor.org/calendar and click on the date and time you choose on the Education & Events Calendar. Classes 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/CPRO" email, you can apply for a Supra eKEY. The eKEY app gains you access to a keybox at a listing. Apply online at PinellasRealtor.org/supra-keyboxes (or from the main menu, go to “Resources” then “Supra & Keyboxes”, or from the home page click the “Key” icon that says “Supra/eKEY/Keybox” below it).