



## Mandatory Code of Ethics FAQ

Q: What is the current cycle requirement?

A: The current cycle runs January 1, 2017 – December 31, 2018. Certificates dated within the cycle will apply toward meeting the current cycle requirement.

Q: What is the next cycle requirement?

A: The next cycle begins January 1, 2019 – December 31, 2020.

Q: Is PMAR notified by the Oregon Real Estate Agency (OREA), my Principal Broker, or the Ethics training educator that I have completed my Ethics training?

A: No, Ethics training is not an OREA requirement, it is a NAR requirement. It is the individual members responsibility to notify PMAR of all record changes, this includes providing PMAR your Ethics certificate.

Q: Where do I send my certificate to notify NAR I have completed my Ethics training?

A: E-mail your certificate to [membership@pmar.org](mailto:membership@pmar.org)

Q: Is the Ethics training included in PMAR's New Member Orientation that new members are required to attend?

A: Yes, new members completing the New Member Orientation are not required to complete additional training until a new two-year cycle begins.

Q: Does my license renewal have anything to do with meeting the NAR Ethics training requirement?

A: No, your license renewal with OREA is on a different cycle than NAR's Ethics training cycle. Please, contact the OREA directly with questions regarding your renewal requirements, 503-378-4170.

Q: Does the Law and Rule Required Course (LARRC) meet the ethics training requirement?

A: No, LARRC is not a requirement of NAR and will not be accepted in lieu of the Ethics training required.

Q: Do any of the post-license courses for license renewal meet the ethics training requirement?

A: The only course that meets the requirement is the "Advanced Real Estate Practices" course. This course is only offered prior to your first license renewal.

Q: Does my certificate meet the requirement?

A: If your certificate is dated between Jan 1, 2017 – Dec 31, 2018, it is 2.5 hours or more of class time, and the title of the course has "Business Ethics" in it, chances are yes. We will review all certificates in the order they are received, and a confirmation email will be sent confirming it has been reviewed.

Q: How long will it take to review my certificate and receive confirmation?

A: It can take up to 48 hours for the review process. Uploads are sent to NAR daily. Certificates are processed in the order they are received. During high volume times, it can take up to 1 week to process certificates. Submit your certificate early to avoid the deadline rush.

Q: If my certificate is dated 2016 or earlier does it meet the current cycle requirement?

A: No, your certificate must be dated within the current cycle, Jan 1, 2017 – Dec 31, 2018.

Q: I submitted my certificate for the January 1, 2017 – December 31, 2018 cycle with a date in 2019. Do I still have to take the Ethics training in 2019 – 2020?

A: Yes, certificates can only be used for 1 cycle. You will need to take the course again prior to December 31, 2020 for the cycle beginning January 1, 2019.

Q: Where can I take the Ethics training course online?

A: You can complete the course online, click on the link below. The free and paid option both meet the NAR requirement. You will need to decide which certificate type meets your needs. Other online courses are available, please check with your Principal Broker, Title Companies, and the Oregon Association of Realtors®. <https://www.nar.realtor/about-nar/governing-documents/code-of-ethics/code-of-ethics-training>.

Q: Where can I take the Ethics training course in person?

A: You may click on the link below to see a list of courses provided by PMAR. You can also check with your Principal Broker, Title Companies, and The Oregon Association of Realtors® to see if they are offering courses. <https://pmar.org/events-education/pmar-events/>

Q: What happens if I don't meet the Ethics training requirement?

A: If you do not meet the requirement by 12/31/2018, your Realtor® membership will be suspended January 1, 2019. Suspension will last until you have completed the requirement. If you have still not met the requirement, on March 1, 2019 your membership will be Terminated, your Principal Broker will be notified, and you will be subject to a \$100.00 reinstatement fee. Certificates provided after the deadline will be used to meet the defaulted cycle requirement, and you will need to complete the course again prior to the current cycle requirement end date of December 31, 2020.

Q: Still have questions?

A: E-mail Susan Schneider, Dispute Resolution Services Manager, [sschneider@pmar.org](mailto:sschneider@pmar.org) or call Susan at 503-459-2156.