

The National Association of REALTORS®
Mandatory Quadrennial Code of Ethics Training Requirement for Cycle 4
Frequently Asked Questions

Q. What exactly is NAR's requirement?

A. NAR's Code of Ethics training policy reads, in part:

*“Effective January 1, 2001 through December 31, 2004, **and for successive four year periods thereafter**, REALTORS® are required to complete quadrennial ethics training of not less than two hours and thirty minutes of instructional time.”*

“A REALTOR® completing the New Member Code of Ethics Orientation during any four year cycle shall not be required to complete additional ethics training in respect of this requirement until a new four year cycle commences.”

“Failure to complete the required periodic ethics training shall be considered a violation of a membership duty for which REALTOR® membership shall be suspended until such time as the required training is completed. “

“Any training offered pursuant to this requirement must meet the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time.”

The policy further states that **members are required to provide proof of compliance to their local Board**, which is required to track compliance, and those members not in compliance by December 31, 2016 will be subject to suspension.

Q. What years does the current requirement cover?

A. We are now in Cycle IV which covers 2013, 2014, 2015, and 2016.

Q. If I joined NOMAR and completed Orientation in 2014. Do I still need “Quadrennial Ethics”?

A. No. Anyone who joined NOMAR and attended Orientation since January 1, 2013 has already had the mandatory ethics training, which is required by NAR to be taught at Orientation. You will, however, be required to take “Quadrennial Ethics...” in Cycle V (2017-2018) and subsequent Cycles.

Q. If I take the course online from NAR will I receive CE credit hours with the LREC?

A. No. NAR is not a certified vendor with the LREC, so no CE credit hours can be given.

Q. How does NOMAR know if I have taken the class?

A. If you attended a “QET” class from NOMAR we will have the record in our database. If you took the class from someone else or online at NAR, you must fax a copy of your certificate to us at 888-1812 or email margie@nomar.org and we will add it to your member record.

Q. How do I check to see if NOMAR has a record of my “QET” class attendance?

A. There are two ways. We have posted an excel list of members who have not provided us with proof of compliance at www.nomar.org on page 2 of the Home Page.

Click on **List of Members that NEED QET-Cycle 4** for a downloadable list **by company**.

Or, you can check your NOMAR member database directly, where classes you took from NOMAR will be listed. To access your NOMAR class history go to www.nomar.org

1. On the top right side click on the blue **“REALTOR Professionals”** box
2. Then click on **“Member Log In”** and put in your Log On ID and Password
3. Next click on the **“Member Center ”** tab on the blue band of tabs, then
4. click on **“My Membership”** on the drop down menu
5. on the menu down the left side of the new page call “My Membership” click on **“My NOMAR Classes”**
6. Then, to check for NAR *Code of Ethics* classes, click on **“Personal Education Tracking”**
7. You will be on a page entitled “Continuing Education for (your name)”. Under the **“Category”** column look for **“NAR Ethics-Cycle 4 2013-2016”** and under the **“Status”** column look for **“Completed”**.

If the status **“Completed”** does NOT appear on your record, you must either take the class or provide NOMAR with proof of class completion from another education vendor by December 31, 2016.

Q. I took the class, but my name is on the website list that says that I am not in compliance. How can I change that?

A. Simply scan and email your certificate to Margie@nomar.org or fax a copy of your class certificate to (504) 888-1812. We update our records daily and the list weekly.

Q. Will the LREC have a record of my having taken this class and is that sufficient?

A. They will, if you took the class from an LREC licensed vendor. You still need to have the class on your NOMAR member record, however, as this class is required by NAR and not by the LREC.