

Top 15 Key Points for agents who need to complete the Code of Ethics requirement!

- 1. A Code of Ethics class is required by 12/31/2008 to maintain REALTOR® membership.**
- 2. Don't wait until the last minute to complete the course, to avoid interruptions in services.**
- 3. A class may have already been completed. Check your continuing education certificate from your previous license renewal.**
- 4. PAR does not have records of your continuing education unless you took the class at the PAR office, and it was offered through PAR.**
- 5. Any other classes you completed, through any other school or through your office or a title company, are sent to the Arizona Department of Real Estate when you renew your license. They have never been sent to PAR.**
- 6. If you are uncertain if a class you completed qualifies for NAR's Code of Ethics, contact the school in which you completed the class, to verify.**
- 7. Don't be fooled! Not all Commissioners Standards classes or Code classes qualify. Be sure to double check with the school.**
- 8. Each school offers different classes that qualify for Code of Ethics.**
- 9. Yes, if you are on this list, you did complete the class before. However, a new class is required every four-year cycle. The first cycle was 2000-2004. The second cycle (which we are now in) is 2005-2008, and the next cycle will be 2009-2012.**
- 10. Failure to complete this course will NOT affect your license. It will only terminate your REALTOR® membership as of 1/1/2009 with the Phoenix Association of REALTORS® (PAR) and affect the services you obtain through PAR.**
- 11. No extensions will be permitted for completion of the Code of Ethics.**
- 12. Once we receive a copy of your certificate, your name will be removed from the list your broker receives the following month.**
- 13. If you send us a certificate that does not qualify – you will receive an email letting you know a new certificate is required.**
- 14. All agents that need to complete the Code of Ethics, or who needs to send us proof of completion, will be listed on our website, beginning June 1, 2008. This list will be updated every Monday through December 2008.**
- 15. Please check the PAR website first, before calling PAR, to see if your name is on the list. If it IS – then you need to submit a certificate. If it IS NOT (and you are a member of PAR) – then your record has a valid Code of Ethics date recorded, and nothing further is needed at this time.**