PROPOSED CCIAOR POLICY MANUAL AMENDMENTS (changes noted in red)

### NEW MEMBER REQUIREMENTS

New REALTORS® who hold primary membership with CCIAOR and hold a sales or broker license must complete the following requirements within 120 days of the date membership is granted:

• CCIAOR New Member Orientation

• NAR Code of Ethics Training

• Protecting the Protected Classes Continuing Education Class (RE111RC)

• Getting Started in Real Estate Continuing Education Class

New REALTORS® who hold primary membership with CCIAOR and ***only*** hold an appraiser license must complete the following requirements within 120 days of the date membership is granted:

• CCIAOR New Member Orientation

• NAR Code of Ethics Training

• Protecting the Protected Classes Continuing Education Class (RE111RC)

New Designated REALTORS® who hold primary membership with CCIAOR must complete the following requirements within 120 days of the date membership is granted:

• CCIAOR New Member Orientation

• NAR Code of Ethics Training *(if not yet completed within the current NAR cycle)*

• Protecting the Protected Classes Continuing Education Class (RE111RC)

• Brokerage Liability Continuing Education Class

• Office Policies 101 Continuing Education Class

Upon application, all REALTORS® agree to meet the new member requirements listed above. These requirements will be considered satisfied upon presentation of evidence that the member has completed an educational program conducted by this Association or any other recognized educational institution which, subject to the opinion of the Board of Directors, is an adequate substitute for the training programs conducted by the Association.

Failure to complete new member requirements within the timeframe allowed will result in membership suspension and no refunds will be provided. If requirements are not completed 90 days after suspension, membership will be inactivated, and a new application and application fee will be required to reapply for membership.

### CONTINUING REALTOR® CODE OF ETHICS TRAINING

Effective January 1, 2019, through December 31, 2021 and for successive three year periods thereafter, each REALTOR® member of the association (with the exception of REALTOR® members granted REALTOR® Emeritus status by the National Association) shall be required to complete ethics training of not less than two (2) hours and thirty (30) minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another REALTOR® association, the State Association of REALTORS®, or the NATIONAL ASSOCIATION OF REALTORS®,  which meets the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS® from time to time. REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Code of Ethics Orientation during any three year  cycle shall not be required to complete additional ethics training until a new three year  cycle commences.

Failure to satisfy the required periodic ethics training shall be considered a violation of a membership duty. Failure to meet the requirement in any three-year cycle will result in suspension of membership for the first two months (January and February) of the year following the end of any three-year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

Per the CCIAOR Board of Directors, as of January 1st, members who have not completed the Code of Ethics for the prior two (2) year cycle will be subject to a $250 reinstatement fee.

### Continuing REALTOR® Member Education Requirements

Effective January 1, 2022\*, through December 31, 2024, each REALTOR® member of the association shall be required to complete **ONE** of the following requirements:

·       Protecting the Protected Classes Continuing Education Class (RE111RC)

·       NAR’s At-Home with Diversity Certification

Note completion of either requirement listed above in 2021 will count toward the 2022-2024 cycle requirement.

Effective January 1, 2025, through December 31, 2027, and for successive three-year periods thereafter, each REALTOR® member of the association shall be required to complete **ONE** of the following requirements:

·       Protecting the Protected Classes Continuing Education Class (RE111RC)

·       Fair Housing Continuing Education Class (RE19RC)

·       NAR’s At-Home with Diversity Certification

This requirement will be considered satisfied upon presentation of evidence that the member has completed an educational program conducted by this Association or any other recognized educational institution which, subject to the opinion of the Board of Directors, is an adequate substitute for the training programs conducted by the Association. Any member who fails to meet this requirement will be suspended until this requirement is fulfilled.  If requirements are not completed 90 days after suspension, membership will be inactivated.