

How to Check Your Agent's COE Status

Per the National Association of Realtors®' Bylaws: All REALTORS® are required to complete a 2.5 hour Code of Ethics training every three years. **The current 3-year cycle is 1/1/22-12/31/24.**

Help your agents stay compliant with their membership by checking their status and reminding those who need to complete COE of their REALTOR® obligations.

Instructions for Brokers/Designated Realtors®:

- Log into www.SouthShoreRealtors.com Username is your NRDS# - Click [here](#) if you don't know it. Password is your last name with initial capital letter (unless you've changed it).
- On left, below your photo, click **green "View and Pay Invoices"** button
- Click on **"Home"** tab at top
- Scroll down to box with your company name (on left), & click **"Manage Agents"** & an agent roster will appear (see sample image below).
- Check each agent's **COE Completion Date in third column** and if it has a date prior to January 1, 2021, notify the agent they need to complete a 2.5 hour Code of Ethics course **BEFORE December 31, 2024** and to not wait until the last minute.
- If they do not take the class at a local MAR Realtor® Association (South Shore Realtors®), they need to email info@southshorerealtors.com their COE completion certificate for compliance review. Please review and share [South Shore Realtors® Code of Ethics Course Compliance Policy](#)

Name	NRDS ID	COE Completion Date	Orientation Date	Local Orientation Date
John Smith	4550.....	3/28/2023	N/A	N/A
Mary Smith	4550.....	11/2/2021 ←	N/A	N/A
Robert Smith	4550.....	7/1/2021 ←	N/A	N/A
Jane House	4550.....	9/7/2022	N/A	N/A
Robert Buyer	4550.....	12/8/2020 ←	N/A	N/A
Joanne Agent	4550.....	5/3/2023	N/A	N/A