



*Casper Board of REALTORS® &
Wyoming Multiple Listing Service*

New REALTOR® Membership Procedure

1. Complete and return the “Application for Membership in a Board/ Association of REALTORS® ” along with the appropriate dues. Dues schedule is attached. The dues can be cash, personal check or one from your broker and made out to the Casper Board REALTORS®. Application is presented to the Casper Board of Directors at the monthly Board meeting for approval.

The application and dues **must be** received before the monthly Casper Board of Directors Board meeting to be eligible for approval that month. If not, the applicant will have to wait until the following month to be approved.

2. After returning the application and dues, the Board office will issue you a NRDS ID #, this is your National Association of REALTORS® membership number, a MLS Username and Password and Sentricard Keycard and Lockbox(s). (Lockboxes are only issued to the Designated Brokers)
3. New Member Orientation Requirements:
 - a. Attend New Member Orientation.
 - b. **New Member Code of Ethics Online Course:** Applicants MUST complete the online New Member Orientation Course on the Code of Ethics developed by the National Association of REALTORS® 30 days from the application date. You will need your NRDS ID#. Instructions to complete the course are included.
4. CBR & MLS Orientation Class Agenda:
 - a. Code of Ethics review & Local Board, State Association and National Association benefits
 - b. MLS Orientation
 - c. Sentrilock keycard and lockbox training
5. Formal Installation:

New applicants are required to attend the bi-monthly General Membership Luncheon where they are formally installed into the Association and receive their REALTOR® Certificate and REALTOR® pin.