

MANDATORY ORIENTATION REGISTRATION & MLS TRAINING INFORMATION

All REALTOR® applicants will be required to attend an orientation **within 60 days** of your join date. The cost of the course is included in your application fee. MLS and/or Board services are subject to the successful completion of this course. Additionally, MLS services are contingent upon completion of a **separate** hands on training course (3 hrs in length). **The MLS training course can be completed online, or in a computer lab environment. You are responsible for registering for the training. (See bottom of page for options).**

Time: New member Orientation is held from 8:30 AM to 1:00 PM. Continental breakfast is served at 8:15AM. Reservations are on a first come first serve basis. If you have made a reservation and find you are unable to attend, contact the MEMBERSHIP DEPARTMENT (Dallas: 214-540-2745 or Grapevine: 817-796-5400) at least two days prior to the course for cancellation. **If you have made a reservation and do not attend or cancel your reservation, a cancellation fee of \$10.00 will be charged.**

Location: **Dallas:** Training Room 1 (Second Floor) for Orientation, Computer Lab (Second Floor) for MLS Training
8201 N. Stemmons Freeway Dallas, TX 75247. Located on the West service road of Highway 35E between the Empire Central and Mockingbird Exits.

Grapevine: Conference Room 1681 W. Northwest Highway Grapevine, TX 76051

2010 Schedule:

DALLAS			GRAPEVINE	
Jan. 9 Sat	May 15 Sat	Sept 21 Tue.	Jan 7 Thur.	Jul 8 Thur.
Feb 16 Tue	Jun 15 Tues.	Oct. 16 Sat.	Feb. 4 Thur.	Aug 5 Thur.
Mar 13 Sat.	Jul 17 Sat.	Nov 16 Tue.	Mar 4 Thur.	Sept 2 Thur.
Apr 20 Tue.	Aug 17 Tue.	Dec 14 Tue.	Apr 1 Thur.	Oct 7 Thur.
			May 20 Thur.	Nov 4 Thur.
			Jun 3 Thur.	Dec 2 Thur.

NEW MEMBER ORIENTATION REGISTRATION

Date _____

Check this box if you are rescheduling

LAST NAME

FIRST NAME

COMPANY NAME

OFFICE ADDRESS

CITY

ZIP

OFFICE PHONE

EMAIL: _____

*PLEASE PROVIDE YOUR EMAIL ADDRESS SO THAT WE MAY SEND YOU AN EMAIL CONFIRMING YOUR RESERVATION

I PLAN TO ATTEND THE (MONTH) _____ (DAY) _____ (YEAR) _____
ORIENTATION AT THE _____ DALLAS _____ GRAPEVINE TRAINING CENTER.

*If this session is full, you will be contacted by MetroTex to choose an alternate date.

*MLS TRAINING COURSES ARE SCHEDULED REGULARLY THROUGHTOUT THE MONTH. YOU MUST REGISTER IN ADVANCE FOR THE HANDS ON TRAINING, AFTER YOU HAVE APPLIED FOR MEMBERSHIP. CONTACT THE MLS DEPARTMENT AT 214-540-2755 TO REGISTER – BE PREPARED TO GIVE YOUR MEMBER NUMBER.

IF YOU PREFER TO TAKE THE MLS TRAINING ONLINE, THE INSTRUCTIONS FOR ONLINE TRAINING ARE AVAILABLE AT
http://www.mydfwrealtors.com/member_services/pdf/NTREISOnlineTrainingProcedures.pdf

FAX TO ATTENTION: Membership: 214-637-5951 (Dallas) or 817-796-5421 (Grapevine)