

DOCUMENTS THAT MUST BE SUBMITTED BY THE NEW MEMBER

This is a checklist to assist Designated REALTORS in making sure new hires have the appropriate paperwork completed for CWBR membership and to be added to the firm's MLS roster.

All documents should be emailed to cwbr@cwbr.org

All new licensees must have and/or submit the following paperwork to CWBR before they can become REALTORS

CWBR BYLAWS & CWMLS HANDBOOK- Each new agent must have a copy of the CWBR [Bylaws](#)

And the [CWMLS Handbook](#)

The CWMLS Handbook will contain the Rules and Regulations that the agent will use to complete the quiz.

1. **APPLICATION FOR REALTOR MEMBERSHIP**- This is found at the website under Become a Member>Documents> Realtor Membership Packet or at this link: [REALTOR Packet](#) this packet includes the and are formatted to be completed in a fillable pdf format.

APPLICATION FOR REALTOR MEMBERSHIP

ROSTER CHANGE FORM

AGENT DATA WORKSHEET

CWMLS RULES AND REGULATIONS QUIZ (This form includes the **DESIGNATED REALTOR CERTIFICATION OF CWMLS QUIZ COMPLETION** and the **NEW REALTOR CERTIFICATION OF QUIZ COMPLETION** forms)

*****MLS RULES & REGULATIONS QUIZ**- The quiz is to be completed online and the url to the quiz will be found in the Membership Packet. The new agent should use the CWMLS Rules and Regulations found in the CWMLS Handbook. Once the agent has completed the quiz and clicked "Submit" the quiz will automatically be graded. The agent should forward the results to the DR and the DR will complete the **Designated REALTOR Certification of CWMLS Quiz Completion form** (found in the membership packet). WE DO NOT NEED A COPY OF THE COMPLETED QUIZ AS IT IS SAVED IN OUR CLOUD SERVER.

2. **DUES SCHEDULE**- A current dues schedule can be found at the website under Become a Member>Dues Schedule or at this link: [Dues Schedule](#)

There is nothing to complete on the dues schedule. It is simply used for reference. Dues checks should be made payable to "CWBR". Payments can also be made online by check (ACH) or credit card. For online payments please email cwbr@cwbr.org to request a payable online invoice.

ADDITIONAL INFORMATION FOR NEW MEMBERS

SUPRA

If your office participates in the Supra program, your new agent can activate their Supra eKEY once they have submitted their paperwork and paid their dues. *Agents cannot share someone else's key. They must have their own.* Please have the agent contact CWMLS 715-693-6579 to activate their key. There is an activation fee and monthly charges for the Supra eKEY. For current costs of the Supra products contact CWMLS.

SUPRA RECIPROCITY

CWBR has Supra reciprocity with the REALTOR Association of Northeast WI (RANW), REALTOR Association of South Central WI (RASCW), La Crosse Area REALTORS Association (LARA) and Western Wisconsin REALTOR Association (WWRA). If you are planning on using your Supra device in these jurisdictions, you will need to contact cwmls@cwbr.org to set up access. This may take up to 24 hours and can only be accomplished during CWBR/CWMLS business hours.

NEW MEMBER ORIENTATION

It is required that all new licensees participate in New Member Orientation within the first 180 days of membership. CWBR offers New Member Orientation once per quarter. This would mean that the new member needs to attend one of the first two New Member Orientations offered to complete the requirement. Licensees that do not complete this requirement in the first 180 days will have their membership terminated and will be required to pay the \$216 new member fee again if they wish to be reinstated. Prior to taking the New Member Orientation, all new members must complete the online Ethics Training for New Members Course found here:

[New Member Code of Ethics Course](#)

They will need their NRDS number to complete the course which will be forwarded to them after they have been processed.

*New members are sent an email explaining this requirement.

NEW MEMBER ACCESS TO PARAGON

Our goal is to process a new member within 24 hours (during Mon – Fri) of receiving all the required paperwork and dues payment. Please let the new member know that once we have received documents and their payment they should be on the lookout for an email from Black Knight/Paragon indicating that they need to set up their Paragon password. They need to do this within the first 3 hours of receiving this email. If they miss the time limit, they will need to contact CWMLS at cwmls@cwbr.org to request a password reset.

*New members are sent an email explaining this requirement.

REGISTRATION ON THE DEPT. OF SAFETY AND PROFESSIONAL STANDARDS (DSPS)

Wisconsin law requires that all new real estate Salesperson licensees that practice real estate sales for a licensed real estate Broker must be listed on the Broker's office roster with the DSPS. New members cannot be processed until they appear on the Broker's roster on the DSPS website. However, we will process a new member if the Broker sends a copy of the "Notice of Licensee Associated with Firm" form that was sent to the DSPS to add the licensee to the Broker's roster.

ADDITIONAL MLS ROSTER ADDITIONS

Everyone must have their own login credentials to Paragon and cannot share their credentials. Please submit a Roster change form for Office Staff and Agent Assistants that must be added to an office roster in Paragon.

THEY CANNOT USE THE BROKER'S CREDENTIALS. CWMLS does not charge for Office Staff or Agent Assistants to be on the roster. However, if they are licensed and are practicing real estate in any way (i.e., doing open houses, helping client's complete contracts, etc.) REALTOR dues will be charged.

PLEASE CONTACT CWBR WITH ANY QUESTIONS AT cwbr@cwbr.org OR 715-693-7325