



# Article 03 - Orientation and Training

*Last Updated: September 27, 2026*

## **Article 03.01: Orientation**

Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with an MLS participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to the MLS rules and regulations and computer training related to MLS information entry and retrieval and the operation of the MLS within sixty (60) days after access has been provided.

**A.** All Participants and Subscribers are required to take "Starting Out Stellar", and "MLS Basic" Classes within 60 days of their application. Failure to take the required training will result in suspension of the MLS services and a reinstatement fee will apply to resume services. Stellar and each Association will monitor the 60 day requirement period.

**B.** All New Participants and Subscribers are required to take "MLS Compliance" within 60 days of their application. All Participants and Subscribers are required to take the MLS Compliance Refresh class every two years from the date of their previous class. Failure to complete the required training (MLS Compliance or the Compliance Refresh class) will result in suspension of MLS services until credit is received; a reinstatement fee will apply to resume services. (Updated 9/2023).

**C.** All Participants and Subscribers must complete the Stellar MLS training class on the MLS Listing Maintenance module to be granted access to the listing entry and updating function. In addition, upon class completion, subscribers must submit a Broker Authorization Form signed by their Participant, whereas Participants are only required to complete the class to be granted access. Participants failure to complete required education could result in the entire office losing MLS access until credit is received; as well as a reinstatement fee will apply to resume services.

## **Article 03.02: Training**

Participants and subscribers may be required, at the discretion of the MLS, to complete additional training of not more than four (4) classroom hours in any twelve (12) month period when deemed necessary by the MLS to familiarize participants and subscribers with system changes or enhancement and/or changes to MLS rules or policies. Participants and subscribers must be given the opportunity to complete any mandated additional training remotely.