

MLS Academy for Professional Success

Get a quarter year of MLS fees for free!

Navigate your way through our **6 course** curriculum to receive MAPS certification and get a quarter year of MetroTex MLS fees for free!

Course selection is designed to give students a comprehensive knowledge base of the various MLS applications available to them. All of these courses are free to MetroTex MLS subscribers and are all approved for TREC CE credit (TREC provider #0011).



M.A.P.S. certification

You are eligible to earn your MAPS credit one time only.

Participants have **12 months to complete** the following six courses to earn the certification:

Advanced Matrix MLS

(TREC Course #03-00-038-30409)

- Discuss the Home Page Widgets
- Perform Detailed Searches
- Editing the Grid
- Working with the Hotsheet
- Saving Searches

ZipForm Online

(TREC Course #03-00-028-30196)

- How to Setup your Account
- Create and Maintain Transactions
- Create Templates to Save Time
- How to e-Mail Forms and Print Blank Forms

NTREIS FIND

(TREC Course #03-00-127-29930)

- Think REALTOR.com for Agents
- Search local areas and throughout the U.S.
- Search by map
- Statistical reports
- Community information

Managing Your Listings

(TREC Course# 03-00-118-31561)

- Learn the importance of the Input Sheets
- Understanding the rules concerning photos in MLS
- Understanding the various stages of a listing and the deadlines for revising and adding information
- How to add, revise & load photos and virtual tours
- Supra Key & lockbox information

Client Management

(TREC Course #03-00-038-30410)

- Setup Personal Branding Settings
- Setup Prospect Defaults
- Create a personal portal for your Prospects for autonotification
- Add/Maintain Prospects
- Create Searches for Prospects
- e-Mail

Accessing Public Records using NTREIS Tax

(TREC Course # 03-00-127-29929)

- Searching property records by various criteria: Bank Owned, Multiple Address, Exemption & Zoning Codes
- Produce Mailing Labels, saving Custom Searches