



## MLS Academy for Professional Success

**Get a quarter year of MLS fees for free!**

Navigate through our **6** course curriculum to receive the MAPS certification and your free quarter. 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 must attend the 5 required courses then choose one of the 2 elective courses.  
You are eligible to earn your MAPS credit one time only.***

Participants have 12 months to complete the following; you must attend all **6 required courses** to earn the certification:

### **Advanced Matrix MLS**

(TREC Course #03-00-020-34040)

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

### **Client Management**

(TREC Course #03-00-020-34042)

- Setup Personal Branding Settings
- Setup Prospect Defaults
- Create Auto Emails for prospects
- Add/Maintain Prospects
- Create Searches for Prospects

### **Accessing Property Tax Info**

(TREC Course # 03-00-109-33302)

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

### **Managing Your Listings**

(TREC Course# 03-00-109-33301)

- 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

### **Into to RPR**

(TREC Course #03-00-011-35971)

- Search local areas and within the U.S.
- Search by map
- Statistical reports
- Community information

You must also complete one of the following **2 elective courses** below to complete your certification:

### **ZipForm Online**

(TREC Course #03-00-010-33737)

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

### **Intro to Instanet**

(TREC Course #03-00-100-35611)

- Upload documents to your listings
- Create Transactions and Templates
- How to send off for digital signatures

Register for MLS classes at [www.mymetrotex.com](http://www.mymetrotex.com) or for more information contact the MLS Department at (214) 540-2755 or email [mls@dfwre.com](mailto:mls@dfwre.com)

***Upon completion of the required & elective courses, please inform your Instructor to receive your credit for the next quarters MLS Billing Statement.***

***All MLS Classes are instructor led and hands-on!  
Please remember to bring your laptop!***