

## INSTRUCTOR APPROVAL REQUIREMENTS

Approved continuing education activities can only be taught by instructors who meet the qualification standards cited below.

1) A Master's degree, which is directly related to the subject matter being taught.

OR

2) A Bachelor's degree, provided the degree is in an area traditionally associated with the subject matter of Real Estate, such as Business, Economics, Marketing, Accounting, Finance and the like, and \*experience in real estate as evidenced by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

3) A highly qualified professional with a generally recognized professional designation, such as an American Society of Appraisers (ASA), Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Graduate, Realtor's Institute (GRI), Member Appraisal Institute (MAI), Residential Member (RM) of the American Institute of Real Estate Appraisers, Senior Residential Appraiser (SRA) and two years of education from a post-secondary institution.

OR

4) A Bachelor's degree in education and valid certification in their resident jurisdiction and extensive real estate \*experience as evidence by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

5) Satisfactory completion of a Real Estate Commission sponsored instructor workshop in the subject matter field to be taught and extensive real estate \*experience as evidence by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

6) Extensive instructional background in real estate education and have \*experience in real estate as evidenced by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

7) A Designated Real Estate Instructor of the Real Estate Educators Association and experience in the area of instruction.

\*There may be continuing education activities where experience not requiring a real estate license could be substituted in the standards for instructors, such as mortgage loan officers for an activity in the area of financing.

Applications for instructor approval must accompany the Approval Application, for continuing education activities so that it can be determined that they meet the qualification standards, or as stated in Number 2 of the General Approval Requirements, a Certification of Compliance. (See Form CE-4)

If instructors are changed after initial approval of the activity then the new instructor must be submitted to the Commission prior to the first time that instructor teaches so that compliance with the qualification standards can be determined. Use Form CE-3.



**REAL ESTATE CONTINUING EDUCATION  
INSTRUCTOR APPLICATION**

**CE - 3**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, ST., ZIP \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ ENCLOSED IS: \_\_\_a resume,

ACTIVITY(IES) I WISH TO TEACH:

(1)

(2)

ACTIVITY SPONSOR(S) FOR WHOM I WILL INSTRUCT:

\_\_\_\_\_

I HAVE HAD THE FOLLOWING EDUCATION:

\_\_\_\_\_

\_\_\_\_\_

I HAVE ATTENDED A REAL ESTATE INSTRUCTOR DEVELOPMENT WORKSHOP: \_\_YES \_\_NO If YES, When:

Where: \_\_\_\_\_ Sponsored by Whom:

I HAVE HAD THE FOLLOWING EMPLOYMENT EXPERIENCE:

\_\_\_\_\_

\_\_\_\_\_

I HAVE HAD THE FOLLOWING EXPERIENCE TEACHING ADULTS:

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I HOLD THE FOLLOWING LICENSES AND DESIGNATIONS:

\_\_\_\_\_ Date first issued  
\_\_\_\_\_ Date first issued  
\_\_\_\_\_ Date first issued  
\_\_\_\_\_ Date first issued

REFERENCES (entities for whom I have taught a similar course):

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Association with Applicant \_\_\_\_\_
2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Association with Applicant \_\_\_\_\_
3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Association with Applicant \_\_\_\_\_

I attest to having qualities of honesty, integrity and trustworthiness. I have not had any real estate license or instructor certification revoked or suspended, or had a real estate license or instructor certification renewal denied by any regulating entity of any state. I have not been convicted of nor entered a plea of nolo contendere to any criminal offense involving moral turpitude. I have not had any civil judgment entered against me based on fraud, misrepresentation or deceit. I attest that the information provided on this application is true and correct.

(Signed) \_\_\_\_\_ (Date) \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

OFFICE USE ONLY

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Issue Date \_\_\_\_\_

Area(s) Certified to Instruct \_\_\_\_\_

Reason for Approval/Disapproval