



**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Real Estate Commission

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Boise, Idaho 83720-0063  
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**\$50**

**INSTRUCTOR CERTIFICATION APPLICATION**

**\$50**

Certification is required for any instructor wishing to teach a Commission-developed course. The status of this application will **NOT** be given by phone or e-mail. Written notification of the approval or denial will be mailed or emailed to you, or you can check IREC's Education Lookup for updated information on certification status. Allow at least 10 business days to process your completed application.

**Each course requires a separate application.**

**INCOMPLETE APPLICATIONS WILL BE IMMEDIATELY RETURNED WITHOUT PROCESSING.**

**A. INSTRUCTOR INFORMATION**

Full Legal Name (as written on legal ID):		
SSN:	Date of Birth:	Broker License Number:
Physical Address:		
City:	State:	Zip:
Phone:	E-mail:	
Mailing Address (if different from above):		
City:	State:	Zip:

**B. COURSE CERTIFICATION REQUESTED (select ONE – each course requires a separate application)**

PICK ONE	Course Title	Qualifications – Documentation Required
	Salesperson Prelicense – Module 1 & 2	Active experience as a licensed real estate broker in Idaho for at least five (5) years within the 10 years prior to application
	Brokerage Management	Active broker's license <b>AND</b> at least 5 years active real estate-related experience
	Business Conduct & Office Operations (BCOO)	Active broker's license <b>AND</b> at least 5 years active real estate-related experience
	Real Estate Finance	Active broker's license <b>AND</b> at least 5 years active real estate-related experience
	Commission Core _____ (please indicate year)	Active broker's license <b>AND</b> at least 5 years active real estate-related experience
	Real Estate Valuation & Analysis	Actively licensed or certified real estate appraiser <b>OR</b> hold an active broker's license <b>AND</b> at least 5 years active real estate-related experience
	Real Estate Law	Actively licensed attorney with a minimum of 5 years experience, unless a granted a waiver by the Education Council via the Special Consideration Policy

	Post License Fundamentals	Active real estate experience as a licensed broker for at least 5 years within the 10 years prior to application. If active practice is in a jurisdiction other than Idaho, applicant must also pass the Idaho portion of the licensing exam within no more than 12 months immediately preceding the application for certification.
	Post License Pricing, Marketing, & Advertising	Active real estate experience as a licensed broker for at least 5 years within the 10 years prior to application. If active practice is in a jurisdiction other than Idaho, applicant must also pass the Idaho portion of the licensing exam within no more than 12 months immediately preceding the application for certification.
	Post License Professionalism, Negotiations, & Closings	Active real estate experience as a licensed broker for at least 5 years within the 10 years prior to application. If active practice is in a jurisdiction other than Idaho, applicant must also pass the Idaho portion of the licensing exam within no more than 12 months immediately preceding the application for certification.
	Post License Introduction to Commercial Real Estate	Active real estate experience as a licensed broker for at least 5 years within the 10 years prior to application. If active practice is in a jurisdiction other than Idaho, applicant must also pass the Idaho portion of the licensing exam within no more than 12 months immediately preceding the application for certification. In addition, applicant must have two (2) years experience brokering commercial transactions.

### **C. COURSE QUALIFICATIONS**

You must complete the mandatory requirements for the course for which you are requesting certification:

– Date you attended the entire course (must be within 3 years prior to the date of application)	
– Date you passed the course’s final exam (1 retake allowed; required for Core, or sales/broker prelicense)	
– Date you student taught a minimum of 2 hours or 20% of the course material, whichever is greater, under the supervision of the certified instructor	

### **D. TEACHING QUALIFICATIONS**

You must complete **AT LEAST ONE** of the following in the two years immediately preceding this application:

– Date you attended an IREC Instructor Development Workshop (IDW)	
– Date you obtained or renewed Certified Distance Education Instructor (CDEI) certification	
– Date you obtained the Distinguished Real Estate Instructor (DREI) certification	
– Date you attended a Gold Standard Instructor (GSI) certification course	
– Date you last attended other acceptable training in methods for teaching adults through a college, university, or other real estate IDW program ( <b>documentation required</b> )	

### **E. TEACHING EXPERIENCE**

You must provide documentation of **AT LEAST ONE** of the following to support your experience:

– A favorable <i>Student Teaching Verification Form</i> (Section K) completed by the supervising certified instructor	
– Documentation showing active instructor certification from another licensing agency	
– Documentation showing current approval to teach substantially similar course material	
– Documentation showing current approval to teach a nationally recognized real estate professional designation course	

<b>F. <u>CRIMINAL HISTORY</u></b>		
1. Have you ever had a real estate, or other professional or occupational license, suspended or revoked for disciplinary reasons, or been refused a renewal of a license issued by any state or jurisdiction?	<b>YES*</b>	<b>NO</b>
2. Have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of <b>ANY</b> felony or a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing in a court of proper jurisdiction? (“Convicted” means a plea of <i>nolo contendere</i> or guilty, a jury verdict of guilty or a court decision of guilt, whether or not a judgment or sentence has been imposed, withheld or suspended.)	<b>YES*</b>	<b>NO</b>
<b>*If yes, attach an explanation and copy of final order/judgement</b>		

<b>G. <u>MILITARY SERVICE</u></b>		
1. Are you a military service member veteran?	<b>YES*</b>	<b>NO</b>
2. Are you or your spouse on active military duty?	<b>YES*</b>	<b>NO</b>
<b>*If either is yes, complete the Licensure by Endorsement for Military Persons, Veterans and Spouse form and attach</b>		

<b>H. <u>APPLICATION CHECKLIST</u></b>		
	<b>REQUIRED ATTACHMENTS</b>	<b>IREC ONLY</b>
	<b>Section A:</b> Copy of driver’s license or government-issued document showing full legal name. This must match your name on application exactly, including any middle names or initials.	
	<b>Section B:</b> Documentation of real estate-related experience, licensure, or other qualifications. Review the Education & Certification Policy for the definition of real estate-related experience. <b>(Provide only if it does not currently appear on your record).</b>	
	<b>Section C:</b> Documentation of completing the course observation requirement and passing the final course exam. <b>(Provide only if it does not currently appear on your education record).</b>	
	<b>Section D:</b> Proof of adult learning theory and teaching experience. <b>(Provide only if it does not currently appear on your education record).</b>	
	<b>Sections E &amp; K:</b> Copies of the student teaching verification filled out by the certified instructor and student evaluations from your student teaching	
	<b>Section J:</b> \$50 non-refundable fee for instructor certification for one (1) course (include check or complete the attached credit card authorization form)	
	<b>SUPPLEMENTAL ATTACHMENTS AS APPLICABLE</b>	
	<b>Section F:</b> Explanation and copy of final order/opinion/judgment	
	<b>Section G:</b> Copies of the Licensure by Endorsement for Military Persons, Veterans and Spouse Form	

## **I. APPLICANT ACKNOWLEDGEMENT**

The Applicant acknowledges certain course materials may contain proprietary documents or information that is the property of private persons or entities (including but not limited to Idaho REALTORS® Legal Forms) and are therefore limited to use in an educational environment and may be subject to further protections outlined under terms immediately preceding those specific materials. Applicant shall not disparage, discredit or besmirch the Legal Forms in any way; such activity would serve to degrade and/ or devalue the Association's property right in the Legal Forms. Applicant agrees to recognize and not infringe upon such copyright or other intellectual property rights.

I hereby appoint the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho.

I acknowledge it is my responsibility to provide written notice to the Idaho Real Estate Commission of any change of my personal name, address of personal residence, personal telephone number, or email address within ten (10) days of the change.

I certify that under perjury pursuant to the law of the state of Idaho the foregoing information is true and correct I understand that the Commission may follow the process outlined in Idaho Code 54-2025(3) if at any time it is determined that I am not meeting the requirement for continued certification.

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**Applicant Signature**



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11341 W Chinden Blvd.  
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**CREDIT/DEBIT CARD AUTHORIZATION**

*Charges will appear as "Access Idaho" on your statement.*

*This document will be destroyed as soon as payment has been processed.*

Card Type:

VISA

Master Card

Discover

American Express

Card Number:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Card Expiration Date (mm/yy): \_\_\_\_\_

Payment for: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_  
(as it appears on the card)

Billing Address: \_\_\_\_\_

City

State

Zip

## K. STUDENT TEACHING VERIFICATION FORM

This must be completed by the certified instructor & included with the instructor candidate's application

<b>Course Title:</b>	<b>Date(s):</b>	<b>Hours:</b>
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An instructor candidate who wishes to be certified to teach a Commission-developed course must student teach a minimum of 2 hours or 20%, whichever is greater, of the course material for which they are seeking certification under the direction of a certified instructor.

The applicant must receive a favorable recommendation from the certified instructor for the student teaching period. Completion of this form by the certified instructor will satisfy the instructor recommendation requirements. The instructor candidate must also receive favorable evaluations from the students in the class. These evaluations should be sent to the Commission in accordance with the normal Commission-developed course evaluation process.

**Please complete the following evaluation of the instructor as observed during the student teaching period. Please check all that apply in each box.**

Communication		Knowledge		Presentation	
<input type="checkbox"/>	Clear & intelligible speech	<input type="checkbox"/>	Thorough knowledge of subject matter	<input type="checkbox"/>	Clear presentation of learning objectives
<input type="checkbox"/>	Appropriate voice tone and inflection	<input type="checkbox"/>	Accurate and comprehensive information	<input type="checkbox"/>	Effective operation of classroom equipment and technology
<input type="checkbox"/>	Appropriate rate of speaking	<input type="checkbox"/>	Presentation is relevant to topics/content	<input type="checkbox"/>	Presentation is organized
<input type="checkbox"/>	Correct grammar usage and word pronunciation	<input type="checkbox"/>	Use of supportive illustration and examples	<input type="checkbox"/>	Appropriate use of break times
<input type="checkbox"/>	All learners can clearly hear the instructor	<input type="checkbox"/>	Proper scope and depth of course materials	<input type="checkbox"/>	Projections are legible & visually engaging from all vantage points
Teaching Technique		Professionalism		Student Interaction	
<input type="checkbox"/>	Employs a variety of teaching techniques	<input type="checkbox"/>	Students are treated with respect and courtesy	<input type="checkbox"/>	Adeptly handles student questions
<input type="checkbox"/>	Encourages class participation	<input type="checkbox"/>	Personal opinions or agendas are avoided	<input type="checkbox"/>	Classroom dialogue is encouraged
<input type="checkbox"/>	Teaching and attention directed to the entire class	<input type="checkbox"/>	Professional conduct is demonstrated	<input type="checkbox"/>	Positive attitude toward subject matter
<input type="checkbox"/>	Use of assessment methods to gauge student retention	<input type="checkbox"/>	Effectively manages difficult students	<input type="checkbox"/>	Use of open-ended questions
<input type="checkbox"/>	Supplemental materials, examples and activities are used	<input type="checkbox"/>	Does not place blame or make excuses for mistakes	<input type="checkbox"/>	Identifies & corrects misconceptions or any misinformation

**Using a rating scale of 1-5 with a rating of 1 being the worst and 5 being the best, please provide "Overall Ratings" for the instructor in the following categories:**

Communication:	<input type="text"/>	Knowledge:	<input type="text"/>	Presentation:	<input type="text"/>	Teaching Technique:	<input type="text"/>
Professionalism:	<input type="text"/>	Student Interaction:	<input type="text"/>	Overall Rating:	<input type="text"/>		

\_\_\_\_\_  
Print/Type Name of Student Teacher

\_\_\_\_\_  
Student Teacher Signature

\_\_\_\_\_  
Print/Type Name of Certified Instructor

\_\_\_\_\_  
Certified Instructor Signature