



**IREC use only**

Receipt #: \_\_\_\_\_

Reviewed: \_\_\_\_\_

# INITIAL INSTRUCTOR

## \$50 CERTIFICATION APPLICATION \$50

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

**A. INSTRUCTOR INFORMATION**

\_\_\_\_\_ Social Security Number

\_\_\_\_\_ Date of Birth

\_\_\_\_\_ Real Estate License Number (if applicable)

Full Legal Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**B. COURSE CERTIFICATION REQUESTED** (select ONE - use Instructor Certification Application REE-007 for each additional course)

Check One	Course	Qualifications - Provide Documentation to support this.
	Sales Module 1 and 2	Applicant must have active experience as a licensed real estate salesperson or broker in Idaho for at least five (5) years within the 10 years prior to application.
	Brokerage Management	Active broker's license AND at least 5 years active real estate-related experience.
	Real Estate Law	Actively licensed attorney with a minimum of 5 years experience.
	Real Estate Finance	5 years active real estate-related and/or finance experience.
	Valuation & Analysis	Actively licensed or certified real state appraiser OR at least 5 years active real estate-related experience.
	Business Conduct & Office Operations (BCOO)	Active broker's license AND at least 5 years active real estate-related experience.
	Commission Core: _____ (please indicate year)	5 years active real estate-related experience.
	Post License Fundamentals	Active real estate experience as a licensed real estate salesperson or 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, and Advertising	Active real estate experience as a licensed real estate salesperson or 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 and Closings	Active real estate experience as a licensed real estate salesperson or 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 real estate salesperson or 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 PLUS hold either a post-secondary degree specific to commercial real estate OR an active status CCIM or SIOR designation.

C. You **MUST** complete the following requirements for the course for which you are requesting certification:

1. **Course Observation.** You must attend the entire course within three (3) years prior to the date of the application in order to get acquainted with the required course materials and the various levels of expertise of adult students in the courses. Attach a copy of your course completion certificate if the course does not appear on your education record.
2. **Pass the Course Final Examination.** You must successfully complete the final course exam, if any, for the most current version of the course in effect on the application date. If not successful on the first attempt, one (1) retake is allowed. Provide the following information:

Date of Exam: \_\_\_\_\_ Pass:  Fail:

D. **TEACHING QUALIFICATIONS** (select at least one from each category)

ADULT LEARNING THEORY (choose one)

- Attended an IREC Instructor Development Workshop (IDW) during the preceding 2 years
- CDEI Certification (Certified Distance Education Instructor)
- Other acceptable training in methods for teaching adults (attach documentation to be reviewed for approval)

**AND**

TEACHING EXPERIENCE (choose one) - **You must attach documentation to support this.**

- Student Teaching:
- *Teaching a minimum of 2 hours or 20% of the course material, whichever is greater, under the supervision of the certified instructor\*, and*
  - *Receiving favorable evaluations from students in the class; and*
  - *Receiving a favorable recommendation from the certified instructor for the assistant teaching.*
- Currently certified to teach by another licensing agency as a certified real estate instructor
- Approved to teach a nationally-recognized real estate professional designation course
- Hold the DREI designation from REEA

E. 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?

- NO  YES (**attach explanation and copy of final order/judgment**)

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 ANY felony or a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing in a court of proper jurisdiction? ("Convicted" means a plea of *nolo contendere* 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.)

- NO  YES (**attach explanation and copy of final order/judgment**)

F. **Course Materials** (check one) - please indicate which format you would like the course materials provided to you.

- CD/DVD  Thumbdrive (must provide your own)  One Drive

G. Are you a military service member veteran?  NO  YES

H. Are you or your spouse on active military duty?  NO  YES (**Fill out form REE-010 and attach**)

**I. REQUIRED ATTACHMENTS - INCOMPLETE APPLICATIONS WILL BE IMMEDIATELY RETURNED WITHOUT PROCESSING.**

CHECKLIST	REQUIRED ATTACHMENTS	IREC USE ONLY
	\$50 non-refundable fee for instructor certification for one (1) course (check or credit card authorization form)	
	Documentation of real estate-related experience, licensure, or other qualifications. The definition of real estate-related experience can be found in the Education & Certification Policy on the Commission's website (Section B)	
	Documentation of completing course observation requirement and passing final course exam (Section C)	
	Proof of adult learning theory and teaching experience (Section D)	
	Explanation and copy of final order/opinion/judgment, if applicable (Section E)	
	Copy of driver's license or other government-issued document showing full legal name	

J. 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, or personal telephone number within ten (10) days of the change.**

I certify that the foregoing information is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

## NOTARY IS REQUIRED

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State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

Signed (or attested) before me on \_\_\_\_\_ by \_\_\_\_\_  
Date Name of Individual (applicant)

\_\_\_\_\_  
Signature of Notary

*notary  
seal*

\_\_\_\_\_  
My Commission Expires

**REFUND POLICY:** Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission to refund overpayments of under \$25 only if requested in writing within 30 days of the Commission's receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$20 fee assessed for each check returned for insufficient funds.

**I. Instructor Name:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Recommendation for Student Teacher** (This section must be completed by the certified instructor and included with the instructor candidate's application.)

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. Please indicate the dates and times of the student teaching sessions the instructor candidate student taught under your direction.

**Date(s):** \_\_\_\_\_ **Hour(s):** \_\_\_\_\_

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.

<b>Communication</b>	<b>Knowledge</b>	<b>Presentation</b>
<input type="checkbox"/> Clear and 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"/> Projected images are legible and visually engaging from any point in the classroom

<b>Teaching Technique</b>	<b>Professionalism</b>	<b>Student Interaction</b>
<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 and 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:

Communications: \_\_\_\_\_ Knowledge: \_\_\_\_\_ Presentation: \_\_\_\_\_

Teaching Technique: \_\_\_\_\_ Professionalism: \_\_\_\_\_ Student Interaction: \_\_\_\_\_

Overall Rating of the Student Teacher: \_\_\_\_\_

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

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

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

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