



IREC use only

License #: _____

Receipt #: _____

Approved: _____

INITIAL INSTRUCTOR

\$50 CERTIFICATION APPLICATION \$50

Certification is required for any instructor wishing to teach a Commission-developed course. Submit this form and all required attachments **AT LEAST** two (2) months prior to the date of your first course offering. Status of this application will NOT be given by phone or e-mail. Written notification will be mailed to you or you can check IREC's Education Lookup for updated information on certification status.

Applications that are faxed/emailed will not be accepted.

A. INSTRUCTOR INFORMATION

Full Legal Name: _____ Social Security No.: _____ Date of Birth: _____

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 |
|--------------------------|---|--|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Brokerage Management | Active broker's license AND at least 5 years active real estate-related experience. |
| <input type="checkbox"/> | Real Estate Law | Actively licensed attorney with a minimum of 5 years experience. |
| <input type="checkbox"/> | Real Estate Finance | 5 years active real estate-related and/or finance experience. |
| <input type="checkbox"/> | Valuation & Analysis | Actively licensed or certified real state appraiser OR at least 5 years active real estate-related experience. |
| <input type="checkbox"/> | Business Conduct & Office Operations (BCOO) | Active broker's license AND at least 5 years active real estate-related experience. |
| <input type="checkbox"/> | Commission Core: _____ (please indicate year) | 5 years active real estate-related experience. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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.
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: _____ Score of Exam: _____ Exam Retake (yes/no): _____ Score of Retake: _____

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)
- Email: _____

G. Are you or your spouse active military or a military veteran? If so, please fill out form REE-008 and attach to application.

H. 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 | |

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 Association of 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

State of _____)
County of _____) ss.

Signed (or attested) before me on _____ by _____
Date Name of Individual

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 Recommendation for Student Teacher (This section must be completed by the certified instructor.)

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.

| Communication | Knowledge | Presentation |
|---|--|--|
| <input type="checkbox"/> Clear and intelligible speech <input type="checkbox"/> Appropriate voice tone and inflection <input type="checkbox"/> Appropriate rate of speaking <input type="checkbox"/> Correct grammar usage and word pronunciation <input type="checkbox"/> All learners can clearly hear the instructor | <input type="checkbox"/> Thorough knowledge of subject matter <input type="checkbox"/> Accurate and comprehensive information <input type="checkbox"/> Presentation is relevant to topics/content <input type="checkbox"/> Use of supportive illustration and examples <input type="checkbox"/> Proper scope and depth of course materials | <input type="checkbox"/> Clear presentation of learning objectives <input type="checkbox"/> Effective operation of classroom equipment and technology <input type="checkbox"/> Presentation is organized <input type="checkbox"/> Appropriate use of break times <input type="checkbox"/> Projected images are legible and visually engaging from any point in the classroom |

| Teaching Technique | Professionalism | Student Interaction |
|--|--|--|
| <input type="checkbox"/> Employs a variety of teaching techniques <input type="checkbox"/> Encourages class participation <input type="checkbox"/> Teaching and attention directed to the entire class <input type="checkbox"/> Use of assessment methods to gauge student retention <input type="checkbox"/> Supplemental materials, examples and activities are used | <input type="checkbox"/> Students are treated with respect and courtesy <input type="checkbox"/> Personal opinions or agendas are avoided <input type="checkbox"/> Professional conduct is demonstrated <input type="checkbox"/> Effectively manages difficult students <input type="checkbox"/> Does not place blame or make excuses for mistakes | <input type="checkbox"/> Adeptly handles student questions <input type="checkbox"/> Classroom dialogue is encouraged <input type="checkbox"/> Positive attitude toward subject matter <input type="checkbox"/> Use of open-ended questions <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