



**IREC use only**

License #: \_\_\_\_\_

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

Approved: \_\_\_\_\_

# INSTRUCTOR CERTIFICATION

**\$50**

## 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 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 a separate application for each 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 IREC - *For instructors seeking certification for subsequent courses who are already certified by IREC to teach, previous student teaching hours may be credited toward the 20% minimum.*
- Initial student teaching period - Course: \_\_\_\_\_ Hours: \_\_\_\_\_
- Supplemental student teaching period - Course: \_\_\_\_\_ Hours: \_\_\_\_\_

**If not currently certified to teach by IREC, STOP. DO NOT submit this application. You must use the Initial Instructor Application (REE-006).**

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

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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.