

4.7.1.2 INSTRUCTOR TRAINING & DEVELOPMENT (Page 1 of 2)

Purpose: To ensure instructors have the highest possible level of knowledge, professionalism and training.

NEW INSTRUCTOR REQUIREMENTS

1. Submit RSAR Instructor Application and Information Sheet along with a written recommendation from his/her broker.

MAINTAINING QUALIFIED INSTRUCTOR STATUS

1. Complete at least one instructor training course per year, minimum 3 hours.
2. Be prepared for each course assignment.
3. Maintain an overall 2.5 Average on instructor/course evaluations. (3.0 max)
4. Ethics instructors must attend the annual Professional Standards Workshop or update
5. Code of Ethics instructors will emphasize course material as recommended by the Professional Standards Committee and/or the Education Committee.
6. Instructors will be neat and professional in appearance.
7. Instructors will be onsite a minimum of 30 minutes prior to scheduled course.

CAUSES FOR INSTRUCTOR REMOVAL

The Education Committee may revoke Instructor approval for cause. Causes for removal include, but are not limited to;

1. Failure to comply with Real Estate Division requirements as set forth in NAC 645.
2. Failure to maintain a minimum 2.5 overall average instructor/course evaluation score.
3. A preponderance of negative remarks on instructor/course evaluations.
4. Failure to show up for a class without notice not covered under Force Majeure.
5. Personal or company promotion and or solicitation including any promotion from the platform, distribution of promotional materials or solicitation of attendees through the use of student lists. Absolutely no recruitment will be tolerated at RSAR sponsored education.
6. Making political and religious statements or statements that would impugn the integrity or reputation of the Reno/Sparks Association of REALTORS®.
- 7.

REMEDIATION

The Education Chair or an appointee shall meet with an instructor to attempt remediation.

The Education Committee, at its option, may require the instructor to:

1. Attend an Instructor workshop;
2. Work with a mentor to improve skills; or
3. Propose other alternative training.

APPEAL PROCEDURES

1. If the Education Committee recommends removal of an instructor, staff shall notify the instructor no later than the next business day that they have an opportunity to speak at the next scheduled Education Committee meeting to appeal the decision.
2. Instructors who are dismissed for any reason, may appeal for reinstatement in writing to the Education Committee. If the Education Committee upholds its decision, the matter may be appealed to the Board of Directors. The decision of the Board of Directors shall be final.

4.7.1.2 INSTRUCTOR TRAINING & DEVELOPMENT (Page 2 of 2)

INSTRUCTOR TRAINING

Instructor training will be available for all instructors at no cost or at a minimal cost. In addition to the instructor workshop, presentations would be scheduled on topics of interest, i.e. varied presentation techniques, body language, issues affecting the industry, i.e. property disclosure, agency, property management, etc.

ASSOCIATION RESOURCES AND TRAINING

1. The Association will maintain a schedule of courses available to audit.
2. The Association will provide a minimum of one instructor training course and one Instructor Orientation course per year.
3. The Association will maintain lists of Instructors willing to team teach.
4. The Association will maintain a list of mentors.
5. The Association will provide a list of resources for improving instructor quality, and developing presentation skills. (compendium of articles resources)

COURSE ASSIGNMENTS

1. The Education Director shall make instructor course assignments.
2. Instructors will be provided with PowerPoint; Student Materials; Supplements and Instructor notes if available, no later than three weeks in advance of the assigned course.
3. Instructors are required to review lesson plans, visual aids, course materials and Instructor Notes no later than one week prior to scheduled instruction to ensure that the materials are current.
4. Any updates or changes made by Instructor to course materials must be provided to Education Director no later than one week prior to the scheduled course.
5. Instructors teaching the Code of Ethics course must have served on the Professional Standards, Grievance committee or Board of Directors.

CHANGES: Changes shall be made to these policy and procedures as necessary to satisfy Real Estate Division requirements and/or to improve the quality of instruction.

Approved by Education Committee: 07/10/17

Approved by Bylaws & Policy Committee: 09/27/17

Approved by Board of Directors: 10/27/17