

4.7.1.3 INSTRUCTOR APPLICATION

INSTRUCTOR TRAINING & DEVELOPMENT

Purpose: Establish the procedure to train and develop instructors

1. New instructors must attend Instructor Orientation at least once covering the following topics (typical):
 - a. Logistics (facility resources)
 - b. Legal requirements
 - c. RSAR Policies
 - d. Presentation skills
 - e. Use of Technology
 - f. Presentation of typical course material by the instructor candidate

Candidates completing orientation are approved to teach. In order to teach a specific course they need to show that they are competent in the subject matter. Teaching Continuation Education & Post Licensing courses requires Nevada Real Estate Division (NRED) certification.

Team teaching is encouraged. It is recommended that new Instructors team teach until confidence level enables them to teach independently. Arrangements for team teaching and compensation to be agreed upon independently between Instructors, and communicated to the Education Coordinator prior to the course.

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)

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.

PROCEDURES

Instructors, who are dismissed for any reason, may present their reasons for remaining as an instructor to the Education Committee. If the Education Committee upholds the dismissal, the matter may be appealed to the Board of Directors. The decision of the Board of Directors shall be final.

Approved by Education: 11/08/10
Approved by Bylaws & Policy: 11/23/10
Approved by BOD: 12/02/10

**4.7.1.3 INSTRUCTOR APPLICATION
Information Sheet
(Please be sure to fill out ALL information)**

Yes, I am interested in becoming an instructor for the Reno/Sparks Association of REALTORS®. I have reviewed the 4.7.1.2 Instructor Qualification, Performance & Appeal Policy. Please consider this my application.

Name _____ Company _____

Preferred Address _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ Email: _____

I am currently approved to teach Continuing Education credit through the Nevada Real Estate Division Yes No.

If yes, please provide letter of approval from Real Estate Division.

I am interested in teaching Continuing Education courses Yes No.

If yes, and you are not currently approved as a real estate instructor through the Nevada Real Estate Division, please complete instructor application form attached.

I am interested in teaching Non-Credited courses Yes No.

My previous teaching experience includes:

I have taught or am interested in teaching the following courses or topics?

	Previously Taught (Last Date)	Interested In Teaching		Previously Taught (Last Date)	Interested In Teaching
Agency	_____	_____	Technology	_____	_____
Law & Legislative	_____	_____	Property Mgt.	_____	_____
Ethics	_____	_____	Personal Dev.	_____	_____
Code of Ethics	_____	_____	Financing	_____	_____
Orientation	_____	_____	1031 Exchange	_____	_____
Contracts	_____	_____	Taxation	_____	_____
R.E. Investment	_____	_____	Other _____	_____	_____

Have you had any previous instructor development/training? Yes No.

If yes, indicate name and date of course. _____

I currently have a course or courses approved for Continuing Education credit Yes No.

If yes, indicate course name, number of hours, and CE # _____

I am interested in presenting my course(s), previously approved by the Nevada Real Estate Division, through the Association Yes No.

I am willing to serve as an Instructor Mentor Yes No.

I am willing to team-teach with a fellow instructor Yes No.

I am interested in developing courses for the Reno/Sparks Association of REALTORS® Yes No.

Date completed Instructor Orientation course: _____

Date accepted as an Instructor: _____

Date completed team-teaching _____ Co-instructor name _____