

#### **4.7.1.4 APPLICATION FOR INSTRUCTOR TRAINING REIMBURSEMENT**

As a part of the Association's commitment to provide quality education, a program has been established to assist instructors in their individual efforts to improve skills. Funds may be budgeted annually for instructor training. The allocated funds are available to Reno/Sparks Association REALTORS® instructors. RSAR instructors shall be defined as those instructors who have submitted a RSAR instructor application. Additionally, they must have contracted for, and presented a course in cooperation with RSAR under terms agreeable to the parties.

The reimbursement money is available annually on a first-come, first-served basis and is limited to not more than the registration fee of an approved training course with a maximum reimbursement of \$500 per instructor, per fiscal year. The total of available funds may vary depending upon the number of requests for reimbursement and annual budget considerations.

Approved instructor training courses shall be defined as any National or State recognized training program. Any other training program submitted for reimbursement will be subject to approval by the Faculty Committee. Instructor training courses sponsored by the RSAR will not be eligible for reimbursement.

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email address \_\_\_\_\_

I'm requesting reimbursement for the following instructor training course:

Course Name \_\_\_\_\_

Course Date \_\_\_\_\_

Registration fee (attach copy of registration form and paid receipt) \_\_\_\_\_

Course registration forms should be submitted directly to the course sponsor.

Amount of reimbursement \_\_\_\_\_

Date of reimbursement \_\_\_\_\_

Approved by Faculty Subcommittee: 03/02/99

Approved by Education committee: 03/02/99

Approved by Bylaw & Policy: 04/07/99

Approved by Board of Directors: 12/14/00