



IREC use only

License #: _____
Receipt #: _____
Approved: _____

INSTRUCTOR CERTIFICATION APPLICATION

\$50 **\$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.

A. INSTRUCTOR INFORMATION

Legal Name: _____ Social Security No.: _____
(required)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical 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
	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.
	Brokerage Management	Active broker's license AND at least 5 years active real estate-related experience.
	Real Estate Law	Actively licensed attorney with a minimum of 5 years experience.
	Real Estate Finance	5 years active real estate-related and/or finance experience.
	Valuation & Analysis	Actively licensed or certified real state appraiser OR at least 5 years active real estate-related experience.
	Business Conduct & Office Operations (BCOO)	Active broker's license AND at least 5 years active real estate-related experience.
	Commission Core: _____ (please indicate year)	5 years active real estate-related experience.
	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.
	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.
	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.
	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.
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.

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) - please attach documentation

- Student Teaching:
 - Instruct a minimum of 2 hours or 20% of the course material in the classroom, whichever is greater, under the direction of a certified instructor; OR
 - Provide a 2 hour video teaching the course material with this application
- Currently certified to teach by IREC
- Currently certified to teach by another licensing agency as a 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. **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 (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 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 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 agrees to recognize and not infringe upon such copyrights 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.

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

*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.