

Center for Specialized REALTOR® Education
Employer-Assisted Housing
CSRE INSTRUCTOR ELIGIBILITY AND APPROVAL GUIDELINES

This document does not create an employment contract or an independent contractor relationship between the Instructor and CSRE. CSRE only trains Instructors and provides a list of approved Instructors to course sponsors. All information contained herein is provided solely for the purpose of describing general procedures followed by CSRE administration of the Employer-Assisted Housing course. Instructor guidelines are subject to change.

CSRE Faculty Application Procedures

1. The Faculty Approval Process will be as follows:

Applications from new instructors are invited on a rolling basis. Candidates must apply using the approved application form and meet the eligibility criteria below. Some exceptions may apply and are at the discretion of the sponsors and CSRE staff.

2. Eligibility Criteria

The eligibility criteria below must be met to be included and to remain on the list of approved CSRE instructors.

- Real estate brokerage experience is preferred. Ideally, instructor candidates will have at least one year's experience in real estate brokerage working as a salesperson, broker, or manager.
- Have at least 15 hours' experience in delivering instructional content to adult learners.
- Have strong presentation and teaching skills.
- Must not have had a professional or occupational license suspended, cancelled, or revoked.
- Must not have had a Code of Ethics violation.

3. Application Review

When the application is received by CSRE staff and a course sponsor has agreed to contract with the applicant, an optional telephone interview may be conducted by CSRE staff.

Instructor Responsibilities

- Accept responsibility for the successful presentation of the prescribed course.
- Check with the sponsoring association before each course he/she teaches to ensure preparation for the correct and current course materials.
- Arrive at least 60 minutes prior to the start of the course to inspect facilities and, in cooperation with the on-site administrator, correct any inadequacies that may exist as much as feasible.
- Demonstrate good preparation and delivery, using varied education techniques including visuals, examples, case studies, group exercises, etc.
- Be alert to comments from the students for the purpose of adjusting the presentation of the program for maximum effectiveness.
- Provide students networking opportunities through introduction ice-breaking activities, group work, breaks, etc.
- Ensure the course begins and ends on time, incorporating enough breaks.
- Be competent in the care and use of audio-visual equipment and media (i.e. PowerPoint®)

- Instructor shall not engage in selling or promoting, for personal or third party gain or benefit, any non-NAR product, service, franchise, designation, certification, or membership, either at the location where Instructor teaches the *Employer-Assisted Housing* course or by mailing/and or emailing non-NAR promotional materials to the students who attend the course. Instructor shall not make student mailing/and or email lists available to any entity other than CSRE.
- No sale of materials, books, tapes, or other items is allowed. The speaker may distribute printed or illustrative material that is explanatory, tastefully done and/or has direct bearing on the subject.
- Be aware that all CSRE course materials are copyrighted. No portion of them may be reproduced for use outside the *Employer-Assisted Housing* course in any form, whether printed or electronic, without the express written permission of CSRE.
- Cover exam topics during the presentation, if a final exam is required to fulfill state continuing education (CE) requirements.
- Administer the examination and keep examination copies secure so that they are not taken out of the examination room and distributed to future students.
- Report in writing to CSRE staff any significant comments about the course and its contents or presentation.

Classroom Behavior

An instructor may be removed immediately from the faculty list due to inappropriate behavior in the classroom. Inappropriate behavior includes, but is not limited to, the following:

- Use of profane or obscene language or gestures; racial, religious, gender, or ethnic slurs; sexual harassment.
- Failure to cover the course material as prepared and approved by CSRE.
- Failure to observe accepted business standards of dress during the period of the course.
- Alcoholic beverages in the classroom.

Copyright Policy

It is a violation of copyright law to photocopy and distribute copies of materials from books, journals, newspapers, and periodicals, including graphics and videos, without the permission of the copyright holder. Instructors who violate copyright law expose themselves, course sponsors, and CSRE to lawsuits and therefore will be removed from the list of approved instructors. It is the responsibility of each Instructor to secure the copyright permission from copyright holders. Duplication or reproduction of *Employer-Assisted Housing* course material for use outside the classroom in any form, whether print or electronic, without the express written permission of CSRE will result in removal from the list of approved instructors.

Proper Use of REALTOR® Marks

The National Association of REALTORS® is the sole and exclusive owner of the trademark rights in the collective membership marks REALTOR®, REALTORS®, REALTOR-ASSOCIATE® and the REALTORS® Logo (“NAR Marks”). Instructor must at all times endeavor to assure that NAR Marks are used only in accordance with the policies and guidelines of NAR relating to such use. In particular, Instructor must endeavor to ensure that NAR Marks are never be used interchangeably with “real estate agent” or “real estate broker”, or in any context that suggests that a person may be a REALTOR® without reference to membership status in NAR. Instructor will review the NAR trademark policies and guidelines set forth at the following web address prior to teaching Course:

https://www.nar.realtor/sites/default/files/migration_files/publications/2014/Membership-Marks-Manual-2014-02-11.pdf

Course and Instructor Evaluations

- Course and instructor evaluation forms are to be distributed to and collected from students in all course presentations, prior to the exam, by the course sponsor. Do not review evaluations in the presence of students.
- Alterations or removal of evaluation forms by an Instructor is grounds for immediate removal from the approved instructors list.
- Copies of these forms are forwarded to the faculty team involved in teaching the course.
- Evaluation forms are kept on file and reviewed by CSRE staff after each course.

Inactive Status

If an instructor has not taught the *Employer-Assisted Housing* course for a period of one year, the Instructor will be placed on inactive status. An instructor may remain inactive for only one year before being removed from the list of approved instructors.

Licensed Delivery Course Assignments

Selection of instructors for licensed delivery course assignments is entirely at the option of the licensed sponsors, and all negotiations shall be conducted between the two parties involved. The majority of teaching assignments are made by licensed delivery course sponsors.

International Assignments

International assignments must be coordinated through CSRE staff to coordinate scheduling of classes and assignment of instructors. A non-US course agreement needs to be signed and on file at NAR. A new instructor may teach an *Employer-Assisted Housing* course held outside the US based on the eligibility guidelines above. International course sponsors may ask for assistance from CSRE staff to facilitate the selection process.

Non-U.S. Instructors

Non-U.S. instructors may become approved to teach the *Employer-Assisted Housing* course under the following criteria:

- English proficiency required.
- Letter of recommendation required from applicant's cooperating association.
- CSRE has final approval on each instructor's status.