



**IREC use only**

Receipt #: \_\_\_\_\_

Approved: \_\_\_\_\_

# \$10 SUPPLEMENTAL INSTRUCTOR CERTIFICATION APPLICATION \$10

This application is required for anyone wishing to add a certification to teach Commission-developed course to an existing instructor certification. Submit this form and all required attachments **AT LEAST** two (2) months prior to the date of your first course offering.

## A. INSTRUCTOR INFORMATION

Instructor Name \_\_\_\_\_ Social Security Number (required) \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

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

Email (required) \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## B. COURSE CERTIFICATION REQUESTED (select ONE - use a Supplemental Application for each additional course)

Check	Course	Qualifications
<input type="checkbox"/>	Sales Module 1 and 2	5 years active real estate-related experience
<input type="checkbox"/>	Brokerage Management	Active broker's license <b>AND</b> at least 5 years active real estate-related experience
<input type="checkbox"/>	Real Estate Law	Actively licensed attorney
<input type="checkbox"/>	Real Estate Finance	5 years active real estate-related and/or finance experience
<input type="checkbox"/>	Valuation & Analysis	Actively licensed or certified real estate appraiser <b>OR</b> have at least 5 years active real estate-related experience
<input type="checkbox"/>	Business Conduct & Office Operations	Active broker's license <b>AND</b> at least 5 years active real estate-related experience
<input type="checkbox"/>	Commission Core	5 years active real estate-related experience

### "Real estate-related experience" is defined as:

- Experience as a licensed real estate sales associate or broker
- Experience as an attorney at law with practice in real estate transactions
- Experience, with decision responsibility, in closing real estate transactions for escrow companies, mortgage companies, or similar institutions
- Experience as an officer of a commercial bank, savings and loan association, title company or mortgage company, involving all phases of real estate transactions
- Experience as a real property fee appraiser or salaried appraiser for a governmental agency
- Experience in all phases of land development, construction, financing, selling and leasing of residences, apartments or commercial buildings
- Experience in real estate investment, property management, or analysis of investments or business opportunities

You **MUST** complete the following requirements for the course for which you are requesting instructor certification:

**1. Course Observation.** You must attend the entire course 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 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.

