

Iowa Real Estate Commission

INSTRUCTOR APPLICATION

Mail to Real Estate Commission, 200 East Grand Suite 350 Des Moines, IA 50309
or email this completed application with all required documentation to
jill.simbro@iowa.gov

You will receive an email confirmation when you have been approved which will include your expiration date. Approvals are valid for 24 months including the month of approval.

1. _____
Entity Requesting Approval School Code
- _____
Address Phone
2. _____
Instructor Name Phone
- _____
Address E-Mail Address

3. Do you hold a real estate license? Yes No

License Type	License No.	State(s)	Years Active
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4. **17.12(1)** Individuals may be approved to teach pre-license and continuing education when they have shown proof of attendance at an instructor development workshop approved by the commission within 12 months preceding approval and have met the instructor qualification criteria. Have you completed an IDW within the last 12 months?

Yes No Date completed? _____ **Verification Required.**

5. An applicant may be approved as an instructor when it is determined that the applicant evidences (1) the ability to teach and communicate and (2) in-depth knowledge of the subject matter proposing to teach.

Ability to teach shall be shown by meeting at least one of the following requirements:

- A bachelor's degree or higher in Education from an accredited college (attach a copy of transcripts) OR
- A current teaching credential or certificate in any field (attach copy) OR
- A certificate of completion from a real estate instructor institute, workshop or school approved by the Iowa Real Estate Commission and experience in the area of instruction (detail specific teaching experiences) OR
- A full time current appoint to the faculty of an accredited college OR
- A current teaching designation from an organization approved by the Iowa Real Estate Commission (attach evidence).

In-depth knowledge of the subject matter shall be shown by meeting at least one of the following requirements:

- a. A bachelor's degree or higher from an accredited college with a major in a field directly related to the subject matter of the course proposing to teach: such as business, economics, accounting, real estate or finance (attach copy of transcript) OR
- b. A bachelor's degree or higher from an accredited college and five years of real estate experience directly related to the subject matter of the course proposing to teach (attach copy of transcript and document how your experience is directly related to the subject matter proposing to teach) OR
- c. A licensed attorney in practice for at least three years in an area directly related to the subject matter of the course proposing to teach OR
- d. A highly qualified professional with a generally recognized professional designation such as, but not limited to, FLI, MAI, SIOR, SREA, CRB, CRS, CPM, but not including GRI, and two years of education from a post secondary institution (attach evidence of both) OR
- e. Extensive instructional background in real estate education and experience in real estate as evidenced by a valid broker's license or five years of active real estate experience as a salesperson (provide evidence). In addition, three recently written letters of recommendation that attest to the applicant's in-depth knowledge combined with the ability to teach OR
- f. OTHER, as the Commission may determine

Exemptions from Instructor Qualifications Criteria and Instructor Development Workshops

193E-16.1 Definitions. "Guest Speaker" means an individual who teaches a real estate education course on a one-time only or very limited basis, who possesses a unique depth of knowledge and experience in the subject matter proposing to teach.

193E-17.12(2) Guest speakers and individuals currently certified by a nationally recognized organization, such as a DREI, that requires similar instructor standards are exempt, with prior approval of the commission, from the instructor qualification criteria and the instructor development workshop requirement.

I am exempt because I qualify under the definition of "guest speaker" OR

I am currently certified by a nationally recognized organization that requires similar instructor standards. (Provide evidence of certification or approval and include a copy or detailed description of the organization's instructor standards).

6. Have you enclosed your current resume (required for all instructors)? Yes No

Provider Certification

This is to certify to the best of my knowledge that the information contained in this form and any attachments is true. The above individual is qualified to teach all or a portion of the proposed continuing education course contained in this application on the basis of the items checked in #4 and #5.

Instructor Signature

Date