



Real Estate Board
POST LICENSE EDUCATION (PLE)/CONTINUING EDUCATION (CE)
INSTRUCTOR APPROVAL APPLICATION

I. Instructor Information

1. Instructor's Full Legal Name: _____
 (First, Middle, Last)

2. Provide at least **one** of the following identification numbers*:
 - Social Security Number** and/or

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 - Virginia DMV Control Number**

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 - Enter the same identification number as used on examination, previous applications or licenses on file with the department.
 - * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

3. Mailing Address _____

City
State
Zip Code

4. Contact Number _____
5. Email Address _____

Primary Telephone

II. Personnel Experience

1. **Education** - List **all** higher education completed (in chronological order):

Dates MM/YY		Name College/University/Vocational	Credit Hrs. (Total hours received)	Major/ Studies	Minor Received	Degree Received
Start	End					

2. List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

BOARD USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
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3. List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

Type of License, Certification, or Registration	License, Certification, or Registration Number	Status Current/Expired/Inactive	Expiration Date (if applicable)

III. Professional Experience

1. List all jurisdictions in which you are licensed to practice real estate:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Professional License Type (Salesperson/Broker)	State/Jurisdiction	Initial Date MM/YY	End Date MM/YY	No. of months w/ Active Experience

2. List your professional experience as an **Instructor**:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Organization Name	Course/ Subject Matter	Employment Dates		State/ Jurisdiction	VA Approved Course?
		Start MM/YY	Finish MM/YY		
					<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> No <input type="radio"/> Yes

3. List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: https://www.dpor.virginia.gov/boards/Real_Estate/A490-0230ADES.pdf

Organization Name	Certification/Designation	Awards/Honors Received

4. List **all Professional Training** completed as it relates to Real Estate or the subject/course you would like to teach:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet. Do not include any Continuing Education courses required to maintain a real estate License.)

Organization Name (Name of Training Provider)	Course Name	Time Frame/ Completion Date	Awards/Honors Received

IV. Courses & Topics

1. List the courses you would like to teach:

Board Approval Course No. (Leave blank if not approved)	Title/Name	Type of Course (PRE/POST/CE)	Course Exp Date

2. Post-license education (PLE) courses - select all that apply.

- 1. Fair Housing*, Americans with Disabilities Act and the Civil Rights Act of 1866 (2 hours only)
*Must include an update on current cases and administrative decisions under Fair Housing laws and information on Hoarding.
- 2. Real Estate Law and Board Regulations - shall include Lead Based Paint, Virginia Residential Landlord and Tenant Act, Property Owners Association Act, Condominium Act, Common Interest Community Law, Megan's Law, Service Members Civil Relief Act, all required disclosures, Virginia Real Estate Board disciplinary actions, Building Codes and Smoke Detectors, and Flood Hazard Areas and the National Flood Insurance Program (6 hours only).
- 3. Ethics and Standards of Conduct** (3 hours only)
**Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Syllabus):
"The NAR Code of Ethics is being used only as a teaching tool. The NAR Code of Ethics provisions that are outside of the Virginia Real Estate Board's laws and regulations are not applicable to Real Estate Board licensees."
- 4. Current Industry Issues and Trends - may include Short Sales, Social Media and Internet Advertising (2 hours only)
- 5. Virginia Agency Law (3 hours only)***
*** Must include a copy of the Board's "Guidance Document on Necessity for Brokerage Agreements."
- 6. Contract Writing - may include Listing Parties, Residential Leasing, Net Leases, Triple Net Leases, Ground Leases, Contingencies, Ownership Principles, Multiple Offers, Ratification, Delivery, Back-up Offers and Home Inspections (6 hours only)
- 7. Risk Management - shall include Real Estate Settlement Procedures Act, Anti-Trust Act, Chesapeake Bay Preservation Act, Environmental Laws, Mold (3 hours only)
- 8. Escrow Requirements - shall include Deposits and Trust Monies (3 hours only)
- 9. Real Estate-Related Finance - shall include the process for obtaining a loan and the options for financing land, residential, and commercial purchases. (2 hours only)

3. Continuing Education (CE course) Information - select all that apply.

A. **Mandatory** course subject(s) below:

- a. Fair Housing
- b. Ethics & Standards of Conduct
- c. Legal Updates
- d. Real Estate Agency
- e. Real Estate Contracts
- f. Broker Management/Agent Supervision
- g. Broker Supervision Requirements

B. **Real Estate Related** course subject(s) below:

- | | |
|--|--|
| <input type="checkbox"/> a. Property rights; | <input type="checkbox"/> s. Housing legislation; |
| <input type="checkbox"/> b. Contracts; | <input type="checkbox"/> t. Fair housing; |
| <input type="checkbox"/> c. Deeds; | <input type="checkbox"/> u. Real Estate Board regulations; |
| <input type="checkbox"/> d. Mortgages and deeds of trust; | <input type="checkbox"/> v. Land use; |
| <input type="checkbox"/> e. Types of mortgages; | <input type="checkbox"/> w. Business law; |
| <input type="checkbox"/> f. Leases; | <input type="checkbox"/> x. Real estate economics; |
| <input type="checkbox"/> g. Liens; | <input type="checkbox"/> y. Real estate investments; |
| <input type="checkbox"/> h. Real property and title insurance; | <input type="checkbox"/> z. Federal real estate law; |
| <input type="checkbox"/> i. Investment; | <input type="checkbox"/> aa. Commercial real estate; |
| <input type="checkbox"/> j. Taxes in real estate; | <input type="checkbox"/> bb. Americans With Disabilities Act; |
| <input type="checkbox"/> k. Real estate financing; | <input type="checkbox"/> cc. Environmental issues impacting
real estate; |
| <input type="checkbox"/> l. Brokerage and agency contract responsibilities; | <input type="checkbox"/> dd. Building codes and design; |
| <input type="checkbox"/> m. Real property management; | <input type="checkbox"/> ee. Local laws and zoning; |
| <input type="checkbox"/> n. Search, examination and registration of title; | <input type="checkbox"/> ff. Escrow requirements; |
| <input type="checkbox"/> o. Title closing; | <input type="checkbox"/> gg. Ethics and standards of
conduct; and |
| <input type="checkbox"/> p. Appraisal of real property; | <input type="checkbox"/> hh. Common interest ownership; or |
| <input type="checkbox"/> q. Planning subdivision developments
and condominiums; | <input type="checkbox"/> ii. Other (Must explain how the
course protects the public's health,
safety and welfare): |
| <input type="checkbox"/> r. Regulatory statutes; | |

Other:

V. Discipline & Signature

1. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this request.

Instructor's Signature _____

Date _____