



Real Estate Career Academy
Fredericksburg Area Association of Realtors®
 7101 Carl D. Silver Parkway
 Fredericksburg, VA 22401



Instructor Candidate Application

Date of Application:		
Applicants Name:		Brokerage / Company:
Street Address:		
City:	State:	Zip:
Home Phone:		Office Phone:
Cell Phone:		Fax:
Designation(s):		
Years Experience:	e-Mail Address:	
Educator Experience:		
Checklist of Attachments: <input type="checkbox"/> Application <input type="checkbox"/> 2 Letters of Educational Reference <input type="checkbox"/> Copies of all Certificates / Education Transcripts <input type="checkbox"/> Copies of all Licenses Held <input type="checkbox"/> Documentation of at least 3 Years Experience in Topics <input type="checkbox"/> 1 page Instructor Bio <input type="checkbox"/> Business Photo e-mailed to education@FAARMembers.com <input type="checkbox"/> Release Tracking Form, listing classes you're interested in teaching <input type="checkbox"/> Signed Affiliate Faculty Instructor Agreement		

Education Working Committee use only

Date Received:	Date Reviewed:
Comments:	
Committee Approved: Yes / No	
Monitoring Assigned:	Monitoring Completed:



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Affiliate Faculty Instructor Program

Objective: In order to ensure that the most professional and progressive instructors are used to facilitate our many training programs, the following policy is developed to ensure that the Real Estate Career Academy is following a systematic approach.

Date: May 1, 2008

Selection: Selection of the Affiliate Faculty will be at the discretion of the Education Working Group. Interested Individuals will submit an application, as approved by the Education Workgroup to the Education Director. The application will include a business resume, three paragraph bio and digital business picture of themselves.

Upon receipt of the application, the Education Workgroup will review it at the next schedule meeting. Part of this approval shall include the following considerations

- At least three years of full time experience, unless special experience is achieved through other career or training history.
- Agent must be in good standing with the REALTOR® Association and not have had any founded Ethics or licensing violations within the past three years.
- Instructors must be a licensed Broker or have a minimum of four years experience as a full time active REALTOR®.
- Instructors who are applying to teach a REBAC or other designation class, must hold that designation and have attended the requisite training programs to teach.

Compensation: Instructors will be required to teach at least one free course per year to qualify for financial compensation. Preferably this program will be one of the Success Series modules. Instructors are only reimbursed for courses that are offering CE and PL credits. Instructors will be paid one half of those funds that are paid to the Real Estate Career academy for CE / PL programs.



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For Designation, REBAC and REALTYU courses junior instructors will be paid \$650 per day, unless the Education Workgroup approves other arrangements in advance. Senior Instructors, which are those that have greater than 3 years of experience or those that are advanced to Senior Instructor status by the Education Workgroup will be paid \$850 per day of instruction.

Instructors will be reimbursed mileage for those classes that are not being held at the Real Estate Career Academy. Mileage will be reimbursed at .47 cents per mile. The mileage will be calculated from the training center to the site of the training. The exception to this rule, will be those classes that are being held at the instructors primary office

Affiliate Instructors are hired as independent contracts and will receive 10-99 forms at the end of the year. Instructors will be required to submit a W-9 for to the Financial Director prior to receiving payment for classes.

Instructor Guidelines:

- While lecturing, instructors may not solicit any students for personal gain. Therefore, instructors are prohibited from wearing any company or franchise logo. They may not discuss any particular advantages or disadvantages of belonging or not to any particular firm.
- Instructors must be at the training location at least 30 minutes before the scheduled time of the course.
- Should an instructor desire any additions to the approved training material, the request and materials must be provided to the Education Director at least one week prior to the course. RECA staff will not create additional handouts after that point.
- Instructors are required to follow the guidelines and approved materials provided. Those instructors creating their own material must also provide it to the Education Director at least two weeks before the date of the class for review and creation of student handouts.



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Equal Opportunity Employer

RECA Affiliate Instructors are hired based on capability and need. Instructors are hired regardless of age, race, color, religion, sex, national origin, disability, military status or company affiliation.

Employment Agreement

Instructors are hired as “required need” status and are not guaranteed training opportunities. Instructing opportunities will be presented to the instructor in a timely manner. The instructor will have 2 business days to confirm, of the offer will be forwarded to another instructor, should another exist. The agreement is not exclusive and can be terminated by RECA or instructor at any time. While in effect, all terms of this agreement are binding.

Materials and Curriculum

All materials created and approved for lecturing or utilized by the instructor while teaching for RECA are the property of RECA. From time to time, materials may be provided to other instructors for use in the teaching the program for the benefit of the Association. Materials will be available to the students in classes in a Adobe Acrobat format, either downloadable from a webpage or e-mailed; unless expressed agreement is made with the instructor to the contrary.



Austin, Donna
 Brady, Suzanne
 Freemeyers, Michele
 Hunt, Tina
 Johnson, Anne
 Klingensmith, Debbie
 Lemons, Irene
 Mattland, Andrea
 McCracken, Greg
 Miller, Brooke
 Penman, Gail
 Prescott, Jimmye
 Rake, Jim
 Rathbun, Matthew
 Sheeley, Priscilla
 Stelmok, Sarah
 Wnetzel, Brian
 Wyatt, Peter

Continuing Education Courses

Ethics Seminar, 3 hours Ethics and Standards of Conduct	X			X					X		X	X	X	
Virginia Limited Services Legislative Update, 2 hrs Limited Services Agency	X			X							X	X		
Offer to Purchase / Contracts - 3 hours Real Estate Contracts											X	X		
Legal Update - 3 hours of legal updates												X		
Agency - 3 hours real estate agency				X								X	X	
Legal Update - 3 hours of legal updates			X									X		
Technology Marketing - 3 hours of real estate related												X		
New Member Orientation Program - 3 hours of ethics & standards of conduct				X								X	X	
Fair Housing - 3 hours of fair housing												X	X	
Listing Presentations, Preparations, Practice 3 Hr RE Related		X		X					X			X	X	
Dual & Designated Agency: Gaining A New Sophistication - 2 hours of agency	X											X	X	
Handling Multiple Offers in a Tight Market - 2 hours of contracts								X					X	
Legal Update - 2 hours law			X											
Finance - 3 hours of Residential Real Estate in elective topics														X
Teachnology for the New Age of Consumer - 8 Hours CE/PL												X		
Real Estate Marketing and Promotion					X							X	X	
Distressed Properties, Foreclosures and Short-Sales - 3 Hour (Pending)								X				X		

Designation Courses

Accredited Buyer Rep - ABR	X			X							X	X		X
Accredited Buyer Rep Manager - ABRM	X											X		

Accredited Seller Rep - ASR										X			
Senior Real Estate Specialist - SRES	X									X			
Accredited Home Stager - AHS													
Certified Short Sale Specialist - CSS													
ABR Foreclosure			X							X			
ABR Buisness Planning	X											X	
ABR Negotiations	X		X						X	X		X	
ABR New Construction	X												
Accredited Luxury Home Specialist - ALHS							X						
Generational Housing Specialist - GHS									X				
Broker Re-Certification Process													
Technology Risk Management - 2 Hours										X			
Broker Agency Challenges - 2 Hours	X									X			
Office Policy Workshopt - 2 Hours										X			
Pre-Licensing Program													
Principals of Real Estate			X	X	X					X	X		X
Broker Licensing			X	X	X					X	X		X
Updated: April 21, 2008													

