



**Fredericksburg Area Association of Realtors®
Real Estate Career Academy**

2050 Gordon W. Shelton Blvd
Fredericksburg, Virginia 22401

Instructor Program Checklist

Following any Road Show, the instructor must complete the following checklist and turn in all class materials within 72 hours of the program.

Program Information

Company Name _____ Date and Time of Program _____

Location of Program _____ Topic _____

All Programs

- Student Roster
- CE Forms
- Instructor Time Sheet
- Student Feed Back Forms

Designation Courses

- Student Designation Application
- Roster with Test Scores
- Student Test Answer Sheets
- Instructor / Course Evaluations

Special Notes: _____

RECA Notes:

Date Received: _____

Date Processed: _____



Real Estate Career Academy
 Program Feedback Form

Thanks for attending our education program. We spend a great deal of time and effort as Volunteers to bring you this program. A critical element of our continued excellence is your feedback. We review every form to ensure that the instructors and program coordinators are on target and effective. Please complete the next session to help us improve.

Topic: _____

Date: _____

Instructor: _____

1. Relevance of program in your career

1- Poor 2 – Fair 3 – Good 4 - Excellent

2. Hand-outs and A/V equipment effectiveness

1- Poor 2 – Fair 3 – Good 4 - Excellent

3. Instructors subject knowledge and ability to relay the information effectively:

1- Poor 2 – Fair 3 – Good 4 - Excellent

4. Overall Program

1- Poor 2 – Fair 3 – Good 4 - Excellent

5. Comments: _____

How did you hear about the program?: _____



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Instructor Disbursement Request

Class Date: _____ Program Title: _____

Instructor: _____ Signature: _____

Please list total hours of actual instruction:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total

Mileage Reimbursement: _____ miles x .485 per mile = _____

(Mileage is only reimbursed for classes further than 30 miles from the Association office, and mileage from office to training location)

Additional Reimbursement Request

Item	Date Purchased	Cost
Total:		

RECA Staff Only:

Hourly Rate	Total Disbursement	Date Received	Date to Finance	Disbursement Sent

RECA Director's Approval