



West Virginia Real Estate Commission
300 Capitol Street, Suite 400
Charleston, WV 25301
(p)304.558.3555; (f)304.558.6442
<https://rec.wv.gov>

APPLICATION FOR SALESPERSON PRE-LICENSE EDUCATION INSTRUCTOR

Initial approval - \$ 75.00 fee

Name _____

Mailing Address: _____
City State Zip

E-mail Address: _____

Telephone: _____ Fax: _____

Social Security #: _____ D.O.B. _____

Pre-license provider(s) for whom I will teach: _____

MODULES OF PRE-LICENSE EDUCATION COURSE I WISH TO TEACH:

- () Real Estate Principles and Practices () Real Estate Law
() Real Estate Finance () Real Estate Appraisal

Type of educational offering I will be engaged in:

- () In-class () Distance Education (attach a copy of your CDEI certificate)

I. Formal Education

- A. High School
- B. 2 Year Degree
- C. 4 Year Degree

- D. 4 Year Degree with Major in Real Estate
 - E. Masters Degree or Higher
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II. Real Estate Education

- A. College Credit Courses in Real Estate
 - B. Real Estate Professional Designation Courses
 - C. Pre-license courses completed
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-

III. Active Real Estate Experience

- A. Active Sales Person License (how many years)..... ____
 - B. Active Broker License (how many years) ____
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IV. Teaching Experience

- A. Education Institution (Post Secondary, College, University).....
 - years of experience _____
 - full/part time
 - B. Commission approved courses:
 - pre-license education courses (for how long) _____
 - continuing education courses (how many and in which area of study)
-

C. Teaching adults (area of study and duration)

D. Real Estate designation courses

E. Attendance of Instructor Development workshops

() Yes () No If Yes, When _____ Where _____
Sponsored by * _____

*- If other than the WVREC, please attach a copy of the certificate of completion

F. Apprenticeship

- Course name _____

- Instructor/ School name _____

V. Real Estate Related Experience

A. Member of RE Professional Organization - Yes/ No _____ years

B. Licensed in Auxiliary field

_____ since _____

_____ since _____

_____ since _____

REFERENCES:

- 1. Name _____ Phone _____
 Address _____ Association with Applicant _____
- 2. Name _____ Phone _____
 Address _____ Association with Applicant _____
- 3. Name _____ Phone _____
 Address _____ Association with Applicant _____

I attest to having qualities of honesty, integrity, and trustworthiness. I have not had any real estate license or instructor certification revoked or suspended, or had a real estate license or instructor certification renewal denied by any regulating entity of any jurisdiction. I have not been convicted of, or entered a plea of nolo contendere to any criminal offense. I have not had any civil judgement entered against me based on fraud, misrepresentation, or deceit. I attest that the information provided on this application is true and correct.

Signed _____ Date _____

Application: () Approved () Disapproved

Approved For:

() Real Estate Principles and Practices

() Real Estate Law

() Real Estate Finance

() Real Estate Appraisal

() In-class

() Distance Education

West Virginia Real Estate Commission

Date

INSTRUCTIONS FOR COMPLETING THE “APPLICATION FOR PRE-LICENSE EDUCATION INSTRUCTOR”

Complete the top portion of the application providing your personal and contact information. Choose the module of the Pre-license education course you would like to teach.

I. Formal Education.

Choose the highest level of education completed. Select only one level. Attached a copy of the corresponding diploma or transcript.

II. Real Estate Education.

A. College Credit Courses in Real Estate: Submit a transcript showing completion of college credit real estate courses.

B. Real Estate Professional designation Courses: Submit copies of certificates or a letter of the course providers verifying completion of designation courses.

C. Pre-license courses completed: The Commission will verify this information from your license file.

III. Active Real Estate Experience.

- Please be definitive in describing your qualifications and experience for each component of the pre-license course you would like to teach.

IV. Teaching Experience.

A. Education Institution:

Please submit:

- a letter from any institution where you have taught, specifying whether you were full time, part-time or adjunct faculty. If you taught real estate courses, the letter will need to specify the courses by title.

- a copy of current teaching certificate (license) issued by the WV Department of Education.

B Commission Approved courses: Please provide a list of the courses taught, listed by title, course number, and year of teaching.

C. Teaching adults: Please submit:

- a copy of current teaching certificate (license) issued by the WV Department of Education.

- a letter from any institution where you have taught specifying the name of the courses you have taught.

D. Real Estate Designation courses: Verify with a letter from the course provider. Include the name of the course, dates taught, length of the course, and location.

Please provide a detailed Resume !