



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 BROKER PRE-LICENSE EDUCATION INSTRUCTOR

Initial approval - \$ 75.00 fee

Name _____

Mailing Address: _____

City State Zip

E-mail Address: _____

Telephone: _____ Fax: _____

D.O.B. _____

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

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

- Brokerage Operation and Management
- Human Resources Management and Interpersonal Skills
- WV Specific Real Estate for Brokers

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

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:

- () Brokerage Operation and Management
- () Human Resources Management and Interpersonal Skills
- () WV Specific Real Estate for Brokers

() 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. If you are applying for approval to teach distance education courses, please attach a copy of your IDECC Certified Distance Education Instructor (CDEI) certificate.

I. Formal Education.

Choose the highest level of education completed. Select only one level.

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.

E. Attendance of Instructor Development Workshop: If you have “Distinguished Real Estate Instructor” (DREI) designation from REEA, please provide a copy of the certificate.

If you have completed IDW approved /sponsored by the real estate regulatory body of other state, please attach a copy of the certificate of completion.

Please provide a detailed Resume !