



**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: \_\_\_\_\_

D.O.B. \_\_\_\_\_

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> Real Estate Principles and Practices | <input type="checkbox"/> Real Estate Law       |
| <input type="checkbox"/> Real Estate Finance                  | <input type="checkbox"/> Real Estate Appraisal |

Type of educational offering I will be engaged in:

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

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**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)
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C. Teaching adults ( area of study and duration)

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D. Real Estate designation courses

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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 !