

Kentucky Real Estate Commission
10200 Linn Station Road, Ste. 201
Louisville, KY 40223
Phone: 502-429-7350
Fax: 502-429-7246



REAL ESTATE INSTRUCTOR APPLICATION

Form E100

1. Name: _____

2: Mailing Address: _____

3. Phone No: _____

4. Email: _____

5. Fax: _____

6. School Name and Address: _____

7. All Courses for Which Approval Is Sought (must be specific course titles): _____

A RECENT RESUME MUST BE ATTACHED

8. Have You Ever Held a Real Estate License: Yes*____ No____ License No.____

*If Yes, Indicate Type Of License, State, Length Of Time and Activity Status:

Principal Broker ____ Broker ____ Sales Associate ____

State: _____ Length Of Time Licensed: _____ Currently: Active ____ or Inactive ____

9. Have you attended an instructor class, seminar or workshop in the last five years: *Yes ____ No ____

*If yes, include approximate date, type of course and sponsor: _____

10. Have you ever had a real estate license or other license to practice in another profession in this or any other state denied, restricted, suspended or revoked?: *Yes ____ No ____

11. Are there any disciplinary actions pending against you or have you ever been disciplined by a real estate or other licensing agency in this or any other state: *Yes ____ No ____

12. Have you ever been convicted of a felony or misdemeanor within the last 5 years: *Yes ____ No ____

13. Have you ever had a civil judgment rendered against you based on fraud or misrepresentation:
*Yes ____ No ____

*If the answer to any of the last four questions is yes, please attach a separate sheet to thoroughly explain the situation along with any necessary legal documents.

FEES: If this form is NOT submitted as part of a course approval application, then a \$10.00 check made payable to the Kentucky Real Estate Commission must be attached.

I will teach this course in accordance with the Generally Accepted Principles of Education (GAPE).

I have read and certify that I meet the instructor requirements as set forth in 201 KAR 11:175. I will comply with the applicable education-related laws, regulations and guidelines of the Kentucky Real Estate Commission.

I further certify that the information I have provided in this application is correct.

Instructor's Signature

Date

Generally Accepted Principles of Education

Adopted by The REEA Board of Directors 1990 - Revised 1994

Category: KNOWLEDGE

Instructors should:

1. Provide current information
2. Present alternative viewpoints on material when there is not a single position that is accepted industry wide
3. Clearly identify opinions as the instructor's opinions
4. Build a proper foundation for each major element of a subject
5. Deal with all key elements of a subject
6. Cover the material adequately in the allotted time
7. Answer all questions logically and concisely
8. Be informed enough to handle a variety of questions on the subject being taught
9. Admit when he/she does not know the answer to a question and volunteer to obtain the information
10. Focus on students gaining knowledge, not on impressing the students with the instructor's knowledge

Category: ANDRAGOGY (Adult Learner)

Instructors Should:

1. Present new ideas by relating them to pre-existing knowledge held by the learners
2. Teach at the learners level
3. Show in a specific way how new material will benefit learners
4. Encourage questions and motivate involvement
5. Show tolerance—both to ignorance and disagreement, thus avoiding arguments and confrontation
6. Build learner's self-esteem
7. Call learners by name
8. Involve learners in the learning process through planned activities
9. Use a variety of teaching methods
10. Teach to all participants, not just to those who show interest
11. Present key points by using examples as illustrations

Category: SPEECH

Instructors Should:

1. Use concise, simple, and normal speech patterns, use simple terminology
2. Not read to the class
3. Keep the presentation on pace thus finishing the material in the allotted time
4. Keep the topic flowing
5. Speak loudly enough to be heard by all
6. Enunciate clearly without being overdone
7. Restate an individual learner's questions to the group as a whole prior to attempting to answer the question
8. Use humor when appropriate to make a point

Category: TEACHING AIDS

Instructors Should:

1. Make sure materials are legible, correctly spelled, properly numbered and mechanically produced using readable typeface
2. Use visual imagery when possible to enhance written words
3. Use written words when possible to enhance oral speech. NOTE: Written is better than oral; visual is better than written
4. Follow the prepared outline
5. Make sure that all material on the outline will be covered in the class and none of it is extraneous
6. Deviate from prepared material only to meet specific needs
7. Arrange the classroom so that learners do not have to look through physical objects
8. Use modern presentation equipment such as overhead projector or computer projection
9. Use equipment that enables the instructor to remain looking at the learners rather than turning back to the class to write
10. Make sure that the physical stature of the instructor does not block the view of the learners toward the projected material
11. Make sure that the projector screen is easily visible to the group as a whole
12. Use color
13. Use large images for projected material
14. Turn the projected image off when not in use and on to recall attention to the material
15. Never block the image by walking between the projector and the screen with the projector on

Category: LEARNING ENVIRONMENT

Instructors Should:

1. Be positive toward the subject matter
2. Refrain from ridiculing either the learners or others
3. Wear professional attire
4. Attend to personal grooming
5. Set up the room to accommodate the approximate number of learners expected to attend
6. Make sure to keep empty seats at a minimum
7. Make sure that a lectern or table at front of room is unobtrusive
8. Provide writing surfaces for learners
9. Make sure that learners have ample space between seats
10. Not stand behind physical objects for more than a short time period
11. Use gestures during the presentation
12. Use physical movement during the presentation to minimize the physical distance between the instructor and learners and try to involve all learners equally