



Vermont Association of REALTORS® INSTRUCTOR POLICIES

Any Instructor teaching for VAR represents the image and mission of the REALTORS® of Vermont. The following requirements are made in accordance with these policies.

1. No person shall be a member of the VAR Instructor faculty who is employed by any real estate education company or group or foundation that offers courses that conflict or compete with the VAR courses. The following exceptions are noted.
 - a. NAR, its constituencies, Institutes, Societies and Councils;
 - b. Accredited colleges and universities;
 - c. Referral services, networks or franchises of which the Instructor is a member.
2. Speakers or Instructors shall refrain from personal or commercial solicitation of attendees.
 - a. Solicitation includes any promotion from the platform, distribution of promotional materials or solicitation of attendees by use of student lists.
 - b. Introductions will be limited to name, professional accomplishments in organized real estate or related field.
 - c. **Absolutely NO recruitment will be tolerated at VAR sponsored education!**
 - d. **Any Instructor involved in personal or company promotion is subject to immediate dismissal.**
3. No publication, equipment or services shall be promoted or displayed at any VAR sponsored educational event or in proximity thereto unless specifically authorized by the Professional Development Director.
4. Instructors are prohibited from arriving to their classes under the influence of alcohol or illegal drugs. Instructors may not bring or consume alcoholic beverages during the course of their instruction. If an instructor is suspected of being under the influence of alcohol or illegal drugs at any point during the instruction, VAR will require that they submit to drug and alcohol testing at the facility of VAR's choosing. **If an instructor fails to submit to testing, it will be assumed that the test would have shown the presence of illegal drugs and/or alcohol and will result in the immediate termination of the instructor. If the instructor submits to testing and the results are positive for the presence of illegal drugs and/or alcohol, the instructor will be immediately terminated.**
5. No instructor or speaker at a VAR course has the authority to alter registration fees or change admission policy.
6. Instructors and speakers shall not employ profanity, coarse or offensive language in any presentation under VAR auspices. **Violation of this policy will result in immediate dismissal from the faculty.**
7. VAR Instructors must be sensitive to members of a culturally diverse background or disability attending educational events. Every attendee has the right to a positive experience in an environment conducive to learning.
8. VAR courses are not a platform for Instructors to make personal, political and religious statements or statements that would impugn the integrity or reputation of the Vermont Association of REALTORS®.

9. All Instructors must follow the teaching outline and timetable as provided by the Professional Development Director.
10. All copyrights shall be observed and Instructors shall provide written permission from copyright holder to Professional Development Director prior to teaching class for the first time.
11. Instructors are required to teach a minimum of one course per year to remain an active faculty member.
12. All instructor/course survey results will be reviewed by the Instructor, and Professional Development Director following each educational offering.
13. If there is a presentation audit and evaluation, all variables will be weighed and the Professional Development Director will make decisions appropriate to meet the standards for VAR education.
14. Any final decisions for dismissal cannot be executed without a review of the evaluations and/or a presentation audit. A written dismissal notice outlining the reasoning behind the decision shall be provided to the Instructor by the Professional Development Director.
14. Membership in a local Board of REALTORS® is required. All course assignments for an Instructor whose membership is not in good standing will be immediately assigned to another Instructor.
15. ***A VAR instructor found in violation of the Code of Ethics shall result in their immediate dismissal from the faculty.***
16. Professional Development Director shall furnish annual updated guidelines to each Instructor to ensure familiarity with current Instructor Criteria, Policies and Procedures. Instructors shall sign a form acknowledging the receipt and reading of such documents.