



Vermont Association of REALTORS® INSTRUCTOR CRITERIA & PROCEDURES

Our processes, procedures, and policies have been designed to promote high quality instructors in leading the real estate industry in education.

† k strives to provide a variety of quality education programs to enhance professionalism and ethics while increasing competence, confidence, and profitability.

Instructor Application Process

Review the application packet provided by the Professional Development Director.

Submit the Instructor Resume to the Professional Development Director.

Meet the Instructor Criteria (found below).

Potentially participate in a 15 minute interview with members of the - Committee. May be approved independently by Professional Development Director.

1. Criteria for Becoming a VAR Instructor

- a. Knowledge of the subject matter shall be shown by meeting at least one of the following requirements:
 - i. Holding a college degree in real estate or a college degree in law, business, or another academic area directly related to the course that the applicant intends to teach; or
 - ii. having at least three years of experience in the professional area of real estate directly related to the course that the applicant intends to teach.
 - b. The ability to effectively teach shall be shown by meeting at least one of the following requirements:
 - i. holding a current teaching certificate issued by a state department of education or an equivalent agency in another jurisdiction;
 - ii. holding a four-year college or university degree in the field of education; or
 - iii. having successfully demonstrated the ability to teach in schools, seminars, or an equivalent setting.
2. Must have sufficient experience in the real estate industry for which experience can be verified by the Professional Development Director.
 3. Must have been licensed a minimum of five (5) years to teach the Vermont Mandatory Course or be a licensed attorney with a working knowledge of real estate law.

All VAR Instructors agree to:

- Abide by the Instructor Procedures and Policies.
- Deliver the instructional materials in the highest professional manner.
- Present the course material as written, covering the objectives, and adhering to the time schedule.
- Be subject to written and verbal constructive critiques.
- Meet for an Instructor/Course Evaluation with the Education Committee Chairs and Professional Development Director when course survey results are not optimal.
- Provide evidence of subject matter expertise and audit a course if they desire to teach a different course.
- Be positive ambassadors for VAR at all times and encourage students to take additional courses.

Instructor Benefits

- Compensation at an agreed upon rate by Education Committee, Professional Development Director, and instructor for CE courses taught.
- Receive CE credit for the number of hours taught.
- VAR Instructors attend courses at no cost when attending to audit a course or to evaluate other instructors.
- Survey results from every course taught will be emailed to Instructors approximately one week after teaching.

Course Submission

- Instructor will submit in writing to VAR's Professional Development Director the topic, course objective, and outline of proposed content. Along with submission, Instructor will include evidence of subject matter expertise.
- VAR's Professional Development Director, along with the Education Committee Chairs will review the proposal and will issue:
 - a letter of approval
 - a request for modification or additional documentation
 - a rejection with rationale.
- If approved Professional Development Director will schedule the course with deadlines for submission of all materials necessary for CE approval by the Vermont Real Estate Commission.

