



WELCOME TO THE LREC

2025 Train the Trainer - Instructor Workshop

The Louisiana Real Estate Commission has named **Broker Leadership & Compliance** as the four (4) hour **broker** mandatory course topic for 2026. The 2026 broker mandatory course topic is required for all active brokers and associate brokers.

The information provided herein was prepared especially for Louisiana real estate continuing education vendors and their instructors, as a guide to teaching the 2026 broker mandatory course topic, and requirements for submitting a course for review and approval. You may customize the narrative by adding additional information; however, your course **must** include, at a minimum, all topics in the course outline and all course material included in the LREC-developed course.

Vendors who customize the narrative by adding additional information must submit a copy of the entire course material with the course approval application. **References to additional course material must be noted on your course submission.** Be aware, any change in the original course material will take LREC staff longer to review each submission. A course tracking number will be issued upon course approval.

Course Submission Requirements

To offer the broker mandatory course topic for continuing education credit, LREC-certified vendors **must** first modify the cover pages for both Instructor and Student Manuals, to include the vendor's name and vendor number. Vendors must also modify the pages for both Instructor and Student Manuals to include your instructor's personal qualifications and background, and vendor contact information for ADA purposes.

Vendors are required to submit the course approval application and fee through their LREC portal and include **only** the modified sections of each manual if no changes were made to the original course narrative. The Vendor Certification of Instructor Qualifications form and fee, and your instructor's Train the Trainer attendance form must also be submitted through the vendor's LREC portal. Failure to include a copy of your instructor's Train the Trainer attendance form will delay the review process until such time that it is received.

Incomplete submissions shall not be processed. Per LREC rules and regulations, courses shall not be scheduled nor advertised as approved, prior to receiving course and instructor approval from the LREC.

All course advertising and certificates of completion must be titled, "**2026 BROKER Mandatory -Broker Leadership & Compliance**".

Distance education: Vendors choosing to customize the narrative by adding additional information to the LREC-developed course material shall submit the entire edited course along with the application and fee through the LREC portal for content approval **prior** to submitting to ARELLO. **References to additional course material must be noted on your course submission.** Be aware, any change in the original LREC-developed course material will take LREC staff longer to review each submission.

Important Instructor Qualifications

While attendance at Train the Trainer remains a prerequisite for teaching the mandatory topic, instructors must meet additional qualifying elements as listed below:

- Teaching Experience **(required)**
- Knowledge of course topic **(required)**

AND at least one of the following:

- Active Broker **with a minimum of 5 years of industry experience.**
- Certified Pre-license Instructor **with a minimum of 3 years of experience teaching pre-licensing courses.**

Vendors are responsible for verifying and documenting each instructor's qualifications. Be aware, vendors may be required to substantiate instructor qualifications prior to approval.

If you have any questions, please feel free to contact the Education Division at 225.925.1923 or education@lrec.gov.

Thank you,
LREC Education Division Staff