

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

VENDOR CERTIFICATION OF INSTRUCTOR QUALIFICATIONS
(For Real Estate Continuing Education/Post-Licensing Instructors)

Application Fee: \$35.00

IMPORTANT: This approval is limited to the specific instructor and course title identified herein. The instructor is not approved to instruct any other course unless a separate Vendor Certification of Instructor Qualifications Form and the prescribed fee are submitted and approved by the Commission.

The Louisiana Real Estate Commission does not certify continuing education or post-licensing instructors. Certified vendors are responsible for reviewing instructor qualifications and certifying that instructors meet the applicable qualification requirements prescribed below. Vendors shall maintain documentation supporting the instructor qualifications submitted for approval and provide such documentation to the Commission upon request.

Vendor Name: _____

Instructor Name: _____

Course No. (if assigned): _____ Course Title: _____

INSTRUCTOR QUALIFICATIONS: Applicants must meet at least one qualification in **each** of the following categories:

Knowledge

- A professionally recognized real estate designation in the applicable field of instruction.
- Bachelor's degree in the field of instruction plus at least three (3) years full-time experience in the field of instruction.
- Six (6) years full-time experience in a profession, trade or occupation in the applicable field.

Experience

- At least 25 hours of formal teaching experience (**Important:** Programs that do not qualify as formal teaching experience include: online courses, committee reports, panel discussions, forums, meetings, planning, coaching, or task group settings). Formal classroom instruction is a structured learning model that is designed to present a curriculum, which leads to earning credits, grades, and/or points toward a degree, certificate, professional designation, or license.

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Vendor Certification of Instructor Qualification (Rev. 08/26)

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- Credentialed instructor of real estate courses who is or has been engaged in the practice of teaching.
- Professional designation such as a designated real estate instructor.
- Approved to teach by the governing body of a college or university.
- Completion of a professionally recognized instructor development workshop of at least four (4) hours within the previous 12 months.

Mandatory Course(s)

- Instructors used in the presentation of the mandatory course(s) shall have first completed the Train the Trainer workshop developed specifically for each mandatory topic.

SUPPLEMENTAL INSTRUCTORS: Vendors may utilize a supplemental instructor to assist with the presentation of the course identified herein. The primary instructor shall be present during any portion of the course presented by a supplemental instructor. In accordance with Commission rules and regulations, a supplemental instructor shall not provide more than twenty-five percent (25%) of the total course instruction.

Supplemental Instructor: _____

Supplemental Instructor: _____

VENDOR ACKNOWLEDGEMENT AND ATTESTMENT: I acknowledge and attest that the herein named vendor shall maintain documentation supporting the certification of the instructor's qualifications and shall provide such documentation to the Louisiana Real Estate Commission upon request. I further attest that the instructor identified herein meets at least one qualification in each category as prescribed on this form.

Authorized Representative Signature: _____

Print Name: _____ Date: _____