

Arizona Association of REALTORS  
REALTOR Institute (GRI) Program

# Instructor Application Packet



The GRI Oversight Workgroup has adopted the Generally Accepted Principles of Education as our Instructor Standards (from REEA).

**A set of core learning (instructional) objectives has been adopted for each of the courses in the REALTOR® Institute curriculum. These objectives are the basis upon which both course materials are developed, evaluated, and taught.**

The course outline and exam will be standard for each course and all instructors will be required to use it. Instructors may develop their own power point presentations for their classes, however the power point must follow the outline.

## R.I. FACULTY QUALIFICATIONS

To insure the best possible instructors, all instructors must meet the established AAR Instructor Standards and two of the four qualifications listed below. REALTOR-member instructors must also hold the GRI designation (refer to Becoming a New Instructor section). *(Note: REBAC course instructor criteria is established by REBAC and instructors are approved directly through REBAC)*

### QUALIFICATIONS:

- A. be a member in good standing of a trade or professional association related to his/her professional field (e.g. Board of REALTORS<sup>®</sup>, Mortgage Bankers Association, Bar Association, etc.)
- B. have at least five years of experience in his/her subject area as a current practitioner. A full-time instructor may be eligible, with a credible background as a practitioner.
- C. hold, as a minimum, one of the NAR family designations relative to the course he/she will teach.
- D. be a non-REALTOR<sup>®</sup> professional who is approved by the GRI Oversight Workgroup

### LIMITATIONS & ADDITIONAL REQUIREMENTS:

- 1. All instructors must hold the REALTOR<sup>®</sup> Institute program and the GRI designation in high regard. They must conduct themselves professionally and ethically at all times and refrain from making any derogatory remarks regarding the program, designation or process.
- 2. Teach annually the approved subject at least 3 times during the prior 12 month period or be a practitioner in the subject area.
- 3. Attend a live ethics class when deemed necessary by the GRI Oversight Workgroup based on the depth of changes to the COE.
- 4. Instructors, at their discretion and responsibility, have the flexibility of bringing in a subject matter expert to their classes provided the course sponsor approves and the subject matter expert does not speak for more than 60 minutes.

# PROCESS FOR BECOMING A FACULTY MEMBER

(8/2013)

One of the following processes will be used for instructors wishing to become instructors:

## **Current GRI instructors who want to expand the courses they teach in the program:**

- Must send a letter to AAR requesting consideration and provide experience in teaching the subject matter
- If subject content knowledge and teaching background is acceptable, the audition will be waived and the instructor will be scheduled to teach a fast track class
- The rating and performance evaluation achieved in the fast track class must be in accordance with the established performance criteria.
- A fast track report will be submitted to the GRI Oversight Workgroup for their review and action

## **Current instructors, who have not taught for GRI, but have a long standing history with AAR as volunteers with heavy teaching and content knowledge experience:**

- Must submit an application with a recommendation from a current GRI instructor
- If subject content knowledge and teaching background is acceptable, the audition will be waived and the instructor will be scheduled to teach a fast track class
- The rating and performance evaluation achieved in the fast track class must be in accordance with the established performance criteria.
- A fast track report will be submitted to the GRI Oversight Workgroup for their review and action

## **Current instructors, who have not taught for AAR, have not served in any capacity at the AAR level and are unknown by workgroup members:**

- Must submit an application
- The instructor will be scheduled for either an audition or an audit of one of his/her classes
- Subject to the audition/auditor report and Oversight Workgroup approval, the instructor will be scheduled to teach a fast track class
- The rating and performance evaluation achieved in the fast track class must be in accordance with the established performance criteria.
- A fast track report will be submitted to the GRI Oversight Workgroup for their review and action

**Current instructors who may have a history with AAR in terms of volunteerism but which no workgroup member has any teaching knowledge of:**

- Must submit an application
- The instructor will be scheduled for either an audition or an audit of one of the his/her classes
- Subject to the audition/auditor report and Oversight Workgroup approval, the instructor will be scheduled to teach a fast track class
- The rating and performance evaluation achieved in the fast track class must be in accordance with the established performance criteria.
- A fast track report will be submitted to the GRI Oversight Workgroup for their review and action

**Fast Track Class Scheduling Procedure:**

When an application or request is received, AAR staff will review the submission to ensure criteria has been met. (Note: if the applicant has not taken the class in the prior 12 months, they must do so before submitting the request for consideration).

If criteria has been met:

- Staff will schedule a class in the AAR classroom
- Designees, workgroup members, class monitors/providers will be invited to attend
- Applicant will teach the class with no compensation
- Students will fill out an evaluation
- Staff will prepare a report for the GRI Oversight Workgroup
- Workgroup will review the report and take action

**Following the fast track class, the GRI Oversight Workgroup may:**

- Reject the applicant as unqualified for teaching a GRI class
- Recommend the applicant reapply after securing additional training or experience, or after auditing the class again
- Approve the applicant as an instructor for GRI

**Arizona Association of REALTORS®**  
**255 E. Osborn, Ste 200**  
**Phoenix, AZ 85012**

ARIZONA REALTOR® INSTITUTE (GRI)  
INSTRUCTOR APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_ Firm Fax: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Firm Phone # \_\_\_\_\_ Home Phone \_\_\_\_\_

Preferred Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

List designations you hold: \_\_\_\_\_

I hold the following Arizona real estate license:  Broker  Salesman # Year \_\_\_\_\_

Other licenses you hold: \_\_\_\_\_

# Years teaching adult education: \_\_\_\_\_

List formal instructor presentation/skill training you have had and the date of the class:

\_\_\_\_\_  
\_\_\_\_\_

Local Association of REALTORS membership: \_\_\_ REALTOR \_\_\_ Affiliate \_\_\_ None

Do you own a real estate school:  YES  NO

**Which GRI modules are you applying to teach (maximum of 2):**

\_\_\_\_\_  I have attended this module prior to applying Date: \_\_\_\_\_  
\_\_\_\_\_  I have attended this module prior to applying Date: \_\_\_\_\_

After reviewing the REALTOR® Institute Instructor Qualifications (attached), I meet the following qualifications (REALTOR-member instructors must have the GRI designation)

- A. be a member in good standing of a trade or professional association related to his/her professional field (e.g. Board of REALTORS®, Mortgage Bankers Association, Bar Association, etc.)
- B. have at least five years of experience in his/her subject area as a current practitioner. A full-time instructor may be eligible, with a credible background as a practitioner.
- C. hold, as a minimum, one of the NAR family designations relative to the course he/she will teach.
- D. be a non-REALTOR® professional who is approved by the GRI Oversight Workgroup

If you do not hold the GRI designation, please tell us about your knowledge of the GRI program and how you have demonstrated your support of the program over the past few years.

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**For the modules you are applying to teach, attach a list of dates and locations you taught this topic within the last 12 months and in the upcoming 6 months**

**REQUEST #1**

**I am applying to teach Module # \_\_\_\_\_**

Are you approved as an instructor by the AZ Department of Real Estate in the topic you are applying for?

YES       NO      # Years \_\_\_\_\_      ADRE Instructor # \_\_\_\_\_

How many times have you taught this topic in the last 12 months: \_\_\_\_\_

Have you taught a real estate c/e class from an outline that you did not create:

YES       NO

Are you a current practitioner in the topic you are applying to teach?: YES NO  
Since \_\_\_\_\_

List any experience related to topic you are applying to teach which you feel supports being a current practitioner in the topic:

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Please list the dates you will be teaching the topic you are applying for in the upcoming 6 months:

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Are you teaching the above to REALTORS: YES NO

Please list teaching methods you typically incorporate in your teaching delivery of this topic:

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When was the last time you attended a continuing education class in the topic you are interested in teaching for us taught by another instructor in the last 12 months:

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST #2:**

**I am applying to teach Module # \_\_\_\_\_**

Are you approved as an instructor by the AZ Department of Real Estate in the topic you are applying for?

YES NO # Years \_\_\_\_\_ ADRE Instructor # \_\_\_\_\_

How many times have you taught this topic in the last 12 months: \_\_\_\_\_

Are you a current practitioner in the topic you are applying to teach?: YES NO  
Since \_\_\_\_\_

List any experience related to topic you are applying to teach:

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Please list the dates you will be teaching the topic you are applying to teach in the next 6 months:

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Are you teaching the above to REALTORS: YES NO

List any experience related to topic you are applying to teach which you feel supports being a current practitioner in the topic:

Please list teaching methods you typically incorporate in your teaching delivery of this topic:

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When was the last time you attended a continuing education class in the topic you are interested in teaching for us taught by another instructor in the last 12 months:

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_



**TEACHING REFERENCES:**

Local/State or National REALTOR members who have heard you teach: (attach copies of class critique **compilations** for your last 5 classes):

Name	Address	Phone

Sponsors that have hired you to teach in the last 12 months the topic that you are applying to teach:

Name	Address	Phone

State in your own words why you are interested in becoming an instructor in the REALTOR® Institute program:

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I have read the Instructor Qualifications Page and the Becoming a New Faculty Member information

I have read the attached Instructor Job Description AND Instructor Standards Page (*and understand that instructors teaching an audition and fast track class do not receive compensation*)

I understand that, if approved to be included in the GRI Instructor cadre, I will be an independent contractor and all checks made payable to me for teaching will be made out in accordance with the AAR M-10 Policy (checks made payable to an entity, not an individual)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Application Review process:**

All applications are reviewed by either a GRI Subgroup or the GRI Oversight Workgroup.

The GRI Subgroup or Oversight Workgroup will ask you to come in for an audition and/or audit you teaching the topic you are applying to teach prior to taking action on this application.

After the audit, you will be notified of the action taken on your application.

New instructors to the REALTOR® Institute program begin as a Junior Instructor and upon meeting the requirements/expectations, may be promoted to a Senior Instructor based on performance during the junior instructor assignments. Typically junior instructors teach two assignments before being considered for promotion.

AAR USE ONLY

Applicant meets established criteria:                    YES                    NO

Instructor attended module prior to applying:        YES                    NO

ACTION TAKEN    APPROVED                    DENIED

REASON: \_\_\_\_\_

APPLICANT NOTIFIED: \_\_\_\_\_

## SENIOR INSTRUCTOR

### ***JOB DESCRIPTION & RESPONSIBILITIES***

(Revised 11/06)

#### Tasks:

1. Teach updated material using a variety of facilitation methods whenever possible
2. Ensure that tested topics are covered and reviewed during the presentation.
3. Fill out promptly and honestly, instructor evaluations for each instructor team member (when applicable), and an evaluation of the facility for forwarding to the AAR staff.
4. Forward in writing to AAR any significant comments about the course content, how it was received, and any needed changes.
5. Contact the course sponsor at least 30 days prior to class to find out if their local real estate practices are different from your regional practices and provide them with your set-up needs.
6. Review the outline/test no later than 15 days prior to class and forward changes to AAR within noticed timeframes.
7. Submit any resource material which will have more than 15 minutes spent in class to AAR, if applicable prior to use for approval.
8. Be available for consultation with students who failed the exam

#### Expectations:

1. Accept responsibility for the successful presentation of the course offering.
2. Be alert to comments from students for the purpose of adjusting the program presentation for maximum effectiveness.
3. Arrive at least 30 minutes prior to start of class.
4. Adhere to instructor standards as developed and approved by the GRI Instructor Subgroup and GAPE and conduct yourself ethically and professionally at all times. Refrain from making derogatory remarks regarding the program, designation, curriculum or process.
5. Promote all courses and the GRI designation at every opportunity, including the course being taught.
6. Support and follow all policies and guidelines of the REALTOR Institute and GRI Oversight Workgroup
7. Participate in opportunities to review/update course material
8. Refrain from giving answers to the test to the students in any manner deemed inappropriate or obvious that answers are being given

#### Exams: Definition of Giving Answers (April 2004)

Instructors have the flexibility to review from the outline (not the test) and emphasize important issues of the curriculum which will be covered in the exam.

It is NOT acceptable at any time during a review to stand in front of the class with the test in hand verbally asking questions. The student perception of this practice is that the instructor is giving out test questions and answers (even though the instructor may be rewording the questions or scanning the exam to make sure everything was covered).

9. Refrain from promoting your company, professional or business services, or real estate listings while instructing a GRI course.

REALTOR Institute Policy #24. Instructor Name Badges  
Instructors shall not wear company namebadges while teaching a GRI class

10. Refrain from personal or commercial solicitations while providing instruction during a GRI course.  
REALTOR Institute Policy #20: Solicitation

There shall be no solicitation of for-sale items from the podium including discussion and distribution of flyers for sign-ups. There may be, at the discretion of the provider, an unstaffed table set up inside or outside of the room for display of such materials. The Arizona REALTOR® Institute shall not be held liable for any of the materials. It shall also be made clear to the students that the materials are in no way connected to the course or passing of said course. Sponsors have the final approval as to whether product/flyer sign-ups may be sold/displayed by the instructor. Instructors who have product must notify the sponsor at least 30 days prior to the course to obtain their approval. (It is the intent of this policy to avoid conflicts with sponsor for-sale products.). *(Revised 5/2006)*

11. Refrain from making derogatory remarks about any person, business, company, franchise association, GRI designation, process or curriculum during a GRI course.

## **Arizona Association of REALTORS Instructor Standards (approved July 2010)**

*AAR developed minimum instructor standards to be used when selecting/hiring instructors for AAR education programs.*

### **A. Understand the concept of adult learning and learning styles**

*Sub-skills in this standard include incorporating content and examples that enhance students' understanding; presenting new ideas by relating them to pre-existing knowledge held by the students; recognizing and respecting knowledge and experience students bring to the class; deviating from prepared material only to meet specific needs*

### **B. Apply appropriate teaching methods to promote transfer of knowledge**

*Sub-skills in this standard include building a proper foundation for each major element of a subject; dealing with all key elements of a subject; answering all questions logically and concisely; teaching at the students' level and learning styles; building students self esteem; using a variety of teaching methods; using concise, simple and normal speech patterns, using simple terminology; not reading to the class unless it is necessary; speaking loudly enough and enunciating clearly to be heard by all.*

### **C. Demonstrate subject matter expertise and current experience**

*Sub-skills in this Standard include presenting alternative viewpoints on material when there is not a single position that is accepted industry-wide; being informed enough to handle a variety of questions on the subject being taught; being a current practitioner in the subject matter to bring relevancy in the topic to today's practice.*

### **D. Deliver relevant, accurate and current information that is pertinent to today's industry**

*Sub-skills in this Standard include providing current information; admitting when you don't know the answer to a question and volunteering to obtain that information or informing the students where to obtain the information*

### **E. Provide relevant examples of how the information can be applied to the students' practice**

*Sub-skills in this Standard include incorporating content and examples that enhance student's understanding; presenting new ideas by relating them to pre-existing knowledge held by the students; showing in a specific way how the new material will benefit the students; presenting key points by using examples as illustrations.*

### **F. Maintain a professional demeanor in the classroom environment**

*Sub-skills in this Standard include clearly identifying opinions as the instructor's opinion; showing tolerance – both to ignorance and disagreement thus avoiding arguments and confrontation (take a break to diffuse a situation if needed); being positive toward the subject matter; refraining from ridiculing either the student, the materials or others; wearing*

*professional attire; refraining from using the classroom for political statements or any personal endorsements; refraining from marketing and soliciting or making marketing/soliciting statements from the podium (personal or 3<sup>rd</sup> party materials).*

**G. Adhere to the laws regarding copyright and plagiarism and accurately cite sources for materials used in the curriculum**

**H. Incorporate and be proficient in a variety of audio-visual materials that support the content being presented to enhance the training and reinforce learning**

*Sub-skills in this Standard include making sure all materials are legible, correctly spelled, readable and properly numbered; using visual imagery when possible to enhance written words and not overusing motion and sounds in PowerPoint presentations; using and being proficient in modern presentation equipment; using color and large images in projected materials, turning the projector lamp off when discussing a point or not using.*

**I. Employ effective classroom management strategies**

*Sub-skills in this Standard include covering the material adequately in the allotted time; encouraging questions and motivating involvement; calling learners by name whenever possible; involving students in the learning process through planned activities; teaching to all students, not just those who show interest; keeping the presentation on pace thus finishing the material in the allotted time; restating an individual student's question to the group as a whole prior to attempting to answer the question; using appropriate humor and personal stories to make a point; following the prepared outline and making sure that all material on the outline will be covered in the class and none of it is extraneous; using physical movement during the presentation to minimize the physical distance between the instructor and students and try to involve all students equally.*

**J. Instructor's motivation is learner based**

**K. Ensure the classroom environment is conducive to learning**

*Sub-skills in this Standard include arranging or rearranging (or making appropriate compensation) the classroom so that students do not have to look through physical objects; using equipment that enables the instructor to remain looking at the students rather than turning his/her back to the class; making sure that the physical stature of the instructor does not block the view of the students or the screen and never walking between the projector and the screen while the projector is on; making sure that the lectern or table at the front of the room is unobtrusive; not standing behind physical objects for more than a short time period.*

