



NORTH CAROLINA REAL ESTATE COMMISSION

P.O. Box 17100
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FOR COMMISSION USE
Date
Comment

CONTINUING EDUCATION
ELECTIVE COURSE INSTRUCTOR QUALIFICATION STATEMENT
(IQS)

GENERAL INSTRUCTIONS: Use this form to verify that a prospective elective course instructor possesses the qualifications described in Commission Rule E. 0306. A separate Instructor Qualification Statement with the required attachments must be completed and submitted for each prospective instructor, except as provided in the Equivalent Qualification Requirements on page 3. This form must be submitted with each application for approval of an elective course. This form may also be submitted by the sponsor of a currently approved course to request approval of an additional instructor.

- 1. Full Name of Proposed Instructor
2. Preferred Mailing Address
9-Digit Zip Telephone
3. Proposed Instructor's E-mail Address
4. Employing Sponsor of Proposed Instructor
5. Employing Sponsor's Mailing Address
9-Digit Zip Telephone
6. Title of Course(s) Instructor Proposes to Teach
7. Course Number(s)
If the course(s) in Item 4 is (are) currently approved by the Commission and the course sponsor is seeking approval of an additional instructor for the course, provide the four digit course number assigned by the Commission.
8. Subject Matter [Describe briefly the subject matter of the course(s).]
9. Instructor's Real Estate License
[If the prospective instructor holds a current real estate license, provide the name the name of the state which issued the license, the license number and indicate the license type.]
State License # Broker Salesperson/Provisional Broker

10. **Criminal Offenses** Have you ever been convicted of any **criminal offense (felony or misdemeanor)** or is there any **criminal charge now pending** against you? (This includes **driving while impaired** and other serious traffic offenses. Exclude only minor traffic infractions.)..... YES NO

If "YES," submit a *detailed written explanation in your own words* describing the circumstances for each offense/pending charge. Also submit a copy of the court judgment for any conviction (or arrest warrant or bill of indictment for any pending charge).

11. **Professional License Disciplinary Action** Have you **ever** been denied a real estate or other professional license or been disciplined by an occupational licensing agency (license suspended, revoked, surrendered, reprimanded, etc.) in NC or elsewhere; or are there currently any complaints pending against you in connection with any professional license that you hold? ..... YES NO

If "YES," submit a *detailed written explanation in your own words and a copy of the licensing agency's order if applicable.*

**Commission Rule E.0306** establishes the following qualification criteria for elective course instructors:

(a) The instructor of an elective course must be truthful, honest and of high integrity and must be qualified under one of the following standards:

- (1) Possession of a baccalaureate or higher degree in a field directly related to the **subject matter of the course**;
- (2) Three years' full-time work experience within the previous ten years that is directly related to the **subject matter of the course**;
- (3) Three years' full-time experience within the previous ten years teaching the **subject matter of the course**; or
- (4) Education or experience or both found by the Commission to be equivalent to one or more of the above standards.

(b) If the subject matter of the course deals directly with real estate brokerage practices, then the instructor must also possess a current real estate license.

Attach to this form clear and detailed information for Items 12, 13, and 14 which facilitates review and confirmation of the prospective instructor's qualifying experience. If a prospective instructor does not qualify solely on the basis of either education, work experience or teaching experience, the Commission may consider the prospective instructor's qualifications as a whole.

A resume may be attached provided it clearly documents all information required to be provided in Items 12, 13 and 14.

12. **College Education:** **Indicate total number of years completed:** \_\_\_\_\_

Name of School	Dates Attended	Major	Degrees Awarded or Semester/Quarter Hours Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13. **Subject Matter Teaching Experience**

Attach to this form information which clearly and completely describes the prospective instructor's experience **teaching the subject matter of the course(s)** within the past ten years. For each course provide title, brief description of scope of content, and dates course(s) were taught.

14. **Work Experience Related to Course Subject Matter**

Attach to this form information concerning the prospective instructor's work experience (*other than teaching, which should be reported in item 13*) within the previous ten years that is *directly related to the subject matter of the course(s)*. Part-time employment should be reported separately from full time employment. For each job or position, provide details concerning the following aspects of the prospective instructor's work experience:

- 1) Name of the position;
- 2) Name and address of the employer;
- 3) Beginning and ending dates of the employment;
- 4) A detailed description of the prospective instructor's duties; and
- 5) If qualifying experience was part-time, describe the time spent on matters directly related to the subject matter of the course each week.

15. **Signature and Certification of Prospective Instructor**

I hereby certify that I have read and understand the Commission's Rules regarding mandatory continuing education and that I will comply with the Commission's requirements regarding instructor conduct, performance, and responsibilities.

I further certify that the information provided in this Statement regarding my credentials is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Prospective Instructor

\_\_\_\_\_  
Date

16. **Signature of Employing Sponsor**

\_\_\_\_\_  
Signature of Employing Sponsor

\_\_\_\_\_  
Date

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**Equivalent Qualification Requirements**

A course sponsor, such as a national or state real estate trade organization, may request to be relieved of the obligation to complete a separate Instructor Qualification Statement for each proposed instructor, provided the sponsor:

- completes Items 4 and 5 of this form, and signs the certification below;
- proposes to utilize multiple course instructors to teach an approved course;
- has established and enforces minimum instructor qualification requirements which the Commission may find equivalent to the requirements of Rule E. 0306;
- attaches to this form a written statement of the sponsor's minimum instructor qualification requirements; and
- attaches to this form a list of all proposed continuing education instructors and clearly indicates the elective course(s) each instructor proposes to teach.

***Check here to request this option***

I hereby certify that all information submitted in connection with this application is true and accurate to the best of my knowledge and belief. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for disqualifying the prospective instructors.

I further certify that the sponsor and all persons in its employ will fully comply with the requirements of the North Carolina Real Estate Commission regarding the conduct of continuing education courses.

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Date

**The Commission may at its discretion require a course sponsor who elects this option to submit additional information to verify that the sponsor enforces such minimum instructor qualification requirements.**