



North Carolina Real Estate Commission
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Guidelines for Instructor Application Video Recordings

Each **Prelicensing, Postlicensing, and/or Update course instructor** applicant must submit a digital video recording as part of the original instructor approval application, unless exempt from this requirement based on criteria noted in Commission [Rule 58H .0302\(d\)](#).

The requirements for video recordings set forth in Commission Rules [58H .0302\(c\)](#) and [58H .0305\(c\)](#) are explained in the table below. While the recording must meet these requirements in order to be reviewed, it is **not** necessary to have a professionally produced video recording.

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| <i>Identifying Information</i> | A label must be attached that identifies the (1) instructor ; (2) course title ; (3) subject being taught ; (4) student materials used ; and (5) date on which the presentation was recorded , which must be within 12 months prior to the date of submission. |
| <i>Format</i> | The recording must be submitted on a digital video disc (DVD), a USB drive , or similar medium. |
| <i>Length</i> | The recording must show a continuous, unedited, 50-minute block of instruction. |
| <i>Subject Matter</i> | The recording must show an instructor teaching a single topic in a Prelicensing, Postlicensing, or Update course. It is recommended that the instructor include an introduction of the topic or subtopic. |
| <i>Required Components</i> | A date and time stamp should be visible during the entire recording, and members of the live audience must be shown during some or all of the recording. |
| <i>Recording Quality</i> | The visual quality of the recording must allow the reviewer(s) to clearly see the instructor. Using a stationary camera that does not follow the instructor around the classroom is acceptable as long as the instructor is visible throughout the majority of the recording. The camera should capture the instructor's gestures, use of instructional aids, and interaction with students. Prolonged close-ups of the instructor or of visual aids should be avoided. If projected images are not visible on the recording, a printed copy of the projected images should be submitted with the recording. The audio quality of the recording must allow the reviewer(s) to clearly hear the instructor. Ideally, students' comments and questions should also be audible. |

Prior to Recording

To receive approval as a **Prelicensing, Postlicensing, and/or Update course instructor**, you must demonstrate *on the video* that you have the ability to teach the course subject matter consistent with course materials. When preparing for and recording a video, you should:

- ***Practice! Practice! Practice!*** Rehearse the session you plan to record.
- Have your video recording reviewed and critiqued, preferably by a person (such as your school director or a currently approved instructor) who is very familiar with the subject matter and the Commission's requirements.

Video Review Process

1. The Commission's Education and Licensing Staff will usually review a video recording within 30-60 days of receipt. Staff availability to perform video reviews varies during the year due to other seasonal demands such as the annual license renewal period.
2. Staff reviewer(s) will complete an objective, detailed evaluation based on the criteria itemized in the *Instructor Evaluation for Initial Approval* form. The applicant's teaching skills as depicted on the video recording must be minimally satisfactory to be eligible for instructor approval.
3. The applicant will be notified by email as to whether the instruction demonstrated on the video was found to be satisfactory. Notification will include an evaluation containing specific feedback/comments/suggestions to assist the applicant in teaching skill improvement. Evaluations are of the demonstrated instruction only. If a recording does not meet the standards required, an accompanying email or letter from Commission staff will specify the next available course of action in the instructor approval process.

NOTE: Video recordings submitted to the Commission will become the property of the Commission and will not be returned to applicants. Video recordings will be viewed only by authorized personnel.