

Virginia Real Estate Board
Additional Instructor Approval Application
For Board-Approved Continuing Education & Post License Education Courses

There is no fee for this application. To apply, complete the "*Additional Instructor Approval Application*" and include the following attachments:

1. Instructor Qualifications - Attach a completed [Instructor Resume Worksheet](#) for each instructor listed on the application.
2. A copy of the Timed Course Outline (Attachment #3 from the original CE/PLE Course Application) for the board-approved course this school is seeking an approval for.

Next, submit the entire application package to the Board electronically as follows:

1. Arrange the attachments in number order behind the completed application. (See *Required Attachment on the last page of this application for specific instructions.*)
2. Scan and convert the entire document to a PDF-format.
3. Name this document as: "Your School Name" - "Additional Instructor Approval" (abbreviation will be fine).
4. E-mail this PDF document to reschool@dpor.virginia.gov. In the e-mail "Subject" line, type your school name (an abbreviation will be fine, e.g., "DPOR" for Department of Professional and Occupational Regulation), a hyphen and the name of the document. An example would be: "DPOR - Adding Courses to an Instructor".

The application package will be reviewed by the board's specialist. If the information provided is **correct** and **complete**, the application package will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgment Letter" will be emailed to the provider.

If the application package is **incorrect** or **incomplete**, the provider will be notified by email. Once corrections have been made, the application package will then need to be resubmitted to the Board for review. Once the application package is correct and complete, it will then be added to the **next** committee meeting agenda*.

* If the original deadline date has past, the application package will **not** be added to the RE Education Committee meeting agenda until the **next** scheduled meeting.

Applications must be submitted electronically to the Board's email address by the **deadline date**. These dates are located on the Board's website under the "Education and Exams" section-tab located here: <http://www.dpor.virginia.gov/Boards/Real-Estate/>.

Feel free to contact the Real Estate Board Education Section at reschool@dpor.virginia.gov or at 804-367-2406 with any questions.



Real Estate Board
ADDITIONAL INSTRUCTORS APPROVAL APPLICATION
No Fee Required

➤ This application is used to request additional instructors be approved to teach and added to an existing board-approved Continuing Education (CE) or Post License Education (PLE) course. Only one course may be listed below per this request, but many instructors may be added to this one course.

1. Education Provider Name _____
2. Education Provider Number

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3. Contact Person Name _____
4. Contact Numbers _____

Primary Telephone
Alternative Telephone

5. Course and Instructors information:
 A. Course Approval No. _____ Course Name _____

B. List **all** the Instructors♦ that will be teaching this one course listed above:

1. Instructor Name: _____ License No.: _____
(if Applicable)
2. Instructor Name: _____ License No.: _____
(if Applicable)
3. Instructor Name: _____ License No.: _____
(if Applicable)
4. Instructor Name: _____ License No.: _____
(if Applicable)

♦ **Required Attachments** - Each instructor must attach a completed ***Instructor Resume Worksheet***.

6. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Signature _____ Date _____

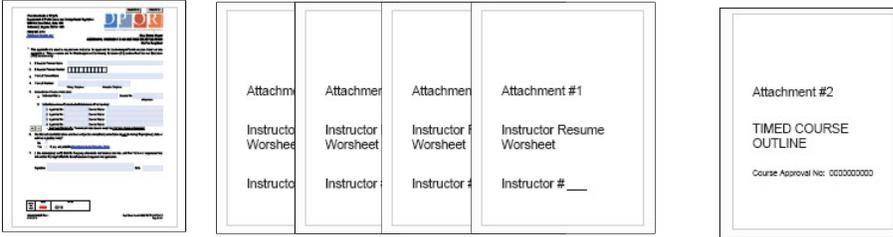
(Required Attachments on the next page.)

BOARD USE ONLY	TRANS 3005	FILE NO. 0214
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Required Attachments

Arrange the attachments behind the completed course application, in number order. Label each attachment with the appropriate section header sheet according to the descriptions given below. Once the course application package is complete and combined into one electronic document format (.pdf), add electronic bookmark to each of the different sections and label each with the appropriate attachment number (i.e. Attachment #1). Include section header sheet for all the attachments, even if there is no documentation to be submitted.

Examples of section header sheets:



Attachment #1 - Attach a completed [Instructor Resume Worksheet](#) for each instructor listed in question #5.B

Attachment #2 - A copy of the **Timed Course Outline** (Attachment #3 from the original CE/PLE Course Application) for the board-approved course this school is seeking approval for.