

**Real Estate Board
 INSTRUCTOR'S RESUME WORKSHEET**

Provide the following information:

I. Instructor Information

1. Instructor's Full Legal Name: _____
 (First, Middle, Last)
2. Mailing Address _____ City _____ State _____ Zip Code _____
3. Contact Number _____ Primary Telephone
4. Email Address _____

II. Personnel Experience

1. **Education** - List **all** higher education completed (in chronological order):

Dates MM/YY		Name College/University/Vocational	Credit Hrs. (Total hours received)	Major/ Studies	Minor Received	Degree Received
Start	End					

2. List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

3. List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

Type of License, Certification, or Registration	License, Certification, or Registration Number	Status Current/Expired/Inactive	Expiration Date (if applicable)

III. Professional Experience

- List your professional experience related to **Real Estate**:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Professional License Type (Salesperson/Broker)	State/Jurisdiction	Initial Date MM/YY	End Date MM/YY	No. of months w/ Active Experience

- List your professional experience as an **Instructor**:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Company Name	Course/ Subject Matter	Employment Dates		State/ Jurisdiction	VA Approved Course?
		Start MM/YY	Finish MM/YY		
					<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> No <input type="radio"/> Yes

- List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real_Estate/A490-0230ADES.pdf

Organization Name	Certification/Designation	Awards/Honors Received

- List **all Professional Training** completed as it relates to Real Estate or the subject/course you would like to teach:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet. Do not include any Continuing Education courses required to maintain a real estate License.)

Organization Name (Name of Training Provider)	Course Name	Time Frame/ Completion Date	Awards/Honors Received

IV. Courses & Topics

- List the courses you are requesting or would like to teach (now or in the future):

Board Approval Course No. (Leave blank if not approved)	Title/Name	Type of Course (PRE/POST/CE)	Course Exp Date

2. List the **topics** you would like to be considered to teach (now or in the future):

V. Discipline & Signature

1. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
No
Yes If yes, complete the [Disciplinary Action Reporting Form](#).

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. 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 request.

Instructor's Signature _____

Date _____