

Teaching Real Estate Clockhour Classes

Why Get Certified to teach?

All real estate agents must have continuing education when they renew their licenses every two years. The basic renewal consists of 30 clockhours of which 27 are all elective. The classes, the instructor and the school have to be licensed under the Department of Licensing. When you teach, you learn. There is no better way to keep abreast of changes in the field than by teaching! It is also a way to make connections with real estate agents that need clockhours. The instructors can create ongoing relationships with the agents.

Getting Certified to Teach Real Estate

In order to teach Real Estate continuing education in the State of Washington, you need to get certified. Unless you currently teach at a community college, you are required to take the Instructor Development Workshop. It is a 2-day class (15 clockhours). Professional Direction holds one to two classes each month throughout the state. It is often taught in a classroom for 10 hours with 5 hours of homework.

The required course includes:

- The requirements to teach in the State
- How to apply to get certified
- What you are able to teach,
- How to renew the certification
- What qualifies as a clockhour course
- How courses are approved
- What classes are available to be taught
- How to write a course for approval
- What to do about problems in the classroom
- How to keep the attention of real estate agents
- How to avoid being "boring."
- Ways to deal with questions from agents.
- Tools to use to make the classes interesting

As a part of the course, you will receive the application from the state and detailed instructions on how to fill it out to get certified.

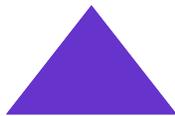
You need Experience in the Real Estate Industry

License Law states that you need two years experience in the field you want to teach. You can be in real estate, lending, home inspection, accounting, title, coaching, staging, social media, and marketing.

The application from the Dept of Licensing requires you to *demonstrate competency* in the fields you apply. In most situations, you are required to have 3-5 years experience in the fields you want to teach to demonstrate competency. That can include, for example, Sales & Marketing, Current Trends, Computers and other Technologies.

It takes about 2-3 weeks for approval after submitting the application packet.

PROFESSIONAL
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How to Apply with Dept of Licensing

As part of the Instructor Training Workshop, the instructor application is provided and help is given to complete the entire packet. To apply for instructor approval, the following information is required.

- Completed, signed Real Estate Instructor Application to Teach
- \$75 check made out to the Department of Licensing (2 year fee)
- Copy of your real estate or lender license, if applicable
- Copy of the certificate from the Instructor Development Workshop
- "Cover letter" stating how you meet the requirements to teach for each topic
- A current Resume (spend 15 minutes to write it)
- Second Party Verification from your employer or person you work with.

It takes about 2-3 weeks for approval after submitting the application packet. There is no follow up until the certificate is received by email from the state. It will have an instructor number that starts with the letter "i" that must be on all certificates given to the agents. The state does not keep records of when instructors teach classes. The school that the instructor teaches under keeps those records.

After Certified, you can TEACH

Once certified to teach by the Dept of Licensing, you are like a "free agent." You can choose to work with any real estate school teaching curriculum that the school has turned into the state and received approval. Most instructors work exclusively with one school unless there is a special event.

Teaching under Professional Direction

Should you choose to work with Professional Direction, you will have over 60+ approved real estate courses you may be qualified to teach. Instructors teach whenever they want and send the registration and tuition to the school immediately following any class. The school send or emails back to the instructor the certificates for distribution to the agents.

When teaching a class under Professional Direction, the tuition is typically \$10 per agent to the school unless there is a special event or agreement. You can charge more, but the tuition is just sent directly to the school along with the registration.

Get Your Own Class Certified

Natalie will work with you to get your material written and approved as clockhours. It takes about 10 hours for Natalie to take your material and submit for approval. You can have your own exclusive course that only you, and other certified instructors you want, teach the course. The Department of Licensing fee is \$100 for a three hour course for 4 years. Natalie does not typically charge depending on the amount of work required and the time deadline.

Renewing the Certification to Teach

You need to renew every two years. The Dept Licensing does not send a renewal. If you renew on time, you just submit the application and the \$75 fee. You do not have to take the entire Instructor Training course again unless you do not have the certificate from the last time you took it. If you renew late, you need to submit an entire application packet.



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