

Real Estate Board  
**ADDITIONAL INSTRUCTOR APPROVAL APPLICATION**  
No Fee Required

**Instructors For Continuing Education, Post License Education & Residential Standard Agency Courses.**

1. Education Provider Name \_\_\_\_\_
2. Education Provider Number 

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3. Contact Person Name \_\_\_\_\_
4. E-mail Address \_\_\_\_\_  
(Address must be the same as the address on record with the Board for the Education Provider.)
5. Contact Numbers \_\_\_\_\_  
Primary Telephone Alternative Telephone
6. This is a request to add the following Instructor(s)\*: \_\_\_\_\_

and to teach the following course(s):

(Course Approval Number and Course Name)  
(i.e. #12345 - Fair Housing)

- \* **Required Attachments** - Instructors must have at least three years of expertise in the field of real estate for which they apply to teach. Each new instructor must submit proof of their expertise including, but not limited to: a resume, educational transcripts, professional certificates, letters of reference (a maximum of three), or any other type of documentation that verifies instructor expertise.
7. Have any of the instructor(s) listed above ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?  
No ☐  
Yes ☐ If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
  8. *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 \_\_\_\_\_

BOARD USE ONLY	TRANS	FILE NO.
	3005	0214



# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Terence R. McAuliffe  
Governor

Maurice Jones  
Secretary of  
Commerce and Trade

## Virginia Real Estate Board

### Additional Instructor Approval Application Directions

#### Continuing Education, Post License Education & Residential Standard Agency Course

There is no fee to apply for Board approval of additional instructors to teach Continuing Education (CE), Post License Education (PLE) or Residential Standard Agency (RSA) courses that have already been approved by the Board for your school.

To apply for additional instructor approval of already-approved CE/PLE/RSA courses, complete the "*Additional Instructor Approval Application*" and include the following attachments with the application:

1. Instructor Qualifications - Include instructor's address, real estate license number(s) and expertise of instructor. Instructors must have at least three years of expertise in the field of real estate for which they apply to teach. Instructors must submit proof of their expertise including, but not limited to: a resume, educational transcripts, professional certificates, letters of reference (a maximum of three), or any other type of documentation that verifies instructor expertise.
2. A copy of the Timed Course Outline (Attachment #3 from the original CE/PLE/RSA Course Application that was approved by the Board) for each already-approved course your school is seeking additional instructor approval.

Next, submit the entire "*Additional Instructor Approval Application*" to the Board electronically as follows:

1. Arrange the attachments in number order behind the completed application.
2. Scan and convert the documents to a PDF-format.
3. Name this document as: "Your School Name" - "Additional Instructor."
4. E-mail this PDF document to [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov). In the e-mail "Subject" line, type your school name (an abbreviation will be fine, e.g., "VAR" for Virginia Association of Realtors), a hyphen and the name of the document. An example would be: "VAR - Additional Instructor."

The additional instructor application will be reviewed. If the information provided is complete and correct, the application will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgement Letter" will be e-mailed to you. If the course is incomplete or incorrect, it will be rejected, and the rejection reasons will be explained through a return e-mail. Feel free to contact the Real Estate Board Education Section at [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov) or at 804-367-2406 with any questions.