



# Real Estate Instructor Approval Application

Apply for real estate course instructor approval. Allow 45 days for processing original applications and applications with changes. Approval is made upon receipt to renewal applications with no changes. Approval is good for two years.

Apply online: <https://professions.dol.wa.gov>

Or mail this completed form, any required attachments, and a check or money order (payable to the Department of Licensing) to:

**Real Estate  
Department of Licensing  
PO Box 3917  
Seattle, WA 98124-3917**

**Original applications only** must also include all of the following:

- A cover letter stating why you feel qualified to teach the chosen topics
- All documentation supporting your qualifications as an instructor
- A current résumé

For questions or language help call: (360) 664-6505

**This application is for teaching** (select one):

- Topics designated on this application (2 year period)—**\$114 non-refundable fee**
- One specific course offered one time—**\$76 non-refundable fee**
- An additional topic to those previously approved for this applicant—**\$38 non-refundable fee**

**Select one:**

- Original application
- Renewal application for instructor ID number \_\_\_\_\_

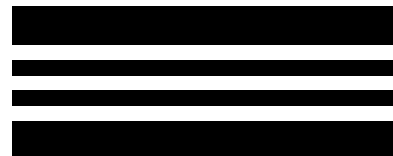
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## Applicant information

|  |                            |          |
|--|----------------------------|----------|
| TYPE or PRINT Full legal name (First, Middle, Last)  |                            |          |
| Name as you would like it to appear on your license  |                            |          |
| Mailing address (Street, Suite number, PO Box)   |                            |          |
| City   | State                      | ZIP code |
| 10-digit phone number  | Date of birth (mm/dd/yyyy) | Email    |
| Military? (check if applicable)  |                            |          |
| Current or former: <input type="checkbox"/> Military member <input type="checkbox"/> Military spouse or domestic partner |                            |          |



## Qualification

**Applicant must meet one of the following** (select one):

- 150 classroom hours as an instructor within 2 years preceding application in courses acceptable to the Director  
**Attachment required:** second party verification
- Possession of the professional designation "DREI" awarded by the Real Estate Education Association (REEA)  
**Attachment required:** copy of certificate or letter of award
- Successful completion of an instructor training course approved by the Director upon recommendation of the commission AND 2 years full-time experience in real estate or a related field within 5 years preceding this application  
**Attachment required:** completion certificate AND second party verification of experience
- A bachelor or advanced degree in **EDUCATION** and either 2 years teaching experience, or 2 years experience in real estate or a related field within the last 5 years  
**Attachment required:** copy of degree or transcript AND second party verification of experience
- A current teaching certificate issued by an authorized governmental agency. The instruction must have been in a field allied to that which the instructor has applied to teach  
**Attachment required:** copy of certificate
- At least 90 clock hours as an instructor in real estate within 2 years preceding this application  
**Attachment required:** school administrator's letter documenting length of time employed and hours taught
- Ninety hours as an instructor at an institution of higher learning within two years preceding the application. Instruction must have been in a field allied to that which the instructor has applied to teach  
**Attachment required:** school administrator's letter documenting this in detail
- Selection by national or state organization whose selection criteria have been approved by the director  
**Attachment required:** organization's approval (and criteria, if available)

## Qualification in demonstrating competency

Instructors must demonstrate competency based on the following guidelines in the subject matter/topic that they would like to teach. You must meet all of the requirements for at least one of the criteria listed in the subject matter/topic.

You must provide proof of designation, certification, degree, license, or class attendance and/or second party verification of experience when applicable. You must also provide a letter describing how you keep current with changes in the field or describing your experience in original course development and research in the subject matter/topic.

**Select the topics you would like to teach and the criteria you qualify under.**

- Real estate fundamentals**
- Real estate practices**
- Advanced practices**
- Principles and essentials**
- Real estate sales and marketing**
- Ethics and standards of practice**

Criteria:

- Three years actively licensed as a managing broker
- Three years active licensure within the 5 years preceding the date of the application
- Five years as defined in WAC 308-124A-713
- Two years (as noted in either 1 or 2 above) and a degree in education or a degree related to topic

- Brokerage management**

Criteria:

- Three years as an active managing broker and an active managing broker's license.
- Five years active licensure as a managing broker within the seven years preceding the date of the application or a CRB designation or equivalent.

- Business management**
- Advanced management practices**

Criteria:

- Three years of business experience.
- Business or related degree.

**Property management and leasing**

**Commercial**

Criteria:

- Designation by recognized national trade association, such as “CRE,” “SIOR,” “CCIM,” “CPM,” “RPA,” “MAI.”
- Three years experience directly related to topic and an active or inactive managing broker’s license within the last 5 years preceding the date of the application.
- Two years experience directly related to topic and a Bachelors or higher degree in education or real estate.
- Five years of active real estate licensure in commercial practice within the seven years preceding the date of the application and an active real estate license.

**Taxation**

Criteria:

- CPA or tax attorney.
- Degree in Accounting.
- Five years experience directly related to the topic.

**Real estate appraisal**

**Evaluating real estate and business opportunities**

Criteria:

- Designation by recognized trade association, such as “MAI” or “CCIM”.
- Three years experience as a certified or licensed real estate appraiser and an active appraiser’s certification or license.
- Two years experience actively licensed as a managing broker and a degree in education or a degree related to topic.
- Three years of certification or licensure as a real estate appraiser within the five years preceding the date of the application.

**Real estate law**

**Advanced law**

**Legal aspects** (agency, disclosure, etc.)

Criteria:

- Three years as a practicing real estate attorney.
- Five years actively licensed as a managing broker and an active or inactive managing broker’s license.
- Five years of licensure as a managing broker within the seven years preceding the date of the application.

**Real estate finance**

Criteria:

- Three years experience directly related to topic.
- Bachelor’s or higher degree related to topic.

**Hazardous waste, environmental issues**

Criteria:

- Bachelor’s or higher degree related to topic.
- Three years experience directly related to topic.

**Instructor development workshop**

Criteria:

- Degree in education.
- “DREI” designation.
- Ten semester or 15 quarter credits college level instruction in teaching adult education.
- 600 hours of classroom instruction within the last three years and current vocational education certificate.
- 600 hours of classroom instruction within the last three years and a minimum of 15 clock hour course in “Train the Trainer” or equivalent.

**Real estate closing practices**

Criteria:

- Three years experience directly related to topic, such as licensed escrow officer, LPO, real estate attorney, title insurance company representative, or licensed real estate managing broker.

**Construction and land development**

Criteria:

- Five years experience as General Contractor/Project Manager in construction or land development projects.
- Bachelor's or higher degree related to topic.

**Washington Real Estate Fair Housing (6hr)**

**Washington Real Estate Fair Housing (3hr)**

Criteria:

- Three actively licensed as a Managing Broker.
- Three actively licensed within the five years preceding the date of the application.
- Five years as defined in WAC 308-124A-713.
- Five years experience directly related to topic.

**Current trends and issues**

**Consumer protection**

**Cross cultural communication**

Criteria:

- Five years experience directly related to topic.

**Computers and/or other real estate technologies**

Criteria:

- Three years experience directly related to topic.

**Legal background**

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? .....  Yes  No
2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) .....  Yes  No

**By signing this application you understand that we, the Department of Licensing, have the right to enter your business locations at reasonable times to inspect the records that you are required to keep by the laws and regulations that govern the license you are applying for.**

**It is your responsibility as a licensee to cooperate with an audit or an investigation by providing the Department of Licensing with the requested documents and a written explanation of the matter contained in a complaint.**

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
TYPE or PRINT Name

**X**  
\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date and place