



CONTINUING EDUCATION INSTRUCTOR APPLICATION

Office Use Only; Date Received: _____

INSTRUCTIONS New Applicants: Complete and submit this form in its entirety to the Montana Association of REALTORS® (MAR) along with a non-refundable \$100.00 application fee.

Renewal Applicants: Only check the RENEWING box below, provide your Instructor ID#, provide 1-2 past clients, submit an up-to-date resume, note below any contact information changes, and submit all to the Montana Association of REALTORS® (MAR) along with \$50.00.

Checks should be made payable to Montana Association of REALTORS®; Attn: Education. To pay by credit card, please provide an email address: _____ An electronic invoice will be emailed.

- Checkboxes for New Applicant, RENEWAL Applicants, and REQUIRED FOR ALL APPLICATIONS with associated instructions.

CONTACT INFORMATION Full Name: _____ Business Name: _____
Mailing Address: _____
Phone: _____ Mobile Phone: _____ Email: _____

REFERENCES / HISTORY List two people with whom you are acquainted who know your teaching skills.

Table with 2 columns: Name (& Title if applicable), Phone and/or Email. Rows 1 and 2.

Are you licensed in real estate or any other occupation? [] No [] Yes: If yes, indicate license type and dates of licensure: _____

List any certifications, designations, or degrees you have earned relevant to instruction in real estate. _____

Do you have any education after high school? [] No [] Yes: If yes, enter the following about your post-secondary education: College or University: _____

Year of Graduation: _____ Degree Earned: _____

Have you been approved by any real estate regulatory body, board, association, or recognized organization within the last 3 years? [] No [] Yes; list below organization, course identifier (if applicable), credit allotted, and date of approval: _____

Have you had a Code of Ethics violation? [] No [] Yes; If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.

Have you ever been convicted of or entered a plea of guilty or no contest to any felony, misdemeanor or any other criminal offense, including any offense in which you have received a pardon, in any jurisdiction? [] No [] Yes; If yes, submit a letter giving a complete explanation.

Are criminal charges against you pending in any jurisdiction? [] No [] Yes; If yes, submit a letter giving a complete explanation.

Have you ever had a professional license or instructor certification/approval suspended, revoked, or subject to other disciplinary action (including reprimand or fine) in any jurisdiction? [] No [] Yes; If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.



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Have you had any civil judgment entered against you based on fraud, misrepresentation, or deceit? No Yes; If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.

STATEMENT OF INTENTION

As a Montana Continuing Education Instructor, I acknowledge, understand, and affirm the following:

- I shall NOT in any way violate, infringe or impede the legal or equitable rights of any person or legal entity or appropriate the intellectual property of any person or legal entity, without express permission from all such persons or legal entities during the course of my instruction.
I shall NOT engage in solicitation during instruction for the purposes of personal or commercial gain.
While approved, I shall notify MAR in writing of all my instructional dates and locations/login information <Education@MontanaRealtors.org>
My attached resume directly addresses my ability to teach the topic(s) of any Course Application naming me as instructor.
Approved Instructors are subject to MAR audit at any time; MAR reserves the right to revoke or suspend Instructor Approval based on audit results, learner evaluations, misrepresentation on this Application or violation(s) of these Intentions.
Communication and documentation regarding my status as an instructor may be made available to other organizations.
My instruction and all interactions with learners shall be free of discriminatory/derogatory language regarding disability, sexual orientation/identity, race, religion, gender, or ethnicity.
*Approved Montana Instructors must deliver an approved Course under the supervision of a recognized Continuing Education Provider to provide continuing education credits to learners.

I have read, understand, and agree to the terms listed above. I hereby certify that the information supplied on this application and supporting materials is true and correct.

APPLICANT'S SIGNATURE: _____ DATE: _____

EMAIL APPLICATION AND MATERIALS TO Education@MontanaRealtors.org

- Please retain a copy your application and all materials
A decision regarding this submission will be returned within 30 days.

OFFICE USE ONLY

Instructor Approved: Yes No Instructor ID # __ - MAR- __ _I Approval Expires:
Authorized Signature: _____ Date: _____
Printed Name _____