



**MONTANA ASSOCIATION OF REALTORS®
REQUEST FOR CONTINUING EDUCATION INSTRUCTOR APPROVAL**

MAR OFFICE USE ONLY:

Instructor Approved: ☐ YES ☐ NO Instructor ID # ____ - MAR - ____ - I
Approval Expires: _____

CONTINUING EDUCATION **INSTRUCTOR** APPLICATION

INSTRUCTIONS New & Renewing MAR Applicants: Complete this form in its entirety and email to Julie@MontanaRealtors.org with the Montana Association of REALTORS® (MAR). You will be charged a **\$100.00 non-refundable application fee**. Approvals are valid for 3 years.

Date of Request:	
Name & Title of Instructor: Name of Company: Phone: Email: Mailing Address:	
PAYMENT: The application review will not begin until after payment has been received.	
☐ Please Email Electronic Invoice for CC Payment. Note: If you were previously approved by the BRR or a Local Association, this counts as a new application.	☐ NEW MAR Instructor Application Request = \$100 ☐ MAR Instructor RENEWAL = \$100 Instructor ID#: .

PLEASE LIST THE COURSE TITLE/S & APPROVAL #'S THAT YOU WILL BE TEACHING:	
Course Name/Title: Course Approval Number: Expiration: Course Name/Title: Course Approval Number: Expiration: Course Name/Title: Course Approval Number: Expiration: Course Name/Title: Course Approval Number: Expiration:	

REFERENCES/HISTORY: List two people with whom you are acquainted who know your teaching skills.	
Name & Title: Phone &/or Email:	
Name & Title: Phone &/or Email:	
Are you licensed in real estate or any other occupation? ☐ NO ☐ YES - indicate license type:	
How many years have you been in the business of real estate?	
List any certifications, designations or degrees you have earned relevant to instruction in real estate and/or on the topic you wish to teach:	
Have you been approved by any real estate regulatory body, board, association or recognized organization within the last 3 years? ☐ NO ☐ YES – list organization:	
What topic do you want to teach and what experience do you have that qualifies you as an expert in that area? Have you taught this subject before in any other context?	
What is your experience in the topics you wish to teach? .	
Do you have any training or experience with getting CE in this or any other states? If so, what states have you taught in for CE? :	
PUBLIC SPEAKING & PRESENTER SKILLS: Do you have prior training or experience in speaking? <i>(Check all that apply)</i>	
☐ Sales or training experience ☐ Toastmasters ☐ Brokerage in-house trainer ☐ Train the Trainer Program ☐ Any in-person or live virtual training in public speaking (brokerage or association). Please explain: Click or tap here to enter text. ☐ Prior public speaking experience (Rotary/Kiwanis, School Teacher, etc.) ☐ Other – please explain:	
What Methods Do You Use to Engage Your Audience? <i>(Check all that apply)</i>	
☐ Storytelling from personal experience ☐ Interactive discussions ☐ Role-playing or case studies ☐ Multimedia presentations (slides, videos, online polling)	

Visual Presentation Skills *(Check all that apply)*

- ☐ Have you taught classes in an online or virtual format? Click or tap here to enter text.
- ☐ What online environments do you have experience teaching in? (Zoom, Teams, Google Meet, other)
Click or tap here to enter text.
- ☐ Do you have experience teaching in a hybrid environment? ☐ NO ☐ YES

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.
- 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 of this Application or violation(s) of these Intentions.
- 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 recognition of a Continuing Education Provider (state or local realtor association approval) 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: Julie@MontanaRealtors.org

Once the application fee is received, a decision regarding this submission will be made within 30 days.