
Application for Instructor Certification

The completed application, required documents and a non-refundable payment of \$25.00 must be submitted together in order to be considered. All information must be typed or legibly printed. *T.C.A. § 62-13-324 and Rule 1260-05-.04.*

Mail the completed application to:

Tennessee Real Estate Commission
500 James Robertson Parkway
Nashville, Tennessee 37243

Please make checks payable to:

Department of Commerce and Insurance

INITIAL APPLICATIONS - Require the following documents to be attached:

- Resume
- Documentation of all Professional Licenses
- Educational Teaching Experience

Distance Courses: All distance courses, in which education instruction is offered through other media where the instructor and student are separated by distance and/or time, the instructor or provider **MUST** hold a Certified Distance Education Instructor Certification (CDEI) through ARELLO.

Expiration: Upon payment of the fee and approval ALL CERTIFICATIONS WILL EXPIRE on the last day of the current education cycle.

Name: _____ License # (if applicable): _____

SSN: _____ Phone Number: _____

Email Address: _____

Applicant Address:

Street: _____ Apt/Unit: _____

City, State: _____ Zip: _____

Provider/School (if applicable): _____

Provider/School Address:

Street: _____ Apt/Unit: _____

City, State: _____ Zip: _____

Topic(s) Applicant is seeking to instruct: _____

Applicant Signature: _____ Date: _____

Applicant Name: _____

Minimal Requirements –

- ☐ Completed a Tennessee Real Estate Commission approved course in instructor training (Required to submit new training course every 2 years for approval of certified instruction)
 - ☐ TN Real Estate Education Foundation (TREEF) Training
 - ☐ RBAC Training
 - ☐ Real Estate Educations Designation
 - ☐ REALTOR Accredited Institute, Society of Council
 - ☐ TREC Instructor Training Manual and Questions
- ☐ Holds a diploma or certificate evidencing a high school education or the equivalent of a high school education.
- ☐ No current or unresolved complaints with the Tennessee Real Estate Commission.

Requirements by Subject Matter – *In order to teach any of the following topics, additional requirements and proof are required to be provided.*

- ☐ **Core Courses** – Complete the approved instructor course of at least four (4) hours on the subject matter being presented.
- ☐ **Principles of Real Estate** –
 - Broker - Provide broker license number and proof five (5) years of experience in the subject matter.
 - Affiliate broker (with Commission approval) – Provide affiliate broker license number and proof of five (5) years of experience in the subject matter.
- ☐ **Law of Agency** – Complete a TREC approved instructor course on agency.
- ☐ **Law of Real Estate** – Graduated from a law school accredited by the American Bar Association or approved by the state board of law examiners.
- ☐ **Other Topics** - If the course concerns any other field in which a degree or other recognized designation is commonly awarded, must provide proof that degree was earned or at least 5 years of satisfactory experience in the field.
- ☐ **College or University Credit for Real Estate** – A master's degree and three (3) years of satisfactory experience in the area of instruction or a terminal degree in the area of instruction.

ARE YOU READY TO SUBMIT?

1. Completed Application
2. \$25 Fee
3. If initial application, copies of the following:
 - a. Resume
 - b. Documentation of all Professional Licenses
 - c. Educational Teaching Experience
4. Attachments – Don't forget any additional attachments needed for the application to be complete.

MAIL completed form, fee and all attached documents to:

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Nashville, Tennessee 37243

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