

R162-2f-206e. Certification of Continuing Education Course Instructor.

- (1) An instructor shall certify with the division before teaching a continuing education course.
- (2) To certify, an applicant shall, within the 30-day period prior to the date on which the applicant proposes to begin instruction, provide the following:
 - (a) name and contact information of the applicant;
 - (b) evidence that the applicant meets the character requirements of Subsection R162-2f-201(1) and the competency requirements of Subsection R162-2f-201(2);
 - (c) evidence of having graduated from high school or achieved an equivalent education;
 - (d) evidence that the applicant understands the subject matter to be taught through:
 - (i) a minimum of two years of full-time experience as a real estate licensee;
 - (ii) college-level education related to the course subject; or
 - (iii) demonstrated expertise on the subject proposed to be taught;
 - (e) evidence of ability to teach through:
 - (i) a minimum of 12 months of full-time teaching experience; or
 - (ii) part-time teaching experience equivalent to 12 months of full-time teaching experience;
 - (f) a signed statement agreeing to allow the instructor's courses to be randomly audited on an unannounced basis by the division or its representative;
 - (g) a signed statement agreeing not to market personal sales products;
 - (h) any other information the division requires; and
 - (i) a nonrefundable application fee.
- (3)
 - (a) A continuing education course instructor certification expires 24 months from the date of issuance and must be renewed before the expiration date in order to remain active.
 - (b) To renew a continuing education course instructor certification, a person shall:
 - (i) submit all forms required by the division;
 - (ii) (A) evidence having taught, within the previous renewal period, a minimum of 12 continuing education credit hours; or
 - (B) submit written explanation outlining:
 - (I) the reason for not having taught a minimum of 12 continuing education credit hours; and
 - (II) documentation to the division that the applicant maintains satisfactory expertise in the subject area proposed to be taught; and
 - (iii) pay a nonrefundable renewal fee.
 - (c) To reinstate an expired continuing education instructor certification within 30 days following the expiration date, a person shall:
 - (i) comply with all requirements for a timely renewal; and
 - (ii) pay a nonrefundable late fee.
 - (d) To reinstate an expired continuing education instructor certification after 30 days and within six months following the expiration date, a person shall:
 - (i) comply with all requirements for a timely renewal; and
 - (ii) pay a non-refundable reinstatement fee.
 - (e) A certification that is expired for more than six months may not be reinstated. To obtain a certification, a person must apply as a new applicant.
 - (f) If a deadline specified in this Subsection (3) falls on a day when the division is closed for business, the deadline shall be extended to the next business day.