

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 as an instructor for any continuing education course other than the Mandatory 3-Hour CE course, 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) To certify as an instructor of the Mandatory 3-Hour CE course, an applicant shall;

(a) attend the instructor development workshop at least once every two years or, if the division approves an alternative training session, attend the alternative training session at the time and location designated by the division; and

(b) comply with the requirements described in Subsection (2).

(4) (a) ~~[(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 (4) ~~[(3)]~~ falls on a day when the division is closed for business, the deadline shall be extended to the next business day.