



Arizona Association of REALTORS®  
255 E. Osborn, Ste 200  
Phoenix, AZ 85012

ARIZONA REALTOR® INSTITUTE (GRI)  
INSTRUCTOR APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_ Firm Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Firm Phone # \_\_\_\_\_ Home Phone \_\_\_\_\_

Preferred Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Prefer mail sent to:  Firm  Home

List designations you hold: \_\_\_\_\_

I hold the following Arizona real estate license:  Broker  Salesman

Number of years licensed? \_\_\_\_\_ # Years teaching adult education: \_\_\_\_\_

I hold the following licenses in Arizona, other than real estate:

\_\_\_\_\_

Are you a member of a local Board of REALTORS® \_\_\_\_\_ YES \_\_\_\_\_ NO

REALTOR® \_\_\_\_\_ Affiliate \_\_\_\_\_

Name of Board: \_\_\_\_\_

Which GRI modules are you applying to teach: \_\_\_\_\_

After reviewing the REALTOR® Institute Instructor Qualifications (attached), I meet the following qualifications (REALTOR-member instructors must have the GRI designation)

a member in good standing of a trade or professional association related to his/her professional field (e.g. Board of REALTORS®, Mortgage Bankers Association, Bar Association, etc.). Please list \_\_\_\_\_

at least five years of experience in his/her subject area, as either a current or past practitioner. ( A full-time instructor may be eligible, with a credible background as a practitioner)

hold, as a minimum, one of the NAR family designations. Please list \_\_\_\_\_

be a non-REALTOR® professional who is approved by the GRI Workgroup

proof of attendance at two (one in content and one in presentation skills) Instructor Development Workshops in the past five years.

Date: \_\_\_\_\_ Program offered by: \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_ Program offered by: \_\_\_\_\_ Title \_\_\_\_\_

Instructors for Module 308: applicant must meet two of the following:

- be an AAR Certified Ethics Instructor
- document in writing having successfully completed a minimum of the following AAR GRI modules
  - 308 - Safe Real Estate
  - 202 - Contract Class
  - 203 - Agency Class
  - 204 - Risk Management
- document in writing a minimum of 3 years out of the last 5 years service from among the following:
  - REALTOR(r) Association Grievance Committee
  - REALTOR(r) Association Professional Standards Committee
  - REALTOR(r) Association Professional Standards Administration
- document in writing teaching at least 7 continuing education classes of at least 3 hours in duration on the NAR Code of Ethics within the last two years
- Must document in writing teaching at least 3 continuing education classes of at least 3 hours in duration on procuring cause and/or arbitration within the last two years

I would like to be considered for the following:

**#1\_\_\_\_\_ (attach a list of dates you taught this topic in the last 12 months)**

Are you approved as an instructor by the AZ Department of Real Estate in the topic you are applying for?  YES  NO Since \_\_\_\_\_

How many times have you taught this topic in the last 12 months: \_\_\_\_\_

Are you a current practitioner in the topic you are applying to teach?:  YES  NO  
Since \_\_\_\_\_

List any experience related to topic you are applying to teach:

---

---

---

Please list the dates you will be teaching the topic you are applying to teach in the next 6 months:

\_\_\_\_\_

\_\_\_\_\_

**#2**\_\_\_\_ (attach a list of dates you taught this topic in the last 12 months)

Are you approved as an instructor by the AZ Department of Real Estate in the topic you are applying for? YES NO Since\_\_\_\_\_

How many times have you taught this topic in the last 12 months:\_\_\_\_\_

Are you a current practitioner in the topic you are applying to teach?: YES NO  
Since\_\_\_\_\_

List any experience related to topic you are applying to teach:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the dates you will be teaching the topic you are applying to teach in the next 6 months:

\_\_\_\_\_

\_\_\_\_\_

**#3**\_\_\_\_ (attach a list of dates you taught this topic in the last 12 months)

Are you approved as an instructor by the AZ Department of Real Estate in the topic you are applying for? YES NO Since\_\_\_\_\_

How many times have you taught this topic in the last 12 months:\_\_\_\_\_

Are you a current practitioner in the topic you are applying to teach?: YES NO  
Since\_\_\_\_\_

List any experience related to topic you are applying to teach:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the dates you will be teaching the topic you are applying to teach in the next 6 months:

\_\_\_\_\_

\_\_\_\_\_

Please list teaching methods you typically incorporate in your teaching: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What formal instructor presentation skills training do you have? \_\_\_\_\_  
\_\_\_\_\_

When was the last time you attended an instructor skills development seminar? \_\_\_\_\_

When was the last time you attended a continuing education class in the topic you are interested in teaching for us taught by another instructor:

Topic: _____	Date _____
Topic: _____	Date _____
Topic: _____	Date _____

List any teaching experience outside of the field of real estate:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEACHING REFERENCES:**

Local/State or National members who have heard you teach: (attach copies of class critique **compilations** for your last 5 classes):

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sponsors that have hired you to teach the topic that you are applying to teach:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

State in your own words why you are interested in becoming an instructor in the REALTOR® Institute program:

---

---

---

---

---

---

---

---

- I have read the attached Instructor Qualifications Page
- I have read the attached Becoming a New Faculty Member Page
- I have read the attached Junior Instructor Job Description Page

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Review process:**

All applications are reviewed by the GRI Workgroup. The GRI workgroup will ask you to come in for an audition and/or audit you teaching the topic you are applying to teach prior to taking action on this application. After the audit, you will be notified of the action taken on your application. New instructors to the REALTOR® Institute program begin as a Junior Instructor and upon meeting the requirements/expectations, may be promoted to a Senior Instructor based on performance during the junior instructor assignments.

<b>AAR USE ONLY</b>		
<b>ACTION TAKEN</b>	<input type="checkbox"/> <b>AUDIT</b>	<input type="checkbox"/> <b>DENIED</b>
<b>REASON:</b> _____		
<b>APPLICANT NOTIFIED:</b> _____		

**Arizona Association of REALTORS®  
REALTOR INSTITUTE  
MODULE LISTING**

## **REQUIRED CLASSES**

**100 - Business Planning (6-general)** A one-day **\*REQUIRED** module focusing on the skills required to operate as an independent business within a real estate brokerage. Topics covered are: developing a business plan, goal setting, marketing yourself, creating a vision and slogan, and the basics of building your budget. **\*\*ALTERNATIVE TO THIS CLASS AVAILABLE**

**101 – Selling & Marketing Strategies (11-general/3-disclosure)** A two-day **\*REQUIRED** module highlights some practical selling and marketing strategies. Topics covered include characteristics of today's consumers, how to utilize Contact Management Software, how to prepare and give better listing and buyer presentations, and how to present offers and navigate the escrow period to achieve a successful closing. **\*\*ALTERNATIVE TO THIS CLASS AVAILABLE**

**201 - Understanding Transaction Financing (11-general/3-real estate legal issues)** A two-day **\*REQUIRED** module focusing on the roles of lending institutions, describing some advantages and disadvantages of the available loan products on the market, & suggesting some possible options to discuss with the lender.

**202 - The Contract Class (5-contract law/3-agency law/3-real estate legal issues/3-disclosure)** A two-day **\*REQUIRED** module that provides a comprehensive and detailed review of the AAR Residential Contract and other standard forms developed by AAR. There will also be a number of risk management techniques discussed, and students will develop a better understanding of contract law.

**203 - The Agency Course (3-contract law/5-agency law/3-real estate legal issues/3-disclosure)** A two-day **\*REQUIRED** module designed to clarify most of the confusion surrounding agency law in this practical approach for today's professional.

**204 – Risk Management (3-commissioners standards/6 legal issues/5 disclosure)** (2007: elective/2008: required for anyone taking their first class January 1, 2008 or later). A two-day module covering the potential for major risk that impacts every day real estate practice, the specific major problem areas that cause risk for real estate licensees, the different standards as defined and directed by law, Commissioner's Rules, and the Code of Ethics, how to protect yourself from problems and risks and dispel common myths and fantasies related to risk and risk management

**307 - Multi-Cultural Marketing (6-fair housing law)** A one-day **\*REQUIRED** module teaching how differences in cultural style impact the real estate transaction process and how to manage those differences. It will focus on how simple multi-cultural etiquette can lead to success with your new clients and customers and to how to develop sound diversity strategies to incorporate into your overall business plan.

**308 - Safe Real Estate (Code of Ethics/Procuring Cause) (5-Commissioners Standards/3-real estate legal issues/3-disclosure/ 3-agency law)** A two-day **\*REQUIRED** module focusing on: the obligations of the Code of Ethics; a study of related Standards of Practice and Case Interpretations; a review of case studies; comparing the obligations of the Commissioner's Rules to the Code of Ethics; and a study of commission issues that lead to commission disputes and the resolution thereof. **This class meets the NAR Quadrennial Ethics Training requirement.**

## **300 SERIES ELECTIVES**

**306 - Selling New Homes (3-Agency/3-General)** A one-day **ELECTIVE** module focusing on successfully representing buyers of new homes and helping negotiate the transaction with builders. Students will learn to identify the prospects likely to be interested in new homes and some basic information about the marketplace in new home construction.

**309 - Assistants (3-General/3-Commissioners Standards)** A one-day **ELECTIVE** module focusing on skills to help you work more effectively with assistants and understand the Real Estate Law and Rules that relate to assistants. Job descriptions and duties of an assistant will be discussed.

**311 - Environmental Integrity (3-real estate legal issues/3-disclosure)** A one-day **ELECTIVE** module identifying REALTORS®' legal and ethical obligations regarding discovery and disclosure of material facts regarding latent defects in property and environmental issues commonly associated with residential improved property.

**312 - Effective Consumer Service (6-general)** A one-day **ELECTIVE** module designed to help you develop true consumer professionalism. The objectives are: to identify various consumer demands and expectations; to obtain a better understanding of consumer attitude and how to effectively help and educate the consumer in the real estate transaction process; to achieve consumer satisfaction and problem-solving utilizing four critical communication skills.

**314 - Technology Strategies for the New Marketplace (14-general)** A two-day **ELECTIVE** module aimed at intermediate and advanced professionals. Students will have one full day on the tools you need to serve your clients and more effectively: use a PDA; utilize PowerPoint presentations; use a digital camera to make money; create presentations for digital marketing. The second is one full day on promoting and marketing your website: when to use a template site or a custom site; how to drive traffic to your site; how to develop a follow-up program so you don't lose the consumer; and how to develop your niche and brand. **You will receive two elective credits for this class.**

**315 – Negotiating Through Effective Communication (6-general)** A one-day **ELECTIVE** module focusing on communication, negotiation and consulting. Top sales associates enjoy a competitive advantage because they know business depends on good communication and how to adapt their style/message appropriately. This course will help fine-tune these skills and teach how to build relationships - not just sell houses.

**316 - Mentoring and Coaching Associates in Real Estate (6-general)** A one-day **ELECTIVE** module focusing on: the benefits of mentoring and the role it can play in ensuring the continued success of the mentor and protégé in the future; a better understanding of the characteristics and qualities that make a qualified mentor and a qualified protégé that will best ensure a productive and fulfilling working relationship; the process in selecting a mentor and protégé to enhance the best chances of success in the relationship; how to identify problem areas in the relationship and be able to address these problems constructively; and how to work effectively in these roles.

**317 – How to Select A Residential Property Management Company (3-general/3-legal issues)** A one-day **ELECTIVE** module focusing on understanding the role of the property manager, how to differentiate the service boundaries property management companies offer, how to identify which property management company is best suited to provide services for each type of property/investment and becoming familiar with the terms and conditions of a management agreement so that he/she can provide professional assistance to his clients.

**318: Property Management for Property Managers (3-contract law/3-commissioners standards/3-legal issues/6-general)** This two-day **ELECTIVE** module covers developing a property portfolio and service area, management and rental contracts, developing a compensation package, advertising, Fair Housing and tenant selection, trust accounting and fiduciary duties, and understanding the Arizona Landlord Tenant Act. **You will receive two elective credits for this class.**

**319: Tax Deferred (1031) Exchanges & Residential Real Estate Investors (6-general)** This one-day **ELECTIVE** module covers what agents should know about exchanging and residential real estate investors, standards of care for the client as well as protect and promote your client's interests, how to identify terms & follow history of deferred exchanges and the processes and conditions for exchanging.

**320: Advanced Customer Care through Technology (6-general)** This one-day **ELECTIVE** module is designed to help students optimize their web sites to provide maximum lead generation; use web-based tools and video communities to enhance their overall marketing plan; use blogging as an effective branding and marketing tool; and to create podcasts to use for personal and property marketing.

## **R.I. FACULTY QUALIFICATIONS**

To insure the best possible instructors, all instructors must meet two of the following five qualifications. REALTOR-member instructors must have the GRI designation plus two of the following five qualifications.:

### **QUALIFICATIONS:**

- A. be a member in good standing of a trade or professional association related to his/her professional field (e.g. Board of REALTORS<sup>®</sup>, Mortgage Bankers Association, Bar Association, etc.)
- B. have at least five years of experience in his/her subject area, as either a current or past practitioner. A full-time instructor may be eligible, with a credible background as a practitioner.
- C. hold, as a minimum, one of the NAR family designations.
- D. be a non-REALTOR<sup>®</sup> professional who is approved by the GRI Workgroup
- E. proof of attendance at two (one in content and one in presentation skills) Instructor Development Workshops in the past five years.

### **LIMITATIONS & ADDITIONAL REQUIREMENTS:**

- A. All instructors must hold the REALTOR<sup>®</sup> Institute program and the GRI designation in high regard.
- B. The Faculty/Curriculum Work Group is empowered to recommend to the KRA a waiver in the minimum criteria for instructors in the Institute. Provided the waiver is based on the lack of availability of instructors on highly specialized topics (i.e., income tax). In any event, the candidate instructor **MUST** be subject to two (2) audits at different times by two (2) different work group members, prior to receiving an assignment. Great weight will be given to the opinions of the auditors in making the final decisions to create a relationship with the candidate instructor.
- C. All Instructors, other than RNMI Instructors, are required to take an Instructor Development Workshop, approved by the GRI Work Group, within one year of being approved as a REALTOR<sup>®</sup> Institute Instructor (either one year prior or after approval).
- D. Instructors for Module 308: applicant must meet two of the following:
  - 1. be an AAR Certified Ethics Instructor
  - 2. document in writing having successfully completed a minimum of the following AAR GRI modules  
308 - Safe Real Estate  
202 - Contract Class  
203 - Agency Class  
204 - Risk Management
  - 3. document in writing a minimum of 3 years out of the last 5 years service from among the following:  
REALTOR(r) Association Grievance Committee  
REALTOR(r) Association Professional Standards Committee  
REALTOR(r) Association Professional Standards Administration
  - 4. document in writing teaching at least 7 continuing education classes of at least 3 hours in duration on the NAR Code of Ethics within the last two years
  - 5. Must document in writing teaching at least 3 continuing education classes of at least 3 hours in duration on procuring cause and/or arbitration within the last two years
- E. Teach annually the approved subject at least 3 times during the prior 12 month period or be a practitioner in the subject area.

- F. Attend an ethics class taught by an AAR certified ethics instructor when deemed necessary by the GRI Workgroup based on the depth of changes to the Code.
  
- G. Attend an annual instructor breakfast (attendance via teleconference is acceptable) with exceptions made at the discretion of the GRI Workgroup. *(The purpose of the meeting is for brainstorming, updates, information exchange, and to build camaraderie among the instructors. The breakfast meeting is anticipated to start at 9:00 and not last longer than two hours)*

## **BECOMING A NEW FACULTY MEMBER**

One of the objectives of the Arizona Association of REALTORS®' GRI Workgroup is to staff its courses.

The following process will be used for Instructors wishing to become instructors:

- A. An interested instructor may apply by means of a REALTOR® Institute application form or by resume, which should include as a minimum:
- educational background
  - work experience and professional affiliations relating to subject matter of courses requesting to teach
  - any designations and/or any designation-related courses taken
  - any instructor-training programs completed
  - actual teaching experience (esp. paid teaching experience) relating to subject matter of courses requesting to teach
  - at least two or three individuals (with phone numbers) who've heard the instructor teach
  - the specific course(s) that he/she wants to teach (maximum of one)
- B. The applicant's references are checked and the resume is referred to the GRI Workgroup for their review
- C. After the audition or audit, the GRI Workgroup may take any of four actions:
1. reject the applicant as inappropriate for teaching duties
  2. recommend that the applicant secure additional training or experience and reapply for a second audition at a later date,
  3. assign a member to audit one of the applicant's classes
  4. approve the applicant for teaching duties, and grant the applicant Junior Instructor status
- D. After the above, if the applicant has not taken or audited the course(s) he/she proposes to teach within one year, he/she is to schedule the audit of an entire offering of this course before assignment as a member of a regular teaching team. (At any time an instructor is assigned to audit a course only, with no teaching duties, there shall be no registration fee, but travel expenses and lodging will be at the individual's own expense.)

## **JUNIOR INSTRUCTOR**

### ***JOB DESCRIPTION & RESPONSIBILITIES***

(revised 10/02)

The junior instructor classification has been established for potential instructors. This status may be granted Jr. status by GRI Workgroup only after successful audition before Workgroup or favorable review by GRI Workgroup member(s). Junior Instructors shall be assigned to a senior instructor with whom to teach. The Senior instructor will make appropriate recommendations regarding instructor status to the GRI Workgroup. Junior instructor must audit the class prior to teaching if the junior instructor has not already taken the class within the prior year.

Junior instructors will teach (in GRI) under supervision of a senior instructor. Junior instructors will teach two assignments with a senior instructor. The teaching segments must be different for each assignment.

**Note:** Module 313 is taught with a laptop and projector (and live connection to the internet whenever possible) which makes it difficult for two instructors to teach this program (alternating back and forth between presentations, etc); therefore, the guidelines for junior instructors teaching module 313 (technology) shall be:

- must audit two 313 classes in their entirety prior to teaching
  - teach two 313 classes without a senior instructor present
- (a senior instructor will be asked to hold the second date and receive payment of \$700)

#### **JOB DESCRIPTION & RESPONSIBILITIES**

##### **When Team-Teaching:**

1. Coordinate with senior instructor not less than 30 days in advance of the course presentation, identify teaching assignments in terms of segments and time
2. Meet with co-instructor(s) prior to the course, on site, for final review of teaching assignments and times, to clear up any misconceptions or questions and coordinate visuals, examples, case studies, handouts, etc.
3. Arrange critique sessions to help other team members perform at their best, and to offer constructive suggestions for necessary improvement.
4. Present your segment(s) of the instructional program effectively, setting an example of good preparation and delivery.

##### **Tasks:**

1. Teach updated material using a variety facilitation methods whenever possible
2. In conjunction with senior instructor, ensure that tested topics are covered and reviewed during the presentation and forward in writing to the Dean and staff any significant comments about the course content, how it was received and any needed changes.
3. Fill out promptly and honestly, instructor evaluations for each other team member (when applicable), and an evaluation of the facility for forwarding to the AAR staff.
4. Contact the sponsoring board at least 30 days prior to class to find out if their local real estate practices are different from your regional practices and provide them with your set-up needs.
5. Review the outline/test no later than 30 days prior to class and forward changes to AAR and Dean within noticed timeframes.
6. Submit any resource material that will require more than 15 minutes of class time to the curriculum workgroup or Dean, if applicable, prior to use for approval.

##### **Expectations:**

1. Accept responsibility for the successful presentation of the course offering.
2. Be alert to comments from students for the purpose of adjusting the program presentation for maximum effectiveness.
3. Arrive at least 30 minutes prior to start of class and stay for the duration of the test. (if two instructors, one must stay for the duration of the test)
4. Adhere to instructor standards as developed and approved by the GRI workgroup.

5. Promote all courses and the GRI designation at every opportunity, including the course being taught.
6. Support and follow all policies and guidelines of the REALTOR® Institute and GRI Workgroup
7. Refrain from giving answers to the test to the students in any manner deemed inappropriate or obvious that answers are being given

Exams: Definition of Giving Answers (April 2004)

Instructors have the flexibility to review from the outline (not the test) and emphasize important issues of the curriculum which will be covered in the exam.

It is acceptable for instructors to acknowledge and even emphasize the important areas of the curriculum and what will be covered on the exam. (that includes making comments such as: this will appear on the exam, dejavoo, red star this, highlight this, etc). It is also not acceptable at any time during a review to stand in front of the class with the test in hand verbally asking questions. The student perception of this practice is that the instructor is giving out test questions and answers (even though the instructor may be rewording the questions or scanning the exam to make sure everything was covered).

8. Refrain from promoting your company, professional or business services, or real estate listings while instructing a GRI course.
9. Refrain from personal or commercial solicitations while providing instruction during a GRI course. (product and flyers must be set up outside of the classroom unless approved by the GRI Workgroup ahead of time)
10. Refrain from making derogatory remarks about any person, business, company, franchise or association during a GRI course.

### **JUNIOR INSTRUCTOR TEACHING RESPONSIBILITIES**

1. Exhibit teaching ability and knowledge in subject area.
2. Contact senior instructor if senior instructor has not contacted you at least 30-45 days in advance of each session.
3. In conjunction with senior instructor formulate three-hour teaching segment. (For the second assignment, the segment must be different from the first teaching assignment)s
4. Ask senior instructor for any necessary material or updates needed for the session. Junior instructors are responsible for their own visuals.
5. Meet with senior instructor on-site prior to class.
6. Remain in classroom for entire session.
7. Fill out evaluation on senior instructor, review with Senior on-site and forward to AAR within five days of course.
8. Meet with senior instructor within 10 days after course, either in person or by telephone, to go over student evaluations, as well as senior instructor's evaluation.
9. Correct any concerns from first teaching assignment.

**NOTE:** The senior instructor has the duty and responsibility to: assist when it is apparent that the junior instructor needs assistance; and remove junior instructor from podium, if necessary.