

THE NATIONAL ASSOCIATION OF REALTORS®  
Discovering Commercial Real Estate Course

## **INSTRUCTOR ELIGIBILITY AND APPROVAL GUIDELINES**

This document does not create an employment contract or an independent contractor relationship between the Instructor and NAR. NAR only trains Instructors and provides a list of approved Instructors to course sponsors. All information contained herein is provided solely for the purpose of describing general procedures followed by the Discovering Commercial Real Estate administration of its education program.

Instructor guidelines are subject to change.



## Discovering Commercial Real Estate (DCRE) Faculty Application Procedures

### **1. The Faculty Approval Process will be as follows:**

Applications from new instructors are invited on a rolling basis. Candidates must apply using the approved application form and meet the eligibility criteria below. Some exceptions may apply and are at the discretion of the sponsors and the NAR Commercial Staff.

### **2. Eligibility Criteria**

The eligibility criteria below must be met to be included and to remain on the list of approved DCRE instructors.

- Be actively involved in the commercial real estate industry - preferred.
- Provide three references that can be contacted to attest to your competency as an instructor.
- Have strong presentation and teaching skills along with audio/visual competence.
- Audit the course by approved instructors before taking a teaching assignment(s) Contact NAR Commercial Staff for a current list of approved instructors.

### **3. Application Review**

When the application is received by NAR Commercial Staff and a course sponsor has agreed to contract with the applicant, an optional telephone interview may be conducted by NAR Commercial Staff.

## Instructor Responsibilities

- Accept responsibility for the successful presentation of the prescribed course.
- Instructors are responsible for obtaining course materials from course providers. NAR Commercial will Drop Box materials to course providers once course is scheduled.
- Arrive at least 60 minutes prior to the start of the course to inspect facilities and, in cooperation with the on-site administrator, correct any inadequacies that may exist as much as feasible.
- Demonstrate good preparation and delivery, using varied education techniques including visuals, examples, case studies, group exercises, etc.
- Be alert to comments from the students for the purpose of adjusting the presentation of the program for maximum effectiveness.
- Provide students networking opportunities through introduction ice-breaking activities, group work, breaks, etc.
- Ensure the course begins and ends on time, incorporating enough breaks.
- Be competent in the care and use of audio-visual equipment and media (i.e. PowerPoint)

- Instructor shall not engage in selling or promoting, for personal or third party gain or benefit, any non-NAR product, service, franchise, designation, certification, membership or course provider, either at the location where Instructor teaches the *Discovering Commercial Real Estate Course* or by mailing/and or emailing non-NAR promotional materials to the students who attend the course. Instructor shall not make student mailing/and or email lists available to any entity other than NAR.
- In class, introductions should be limited to name, NAR designations, and professional accomplishments in organized real estate, company name and geographical location.
- No sale of materials, books, tapes, or other items is allowed. The speaker may distribute printed or illustrative material that is explanatory, tastefully done and/or has direct bearing on the subject.
- Be aware that the *Discovering Commercial Real Estate* course materials are copyrighted. No portion of them may be reproduced for use outside *Discovering Commercial Real Estate* in any form, whether printed or electronic, without the express written permission of the National Association of REALTORS®.
- Coordinate with course sponsor the prompt return to NAR the roster and student evaluation forms.
- Report in writing to NAR staff, any significant comments about the course and its contents or presentation.

### **Classroom Behavior**

An instructor may be removed immediately from the faculty list due to inappropriate behavior in the classroom. Inappropriate behavior includes, but is not limited to, the following:

- Use of derogatory language or gestures; discriminatory/derogatory language regarding disability, sexual orientation, race, religion, gender, or ethnicity
- Failure to cover the course material as prepared and approved by NAR
- Failure to observe accepted business standards of dress during the period of the course.
- Alcoholic beverages in the classroom.

### **Copyright Policy**

It is a violation of copyright law to photocopy and distribute copies of materials from books, journals, newspapers, and periodicals without the permission of the copyright holder. Instructors who violate copyright law expose themselves, course sponsors, and NAR to lawsuits and therefore will be removed from the list of approved instructors. Some copyright clearance can be obtained on-line through [www.copyright.com](http://www.copyright.com). It is the responsibility of each Instructor to secure the copyright permission for each applicable handout and send the written permission to NAR Staff. Duplication or reproduction of *Discovering Commercial Real Estate* course material for use outside the classroom in any form, whether print or electronic, without the express written permission of NAR will result in removal from the list of approved instructors.

### **Instructor and Student Evaluations**

Student evaluation forms are to be distributed to and collected from students in all course presentations by the course sponsor. Do not review evaluations in the presence of students.

- Alterations or removal of evaluation forms by an Instructor is grounds for immediate removal from the approved instructors list.
- Copies of these forms are forwarded to the faculty team involved in teaching the course.
- Evaluation forms are kept on file and reviewed by NAR staff after each course.

### **Licensed Delivery Course Assignments**

Selection of instructors for licensed delivery course assignments is entirely at the option of the licensed sponsors, and all negotiations shall be conducted between the two parties involved. Licensed delivery course providers make the majority of teaching assignments. NAR offers only a few *Discovering Commercial Real Estate* courses through direct delivery in conjunction with NAR national meetings.



## Discovering Commercial Real Estate Instructor Eligibility Acknowledgment

By my signature below I acknowledge the following:

I have received and read the Discovering Commercial Real Estate Instructor Eligibility and Approval Guidelines and I agree that in serving as an Instructor for the Discovering Commercial Real Estate education program I will conduct myself and the courses I instruct in a manner consistent with the requirements of those Guidelines and any changes, modifications or enhancements to those Guidelines.

Furthermore, if I fail to teach in accordance with the course outline and times allotted for each chapter, fail to teach subjects and matters included in the approved program/course guidelines, or fail to diligently prepare and deliver the Discovering Commercial Real Estate course, I may be dropped from the list of approved instructors, at the discretion of NAR.

I understand all course materials, including textbooks, examinations, and PowerPoint presentations are property of the National Association of REALTORS® and may not be reproduced, distributed or used for any other purpose than the instruction of Discovering Commercial Real Estate.

The National Association of REALTORS® may suspend or remove individuals from NAR's list of approved faculty at any time, with or without cause.

---

Signature

---

Print Name

---

Date