



**Fredericksburg Area Association of REALTORS®**  
**Real Estate Career Academy**  
 2050 Gordon W. Shelton Blvd., Fredericksburg, Virginia 22401  
 Phone: 540.373.7711 Fax: 540.736.0301



### Instructor Application Letter of Intent Part 1

|   |        |                      |
|---|--------|----------------------|
| Date of Application:  |        |                      |
| Applicants Name:  |        | Brokerage / Company: |
| Street Address:   |        |                      |
| City:   | State: | Zip:                 |
| Home Phone:   |        | Office Phone:        |
| Cell Phone:   |        | E-mail address:      |
| Designation(s):   |        |                      |
| What would you consider is your specialty in regards to Real Estate Education? (Please list your top 3 only)  |        |                      |
| What courses would you be interested in being certified to instruct in the future?  |        |                      |
| Required Attachments:<br><input type="checkbox"/> Signed Application<br><input type="checkbox"/> 3 Letters of Reference<br><input type="checkbox"/> Copies of relevant Certificates / Transcripts / Licenses<br><input type="checkbox"/> 1 page Instructor Biography or Resume (documenting at least 3 years of experience) |        |                      |



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**Instructor Agreement - Letter of Intent Part 2**

**Objective:** To attract and retain highly qualified, experienced and knowledgeable instructors

**Effective Date:** January 1, 2012

**Selection:** Selection of an instructor to the RECA Faculty is at the discretion of the Education Work Group and the Education Director. Applications are typically reviewed at the next scheduled meeting.

**Primary Responsibilities:**

- Teaching RECA curriculum in a manner that creates meaningful learning experiences conducive to the professional growth of real estate agents
- Identifies, selects, and modifies instructional modalities to meet the needs of the agents with varying backgrounds, learning styles, and special needs.
- Models professional and ethical standards
- Participates in training and continually seeks professional growth
- Performs other instructional duties and responsibilities as assigned

**Knowledge-base Requirements:**

- 3 years of industry experience
- Broker License preferred for real estate agents; Bachelors preferred for non-agents
- Teaching experience valued
- If desiring to teach designations/certifications, must possess that designation/certification

**Technical Competencies and Skills:**

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Demonstrates a desire to achieve RECA's goals
- Operational knowledge of the Internet and related technologies

**Working Conditions:**

- Physical Ability: Tasks may involve standing for extended periods of time
- Sensory Requirements: Some tasks require visual perception and discrimination
- Some tasks require oral communications ability

*RECA is an Equal Opportunity Employer. Instructors are hired regardless of age, race, color, religion, sex, national origin, disability, military status or company affiliation. ADA requires RECA to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*

**Compensation:** Instructors are required to teach at least one pro bono course per year to qualify for fee based courses (designations/certification courses are exempt).

| Course Type           | Per Hour Pay Rate                                       |
|-----------------------|---|
| Designations / REBAC  | \$75  |
| Credited Courses      | \$35  |
| Non- Credited Courses | \$25  |
| Pre-licensing         | \$15 + \$2.50 per 2 students above<br>3 student minimum |

Instructors are reimbursed mileage at .55¢ per mile for courses that are not being held within the Association boundaries. The mileage is calculated from 2050 Gordon W. Shelton Blvd, Fredericksburg, VA 22401 to the course site.



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If an instructor initiates a remote location RECA course, that instructor will receive the regular course fee plus 15% of the class' gross income (does not apply to designations/certifications).

Instructors are hired as independent contractors and receive 1099 forms at the end of the year. Instructors are required to submit a W-9 form to the FAAR Financial Director prior to receiving payment for courses.

*Pay rates and mileage are subject to change at the discretion of the Education Work Group and the Education Director; instructors will receive prior written notice of any adjustments.*

**General Guidelines:**

All Instructors must maintain FAAR's neutrality

- No soliciting any students or using student rosters for personal/business gain
- No displaying any real estate company or franchise logo
- No discussing any real estate company or affiliation with a real estate firm
- No promotion of any company or organization unless specified in AMP & Affiliate Course Sponsorship Guidelines [\[Click Here\]](#)

Timeliness

- Instructors must be at the training location at least 15 minutes prior to course
- All courses must be instructed to the advertised hours
- Course receiving PL/CE license renewal credit may not be released more than 15 minutes
- Students may not miss more than a combined 15 minutes of class to receive credit

Instructor will not handle student fees, monies or negotiate road shows

**Materials and Curriculum:**

- All RECA course materials are property of RECA; RECA has full rights over a course it purchases
- Any instructor that updates or modifies RECA course material may not lay claim to that material
- No copyrighted materials may be used in a RECA course without prior approval
- Any copy requests must for given to the Education Director with at least 3 days notice; otherwise the duplication is the responsibility of the instructor

**Video Recording:**

Instructors must be willing to be photographed and/or recorded for use in marketing materials and/or training curriculum.

**Letter of Intent:**

Instructors are hired as "required need" status and are not guaranteed training opportunities. Instructing opportunities are presented to the instructors in a timely manner and have two business days to reply to the offer. The Letter of Intent is not exclusive and can be terminated by RECA or instructor at any time. Instructors are required to review and sign a new Letter of Intent and all RECA policies on an annual basis.

\_\_\_\_\_  
**Instructor Name Printed**

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**