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## Application for Instructor Certification

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The completed application, required documents and a non-refundable payment of \$25.00 must be submitted together in order to be considered. All information must be typed or legibly printed. *T.C.A. § 62-13-324 and Rule 1260-05-.04.*

Mail the completed application to:  
Tennessee Real Estate Commission  
500 James Robertson Parkway  
Nashville, Tennessee 37243

Please make checks payable to:  
Department of Commerce and Insurance

**INITIAL APPLICATIONS** - Require the following documents to be attached:

- Resume
- Documentation of all Professional Licenses
- Educational Teaching Experience

**Distance Courses:** All distance courses, in which education instruction is offered through other media where the instructor and student are separated by distance and/or time, the instructor or provider **MUST** hold a Certified Distance Education Instructor Certification (CDEI) through ARELLO.

**Expiration:** Upon payment of the fee and approval ALL CERTIFICATIONS WILL EXPIRE on the last day of the current education cycle.

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Name: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant Address:**

Street: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Provider/School (if applicable): \_\_\_\_\_

**Provider/School Address:**

Street: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Topic(s) Applicant is seeking to instruct: \_\_\_\_\_

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

**Applicant Name:** \_\_\_\_\_

**Minimal Requirements –**

- Completed a Tennessee Real Estate Commission approved course in instructor training (Required to submit new training course every 2 years for approval of certified instruction)
  - TN Real Estate Education Foundation (TREEF) Training
  - RBAC Training
  - Real Estate Educations Designation
  - REALTOR Accredited Institute, Society of Council
  - TREC Instructor Training Manual and Questions
- Holds a diploma or certificate evidencing a high school education or the equivalent of a high school education.
- No current or unresolved complaints with the Tennessee Real Estate Commission.

**Requirements by Subject Matter –** *In order to teach any of the following topics, additional requirements and proof are required to be provided.*

- Core Courses** – Complete the approved instructor course of at least four (4) hours on the subject matter being presented.
- Principles of Real Estate** –
  - Broker - Provide broker license number and proof five (5) years of experience in the subject matter.
  - Affiliate broker (with Commission approval) – Provide affiliate broker license number and proof of five (5) years of experience in the subject matter.
- Law of Agency** – Complete a TREC approved instructor course on agency.
- Law of Real Estate** – Graduated from a law school accredited by the American Bar Association or approved by the state board of law examiners.
- Other Topics** - If the course concerns any other field in which a degree or other recognized designation is commonly awarded, must provide proof that degree was earned or at least 5 years of satisfactory experience in the field.
- College or University Credit for Real Estate** – A master’s degree and three (3) years of satisfactory experience in the area of instruction or a terminal degree in the area of instruction.

**ARE YOU READY TO SUBMIT?**

1. Completed Application
2. \$25 Fee
3. If initial application, copies of the following:
  - a. Resume
  - b. Documentation of all Professional Licenses
  - c. Educational Teaching Experience
4. Attachments – Don’t forget any additional attachments needed for the application to be complete.

**MAIL completed form, fee and all attached documents to:**

Tennessee Real Estate Commission  
500 James Robertson Parkway  
Nashville, Tennessee 37243

**Make checks payable to:**

Department of Commerce & Insurance