



NOTE: The review cycle is currently closed.
Your application will be kept on file for the next review cycle.

CRB Certified Instructor Application

The Application Process

The CRB Professional Development Committee, through the Human Resources Sub-Committee, conducts application reviews when it is determined there is a need to expand Instructor certification. The Committee may, at its sole discretion, establish a maximum number of new certified Instructors and establish specific Programs for which to expand certification. Any applications received prior to an open review cycle will be held in the Chicago headquarters office until a review cycle is activated.

Following is an overview of the application process once the review cycle is opened:

- A. The CRB Instructor Application is made available to all active CRB designees interested in certification. Applications not made on the approved form are returned without review. At its discretion, the Council may request a presentation video as part of the application.
- B. Applications received after the established deadline will be held on file until the next review cycle.
- C. The Professional Development Committee staff liaison reviews all applications to determine completion and ensure fulfillment of criteria (i.e. eligibility, specific Program requirements, etc.) Applications must be complete. The burden is entirely on the applicant to provide all requested information and materials.
- D. Applicants meeting all criteria and requirements are contacted no later than two weeks from the Application Deadline and invited to participate in a telephone Screening Interview. Applicants are provided with a copy of the CRB Instructor Policy & Procedures Manual as well as a sample of the Instruction Services Agreement for their review.
- E. Upon recommendation by the interviewers, applicants are asked to audition before the Human Resource Sub-Committee during either the Midyear Meeting or REALTOR® Conference. The presentation includes a section of the applicant's requested program. Supporting materials are provided so the applicant may prepare a 20-30 minute presentation. The applicant will bear all expenses associated with this audition.
- F. Upon favorable review by the Human Resource Sub-Committee, applicant is asked to co-teach a portion of the program for which they desire certification, presenting one section under the guidance of the scheduled Master Instructor. The Council will bear travel and lodging expenses associated with this assignment. No meal, per diem or other fees are paid by the Council for this assignment.
- G. Upon favorable review by the Master Instructor and attendee evaluations, the Professional Development Committee determines certification status for that particular program.

Application Eligibility Criteria

- A. Must be a CRB designee member in good standing.
- B. Must have teaching background and experience, preferably in the real estate field. Such experience should be in formal, regularly scheduled programs, i.e., GRI, College, University, etc., with primary responsibility for instructing such programs.
- C. Must have current or previous residential real estate brokerage management experience.
- D. If applicant is not a principal in his/her firm, a letter from principal or his/her manager must accompany application stating company policy with regard to applicant's availability to do outside teaching.
- E. Attendance and successful completion of the CRB Instructor Development Workshop (if held).

CRB CERTIFIED INSTRUCTOR APPLICATION

(Please print all information)

Date _____

Name _____ Title _____

Business Name _____

Business Street Address _____

City _____ State _____ ZIP _____

Home Address _____

Business Phone () _____ Business Fax () _____

E-mail address (print in lowercase letters) _____

REAL ESTATE ASSOCIATION / BOARD MEMBERSHIP

Are you a member of a real estate association / board? NO YES

Where? _____

REAL ESTATE LICENSE(S)

1. Sales:

Licensing State _____ No. _____ Date: _____

2. Broker:

Licensing State _____ No. _____ Date: _____

REAL ESTATE EMPLOYMENT

Company: _____ Dates Employed: _____

Position: _____

Responsibilities: _____

Company: _____ Dates Employed: _____

Position: _____

Responsibilities: _____

Company: _____ Dates Employed: _____

Position: _____

Responsibilities: _____

CURRENT COMPANY INFORMATION

1. Type: Independent Franchise National Company

2. Number of sales associates: _____ Number of offices: _____

TEACHING EXPERIENCE

Have you ever attended an instructor training program? YES NO

If **YES**, please describe (when, name of course, brief description).

Provide in an attachment or list formal teaching experience (other than real estate-related) where you had primary responsibility for instructing and received a fee:

Date/Year	Fee	Organization	Brief Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Provide in an attachment or list formal real estate-related teaching experience (such as GRI, College, University, etc.) where you had primary responsibility for instructing and were paid a fee. Please include a reference contact name and phone number for each:

Date/Year	Fee	Organization (include contact)	Brief Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION INTEREST

Please indicate which program you are interested in teaching (please select ONE):

Management Courses

- Technology Management: *Develop & Deploy an Effective Strategy for Your Office*
- Managing & Leading Teams
- Marketing Management: *Attract & Keep Customers for Life*
- Performance Leadership: *Attract, Develop & Keep Successful Sales Associates*
- Financial Planning & Management
- Business Management: *Develop & Execute a Comprehensive Plan*
- Managing Generational Identities
- Balancing the Scales of Risk Management
- Managing Diversity for the Broker/Owner/Manager

If you successfully complete the application process and become certified for the above selected program, please indicate those programs for which you would like additional certification (if required):

Management Courses

- Technology Management: *Develop & Deploy an Effective Strategy for Your Office*
- Managing & Leading Teams
- Marketing Management: *Attract & Keep Customers for Life*
- Performance Leadership: *Attract, Develop & Keep Successful Sales Associates*
- Financial Planning & Management
- Business Management: *Develop & Execute a Comprehensive Plan*
- Managing Generational Identities
- Balancing the Scales of Risk Management
- Managing Diversity for the Broker/Owner/Manager

Full descriptions can be found in the Education section of www.CRB.com

Occasionally, certified CRB Instructors partner with the Council and author programs. Would you be interested in either authoring or participating as a subject matter expert for future CRB Program creation?

Yes

No

If yes, please indicate topics of interest / expertise:
