

MONTANA BOARD OF REALTY REGULATION INSTRUCTOR INFORMATION

THE BASICS:

- Any instructor teaching 25% or more of a Board of Realty Regulation approved course must be an approved continuing education course instructor. Panel discussions or seminars must be associated with at least one approved continuing education instructor.
- Before you apply to be a course instructor, check our approved course topics list online at www.realestate.mt.gov: Educ: Approved Topics and Education Requirements. Your qualifications to teach each topic for which you are applying for approval should be reflected in both your resume and narrative.
- Please go to our website (www.realestate.mt.gov: Educ: Forms) to get updated provider, course and instructor applications. Using old application forms may cause your application to be delayed. Both new applications and “renewals” will use the same form. Before you contract with any provider to teach a course, please make sure they are an approved continuing education provider for the Board of Realty Regulation.
- Send in only complete applications. The application, payment, and attached information should be sent in together either via email (dlibsdrre@mt.gov), fax (406-841-2323), or mailed to the address on the current application form.
- Allow a minimum of 30 days for provider, course and instructor approvals. A letter of approval will be emailed to you providing an approval number for each course, instructor and provider.
- Make sure to keep your course content current and compliant with Montana laws and rules. Failure to do so may be cause for revocation of instructor approval.
- Course providers should be monitoring attendance, giving completion certificates, and providing both course and instructor evaluations. If you contract with an approved provider to teach a course and any of the above are not done, please report it to the Board office at 406-841-2204.

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BRR MEMBERS & STAFF

BOARD OF REALTY REGULATION Members

The Governor with Senate confirmation appoints board members. Members serve 4 year terms with a 2-term limit.

C.E. "ABE"

ABRAMSON

BOARD CHAIR

INDUSTRY MEMBER

MISSOULA, MT

Term Expires: 5/9/2015

CINDY WILLIS

INDUSTRY MEMBER

POLSON, MT

Term Expires: 5/9/2013

STEPHEN HESS

PUBLIC MEMBER

BUTTE, MT

Term Expires: 5/9/2013

SHIRLEY

MCDERMOTT

PUBLIC MEMBER

LAUREL, MT

Term Expires: 5/9/2015

LARRY MILLESS

INDUSTRY MEMBER

CORVALLIS, MT

Term Expires: 5/9/2015

CONNIE WARDELL

INDUSTRY MEMBER

BILLINGS, MT

Term Expires: 5/9/2015

PAT GOODOVER

INDUSTRY MEMBER

GREAT FALLS, MT

Term Expires: 5/9/2016

Applications DOs:

- Do allow adequate time for approval.
- Do your best to fill out the application completely.
- Do make sure you have included all requested information.
- Do make sure that all information is up-to-date, especially resumes.
- Do make sure to use the Additional Course Hour Application if you need to (see page 6 for explanation).

Application DON'Ts:

- Don't wait until the last minute to apply or renew.
- Don't send in different portions of your application in different mailings.
- Don't worry if you can't remember your previous approval number if you don't have it on hand.
- Don't think that because you have been previously approved, you can skip any of the steps.

The Honorable Steve Bullock, Governor BOARD ADDRESS & CONTACT INFORMATION

BOARD OF REALTY REGULATION
301 S. PARK, 4TH FLOOR/ PO BOX 200513
HELENA, MT 59620-0513
FAX: 406-841-2323
EMAIL: dlibsdrre@mt.gov
WEBSITE: www.realestate.mt.gov

For real estate licensing questions and information, contact:

Licensing Unit B 406-841-2202

For information regarding education, contact:

CE/Auditing Unit 406-841-2204

For information regarding audits, contact:

Marilyn Willson, Auditor 406-841-2321

For information regarding complaints, contact:

Teri Ray, Compliance Specialist 406-841-2336

Grace Berger, Executive Officer 406-841-2320

RULES FOR ADVERTISING COURSES

If you choose to advertise your course outside of the BRR website, you need to keep in mind the following rule:

24.210.674 CONTINUING REAL ESTATE EDUCATION – COURSE APPROVAL

(3) A course may be advertised for credit only after a completed course application has been submitted to the board office accompanied by all required attachments and fees. Courses not submitted for approval may not be advertised for credit. After a course submission, but prior to approval, the course may be advertised if all advertising includes the statement that the course is "pending approval." This advertising must appear in comparable font size and color as the rest of the advertising. A course is not "pending approval" unless a completed course application has been submitted to the board office accompanied by all required attachments and fees.

Instructors or providers who jump the gun by advertising courses which they have not yet submitted are subject to disciplinary action, up to and including course, provider or instructor approval revocation.

ADDITIONAL COURSE HOUR OPTION

Many times, instructors will want to get the same course approved for multiple hours. For example, an instructor would like to offer both 2 and 4 hour versions of an Ethics class. BRR can absolutely approve multiple versions of the same class without the instructor having to pay \$130.00 for each version.

However, the original course application fee of \$130.00 is charged for the first version of the course, and \$35.00 for each option thereafter. Please use the Additional Course Hour Option application when applying for one of these courses (www.realestate.mt.gov : Educ: Forms: Additional Course Hour Option).

CE CLASSROOM GUIDELINES

- Please remember that the Board of Realty Regulation's approval for the number of CE hours that can be awarded for your course was predicated on the amount of time a licensee spends in class. Provide instruction or activity for the entire amount of time for which your course was approved.
- Explain your policy for breaks. Tell licensees when breaks will be taken and for how long. Remember that no more than ten minutes per hour can be used for breaks; time can be combined to provide longer breaks after longer segments of class (i.e. a fifteen

minute break every hour and a half or a twenty minute break every two hours).

- Per Board rule, students need to be in class 90% of the first hour and 100% of each class hour in order to be issued a completion certificate. Basically, this allows them to be out of the classroom only for instructor-led breaks. Short exceptions may be made for medical reasons at the discretion of the course provider.

Instructors that regularly do not follow the above guidelines may have their course or instructor approval(s) revoked.

FREQUENTLY ASKED QUESTIONS

Q: Can I be both the instructor and the provider for a continuing education course?

A: Yes. However, you will need to submit both a CE instructor application and a CE course application. Please read the Provider Information newsletter for more information about the duties and responsibilities of course providers.

Q: Can I get my instructor and course applications approved before I contract with an approved CE provider?

A: Yes, you absolutely may send in your course and instructor applications before you contract with or teach for an approved provider. Just make sure the provider has been approved prior to the first class you teach for them.

Q: How do I know if the CE course provider I am contracting with is approved by the Board of Realty Regulation?

A: Any CE course provider approved by the Board of Realty Regulation will have a provider approval number assigned to them by BRR. If they do not have an approval number, please have them contact the Board office at 406-841-2204 or via email at dlibsdrre@mt.gov. Please allow at least 30 days for CE course provider, instructor and course offering before the first course offering.

Q: Can I have a copy of my instructor and course evaluations after the class is finished?

A: Yes. The course provider should be able to provide you with copies of your course and instructor evaluations within 20 days of the course date.

Q: I got a letter that a “course monitor” would be at one of my classes. What does that mean for me as an instructor?

A: Basically, a board-approved monitor can attend any BRR approved course. A monitor letter will be sent in advance to the instructor and the provider identifying the course monitor, and a follow-up letter will be sent after the monitor has turned in their report. Monitors check to make sure the information presented at class is accurate and that attendance monitoring procedures are in place and are enforced according to Board policy.