



BRITISH COLUMBIA
REAL ESTATE
ASSOCIATION

INSTRUCTOR APPLICATION Professional Development Program (PDP)

I want to begin by thanking you for your interest in becoming a qualified instructor for the one of the PDP course(s). These courses enjoy an excellent reputation because of outstanding instructors who are willing to share their time and expertise with licensees in the profession.

All interested candidates are encouraged to review the criteria listed below for becoming a PDP instructor.

If you have any questions referring to the process, please contact me at your convenience.

Thank you for your interest.

Monica Morris BA, BEd, MALT
Instructor and Learner Services Engagement Manager
mmorris@bcrea.bc.ca

CRITERIA

The following criteria are intended to be used as a guideline for the selection of instructors in the BCREA Professional Development Program (PDP). The following criteria apply to all PDP course instructors with the exception of the Real Estate Errors and Omissions Insurance Legal Update courses for which more specific criteria are required.

The applicant must have:

- ✓ a solid reputation in the real estate profession; **or**
- ✓ be a member in good standing of the Canadian Bar Association; **or**
- ✓ a solid reputation in the field in which they practice; e.g., accounting,
- ✓ an exemplary record in the field;
- ✓ a minimum of three years' experience as a real estate licensee in the province of BC; or a minimum of 5 years' experience in another professional discipline; e.g., law,
- ✓ demonstrate a thorough knowledge of the course content;
- ✓ demonstrate the ability to use interactive activities in the classroom;
- ✓ apply the principles of adult education to his/her instruction;
- ✓ manage the classroom according to the policies and procedures outlined by BCREA;
- ✓ communicate positively with the staff of BCREA and local real estate boards;
- ✓ provide evidence of attending courses regularly;

Legal Update Instructor Criteria

It is recognized that extensive/specialized legal knowledge and skills are required to effectively instruct the PDP legal update courses.

To qualify, at a minimum, an instructor must:

- ✓ be a member in good standing of either the Canadian Bar Association (BC Branch) or the Law Society of BC;
- ✓ have extensive/specialized legal knowledge and skills, particularly in the area of real estate law; and
- ✓ have a thorough knowledge of the course content.

***Note to current BCREA instructors**

Current BCREA instructors will have received 90 per cent or higher on his/her instructor evaluation and will consistently receive excellent reviews from learners

PDP INSTRUCTOR APPLICATION



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Please type your information in the spaces provided:

Last Name (family name) _____

Legal First Name _____ Preferred First Name _____

Middle Name _____

MAILING ADDRESS AND CONTACT INFORMATION

Address _____

Town/City _____ Province _____ Postal Code _____

Home Phone _____ Home Fax _____

Cell Phone _____ Email _____

WORK ADDRESS

Company Name _____

Street / Box No. _____

Town/City _____ Province _____ Postal Code _____

Bus. Phone _____ Bus. Fax _____ Bus. Email _____

Preferred contact address Home Business

Teaching Areas: Topics you would like to teach. Please check all the boxes that apply to you.

PDP courses:

Acting for Buyers & Sellers: Using Agency to Demonstrate REALTOR® Value

Contract Bootcamp

Electronic Title Searching

Foreclosures and Court Ordered Sales

Know Your Product

Negotiating and Presenting Offers

Assignments of Contracts of Purchase and Sale

Contracts: Keep on Top of Changes

Ethics: Unlocking the REALTOR® Code

Hotel Strata Lots, Cooperatives and Other Forms of Real Estate

Managing Disclosures

Professional Standards Enforcement—Practices and Procedures

- | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Real Estate E&O Insurance Commercial Legal Update | <input type="checkbox"/> Real Estate E&O Insurance Legal Update |
| <input type="checkbox"/> Representing Buyers in the Sale of New Homes and Condominiums | <input type="checkbox"/> Risk Management for Commercial REALTORS® |
| <input type="checkbox"/> Risk Management – Protect Yourself, Your Client, and Your Business | <input type="checkbox"/> Selling Tenant-Occupied Properties (STOP) |
| <input type="checkbox"/> Strata Fundamentals | <input type="checkbox"/> Tax Tips for Selling Real Estate |
| <input type="checkbox"/> Technology as a Strategic Lever for Your Business | <input type="checkbox"/> Trends & Issues in Real Estate |
| <input type="checkbox"/> What Brokerages and REALTORS® Need to Know About Agency | <input type="checkbox"/> Win/Win: Conflict Resolution Skills for REALTORS® |
| <input type="checkbox"/> Other (please specify) | |

Special interests:

- | | | |
|-------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Creating new course material | <input type="checkbox"/> Conducting courses | <input type="checkbox"/> Online support |
| <input type="checkbox"/> Revising course material | <input type="checkbox"/> Other: | |

Scheduling preferences:

- | | | |
|----------------------------------------------------------------------------------|---------------------------|--------------------------|
| Are you prepared to attend the next Instructor Development Workshop? | <input type="radio"/> Yes | <input type="radio"/> No |
| Are you willing to travel to locations in British Columbia outside of your city? | <input type="radio"/> Yes | <input type="radio"/> No |
| Does your current position involve the training of staff? | <input type="radio"/> Yes | <input type="radio"/> No |

Employment History:

Provide a chronological record of your employment below, dating back five years from the time of this application:

Nature of work	Name of employer	From	To

Real Estate Experience and Professional Activities:

Are you currently licensed as a managing broker? Yes No

Are you currently licensed as an associate broker? Yes No

Total length of time licensed: _____ years as a managing broker

_____ years as an associate broker

_____ years as a representative

Are you currently a member of any real estate board, trade association, or professional institute?

If yes, please provide your membership information under the appropriate headings below:

Name of organization	Type of membership	Licence or membership number
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In the past twelve months:

Have you had any licence suspended or revoked? Yes No

Have you been subject to any disciplinary action? Yes No

Have you been involved in reorganization for the benefit of creditors? Yes No

Have you been involved in bankruptcy proceedings as a debtor? Yes No

Have you been convicted of a criminal offence? Yes No

Have you been a defendant in a civil proceeding where there was a finding against you? Yes No

Please provide your individual activity or specialty totals, dating back two years from the time of this application:

Category	Total Number	Category	Total Number
Listings (residential and commercial)	_____	Sales (residential and commercial)	_____
Fee appraisals	_____	Mortgage transactions	_____
Employees managed	_____	Properties managed	_____
Real property law transactions	_____		

Teaching Experience:

Do you have any teaching experience? Yes No

If Yes, please provide your teaching history under the appropriate headings below:

Name of Course Taught	Duration of Course	Name of School	Dates

Please provide references regarding your teaching experience. Please include full name, address and phone number(s).

Have you received any instructor training? Yes No

If Yes, when and where?

List your formal teaching qualifications, if any:

Education:**Description:**Diploma
obtained? Yes No

High school (school name, city, and country if outside Canada)	Post-secondary institution (school name, city, country if outside Canada)	Program of study/courses taken	Dates

List any relevant educational qualifications not covered by the previous questions:

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References:

Please provide three professional references for us to contact regarding your experience in the real estate field.

Name**Address****Phone Number**

Date of
Application:

Please submit this form to:

British Columbia Real Estate Association
1420 – 701 Georgia Street West
PO Box 10123, Pacific Centre
Vancouver, BC V7Y 1C6Attention: Monica Morris
Phone: 604-683-7702
Fax: 604-683-8601
Email: mmorris@bcrea.bc.ca
Website: www.bcrea.bc.ca

This application will be kept for one year from the date received.