

Consideration of this Application for Admission to the NATIONAL ASSOCIATION OF REALTORS® (NAR) Instructor Training Program will be based on the information contained in this application, the provision of at least three Instructor References (on the forms provided) and documentation of completion of the NAR's *At Home with Diversity<sup>sm</sup>* Course. Completion of all application requirements is the responsibility of the applicant, and incomplete applications will not be considered by NAR. Applicants unable to fulfill any specific element of the application process may substitute a *Petition for Consideration of Meritorious Exception* by attaching a one-page statement describing specific knowledge, skills or attitudes that constitute a rationale for the exception/substitution. Successful completion of the application requirements, training program and training agreement is required for full or provisional authorization to teach the *At Home with Diversity<sup>sm</sup>* course for up to a two-year period commencing on the date the instructor training is completed.

Name: \_\_\_\_\_  
Firm name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1. Experience and expertise:**

Attach your current resume, which should include descriptions of your experience and expertise in the following areas:

1. A minimum of two years' experience as a real estate professional, particularly in listing and sales. Compelling equivalent background experience may be substituted.
2. Provision of training to real estate professionals (indicate subjects and number of contact hours)
3. Satisfactory completion of state-approved Fair Housing Course, or serving as a Fair Housing course instructor, or service as a real estate firm's fair housing officer.
4. Experience working and living in culturally diverse environments.

**2. Completion of instructor training programs or significant teaching experience.**

Have you completed an ITI training program or comparable instructor development workshop?

☐ Yes - Complete the following and attach a copy of your certificate of completion or comparable documentation.

Program: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

☐ No - If you intend to satisfy this requirement citing significant teaching experience, check here: ☐  
Attach documentation (not to exceed one page) that includes descriptions of the programs, audiences, credit levels and contact hours, sponsors, and related evaluative criteria.

**3. Completion of the NAR *At Home with Diversity<sup>sm</sup>* Course.**

Have you completed the NAR *At Home with Diversity<sup>sm</sup>* Course?

☐ Yes - Complete the following or attach a copy of your certificate.

Course sponsor and/or instructor: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Certificate number: \_\_\_\_\_

☐ No – you may apply for and be accepted for instructor training, but you must satisfactorily complete the *At Home with Diversity<sup>sm</sup>* prior to instructor training

**4. Statement of Personal Qualification and Interest:**

On a separate sheet, write a paragraph describing why you want to teach the *At Home with Diversity* course and why you feel qualified to teach real estate professionals about diversity. In a second paragraph, describe the portion of the NAR *At Home with Diversity* Course you felt was of the most value to you as a real estate professional.

**5. Professional references and recommendations:**

Using the attached forms, provide references and recommendations that will address the elements cited below. *Note that on the reference forms you should include your name and indicate that area which each individual is being asked to address* by checking the box adjacent to the item in question. Each referee should address only that element so indicated, and all three elements must be addressed by your referees (therefore, each referee will address a different element).

1. From an entity or person who can assess and attest to your understanding and support of fair housing rights and responsibilities.
2. From someone who can address your sensitivity to persons of diverse backgrounds and cultures.
3. From someone who can address your experience and involvement as a real estate professional.

**Referees should return their completed forms directly to:**

Kyle Lambert London  
NATIONAL ASSOCIATION OF REALTORS®  
500 New Jersey Avenue, NW  
Washington, D.C. 20001

**6. Instructors' Agreement – Will be provided to you upon completion of the training**

The Instructors' Agreement sets forth the instructor performance standards and related expectations NAR has established for this program. You must indicate your acceptance of this agreement by signing and returning it to NAR upon completion on the instructor training.

**Applications for admission to the instructor training program *will not* be considered until all elements of the application process have been received and processed by NAR, which reserves sole judgment in all aspects.**

For more information, contact:

Kyle Lambert London  
NATIONAL ASSOCIATION OF REALTORS®  
500 New Jersey Avenue, NW  
Washington, DC 20001

Telephone: 202 383-1203  
Fax: 202 383-7580  
E-mail: [KLambert@realtors.org](mailto:KLambert@realtors.org)

[illegible]

Phone:                      Fax:                      E-mail: