

# RESORT AND SECOND-HOME PROPERTY SPECIALIST CERTIFICATION



## INSTRUCTOR ELIGIBILITY AND APPROVAL GUIDELINES

*This document does not create an employment contract or an independent contractor relationship between the Instructor and NAR. NAR only trains Instructors and provides a list of approved Instructors to course sponsors. All information contained herein is provided solely for the purpose of describing general procedures followed by the Certified International Property Specialist Network in the administration of its education program. Instructor guidelines are subject to change.*

**June, 2012**

## **RSPS Faculty Application Procedures**

### **1. The Faculty Approval Process will be as follows:**

Applications from new instructors are invited on a rolling basis. Candidates must apply using the approved application form and meet the eligibility criteria below. Some exceptions may apply and are at the discretion of the sponsors and the NAR Global Business Training staff.

### **2. Eligibility Criteria**

The eligibility criteria below must be met to be included and to remain on the list of approved Resort and Second- Home Markets instructors.

- Be actively involved in the resort and second-home real estate industry - preferred.
- Have strong presentation and teaching skills along with audio/visual competence.
- Possess advanced resort and second-home knowledge and experience
- Be a RSPS Certificate Holder in good standing and a member of the National Association of REALTORS®
- Audit the course(s) by approved instructors before taking a teaching assignment(s) Contact NAR Global Training Staff for a current list of approved instructors.

### **3. Application Review**

When the application is received by NAR Global Business Training staff and a course sponsor has agreed to contract with the applicant, an optional telephone interview may be conducted by NAR Global Business Training staff.

### **4. Instructor Recertification Workshop – to be held at Midyear and Annual and other venues as deemed appropriate**

- All instructors must attend the Instructor Recertification Workshop at least once every two years. Yearly attendance is ideal.
- New instructors are encouraged to attend as quickly as possible and more frequently
- NAR staff will provide training on instructional skills, techniques and content updates.
- NAR will use student evaluations to determine the level of mandatory attendance at these workshops on a case by case basis
- An instructor who does not participate in at least one workshop within a two year period will be placed on inactive status. The instructor will be restored to active status upon completion of a workshop within one year and NAR Global Training staff will determine if the instructor needs to audit any particular course(s) before resuming teaching. Instructors must sign a new Resort Instructor Eligibility Acknowledgement annually to be kept on file at NAR

## **Instructor Responsibilities**

- Accept responsibility for the successful presentation of the prescribed course.
- Check the RSPS Course Providers' website before each course he/she teaches to ensure preparation for the correct and current course materials.
- Arrive at least 60 minutes prior to the start of the course to inspect facilities and, in cooperation with the on-site administrator, correct any inadequacies that may exist as much as feasible.

- Demonstrate good preparation and delivery, using varied education techniques including visuals, examples, case studies, group exercises, etc.
- Be alert to comments from the students for the purpose of adjusting the presentation of the program for maximum effectiveness.
- Provide students networking opportunities through introduction ice-breaking activities, group work, breaks, etc.
- Ensure the course begins and ends on time, incorporating enough breaks.
- In order to assist students on-site, be fully conversant with the RSPS education program and to be as fully conversant with the certification program details as possible. Students with questions about the certification process the Instructor is not able to answer should be referred to the appropriate staff at NAR, along with the phone number.
- Instructor shall not engage in selling or promoting, for personal or third party gain or benefit, any non-NAR product, service, franchise, designation, certification, membership or course provider, either at the location where Instructor teaches the CIPS, Resort & Second Home Markets or At Home With Diversity Courses or by mailing/and or emailing non-NAR promotional materials to the students who attend the course. Instructor shall not make student mailing/and or email lists available to any entity other than NAR.
- In class, introductions should be limited to name, NAR designations, professional accomplishments in organized real estate, company name and geographical location.
- No sale of materials, books, tapes, or other items is allowed. The speaker may distribute printed or illustrative material that is explanatory, tastefully done and/or has direct bearing on the subject.
- Be aware that all RSPS course materials are copyrighted. No portion of them may be reproduced for use outside RSPS in any form, whether printed or electronic, without the express written permission of the National Association of REALTORS®.
- Cover exam topics during the presentation.
- Administer the examination and keep examination copies secure so that they are not taken out of the examination room and distributed to future students.
- Coordinate with course sponsor the prompt return to NAR the student data forms, exam answer sheets, and student evaluation forms.
- Report in writing to NAR staff any significant comments about the course and its contents or presentation.

### **Classroom Behavior**

An instructor may be removed immediately from the faculty list due to inappropriate behavior in the classroom. Inappropriate behavior includes, but is not limited to, the following:

- Use of profane or obscene language or gestures; racial, religious, gender, or ethnic slurs; sexual harassment.
- Failure to cover the course material as prepared and approved by the oversight committee of the RSPS Certification.
- Failure to observe accepted business standards of dress during the period of the course.
- Alcoholic beverages in the classroom.

## **Copyright Policy**

It is a violation of copyright law to photocopy and distribute copies of materials from books, journals, newspapers, and periodicals without the permission of the copyright holder. Instructors who violate copyright law expose themselves, course sponsors, and NAR to lawsuits and therefore will be removed from the list of approved instructors. Some copyright clearance can be obtained on-line through [www.copyright.com](http://www.copyright.com). It is the responsibility of each Instructor to secure the copyright permission for each applicable handout and send the written permission to the Manager, Global Education and Membership. Duplication or reproduction of Resort and Second-Home Markets course material for use outside the classroom in any form, whether print or electronic, without the express written permission of NAR will result in removal from the list of approved instructors.

## **Instructor and Student Evaluations**

- Student evaluation forms (found on CPR page) are to be distributed to and collected from students in all course presentations, prior to the exam, by the course sponsor. Do not review evaluations in the presence of students.
- Alterations or removal of evaluation forms by an Instructor is grounds for immediate removal from the approved instructors list.
- Copies of these forms are forwarded to the faculty team involved in teaching the course.
- Evaluation forms are kept on file and reviewed by NAR staff after each course.

## **Inactive Status**

If an instructor has not taught a Resort and Second-Home Markets course for a period of two years, the Instructor will be placed on inactive status. The instructor can return to active status by auditing a Resort and Second-Home Markets Course and attending an Instructor Workshop. An instructor may remain inactive for only one year before being removed from the list of approved instructors. Instructors may request up to a one-year leave of absence, which must be approved NAR staff.

## **Licensed Delivery Course Assignments**

Selection of instructors for licensed delivery course assignments is entirely at the option of the licensed sponsors, and all negotiations shall be conducted between the two parties involved. The majority of teaching assignments are made by licensed delivery course sponsors. NAR offers only a few Resort and Second-Home Markets courses through direct delivery in conjunction with NAR national meetings.

## **International Assignments**

International assignments must be coordinated through NAR staff to coordinate scheduling of classes and assignment of instructors. A non-US course agreement needs to be signed and on file at NAR. A new instructor may teach Resort and Second-Home Markets courses held outside the US based on the eligibility guidelines above. International course sponsors may ask for assistance from NAR staff to facilitate the selection process.

## **Non-U.S. Instructors**

Non-U.S. instructors may become approved to teach the Resort and Second-Home Markets Course under the following criteria:

- Only RSPS Certificate Holders Designees can apply
- English proficiency required.

- Letter of recommendation required from applicant's cooperating association.
- NAR has final approval on each instructor's status.