

CERTIFIED INTERNATIONAL PROPERTY SPECIALIST DESIGNATION (CIPS)



INSTRUCTOR ELIGIBILITY AND APPROVAL GUIDELINES

Revised December 2018

Instructor Eligibility and Approval Guidelines

All approved instructors must adhere to and comply with these Instructor Eligibility and Approval Guidelines ("Guidelines"). Failure to adhere to and comply with these Guidelines may result in removal of the instructor from NAR's list of approved instructors. The Guidelines are subject to change within NAR's sole discretion, and NAR will provide the updated document to all approved instructors.

NAR reserves the right to revoke its approval of an instructor at any time and for any reason, in its sole discretion.

CIPS Instructor Application Procedures

1. The Instructor Approval Process will be as follows:

Applications from new instructors are invited on a rolling basis. Candidates must apply using the Certified International Property Specialist (CIPS) Instructor Application form and meet the eligibility criteria herein. Some exceptions may apply within NAR's sole discretion.

Applications are reviewed during the months of March and September of each year.

- For applications to be reviewed in March, they must be received by NAR CIPS staff by **February 15**.
- For applications to be reviewed in September, they must be received by NAR CIPS staff by **August 15**.

2. Application and Eligibility Criteria

The eligibility criteria below must be met to be included and to remain on the list of approved CIPS instructors.

- Pay a non-refundable application fee of US \$100.
- Be actively involved in the international real estate industry.
- Have formal adult teaching experience with at least 6 hours of instruction per day.
- Provide three references that can be contacted to attest to your reputation as a practitioner, an instructor and/or international business experience.
- Provide a letter from a potential sponsor who is willing to hire you as an instructor.
- Have strong presentation and teaching skills.
- Possess advanced international knowledge and experience specifically relating to real estate, business, negotiation, cultural issues, and/or specific country knowledge.
- Be a CIPS Designee in good standing and an active member of the National Association of REALTORS®. Having an active CIPS designation for at least two years is not required but is preferred.
- Hold a current real estate license. This requirement may be waived in NAR's discretion.
- Audit the CIPS course(s) that the instructor will teach prior to teaching those courses. The instructor must audit course(s) taught by an approved audit instructor (who has taught the course at least 2 times and received excellent evaluations). The instructor must confirm to

the NAR Manager, CIPS Education that it has completed an audit of the relevant course(s). Contact NAR Manager, CIPS Education for a current list of approved audit instructors. Course audits must be completed within one year of instructor's approval email/letter. If audit is not completed within this timeframe, instructor must submit a new application and application fee to NAR.

3. Application Review

Once the application is received, an optional telephone or in person interview may be conducted by NAR CIPS staff.

4. Instructor Recertification Workshop

- All instructors must attend the Instructor Recertification Workshop at least once every two years. NAR may determine acceptable substitutions from outside of NAR.
- New instructors are encouraged to attend as quickly as possible and more frequently but in some cases due to limited room capacity, attendance may be by invitation only.
- NAR staff will provide content updates.
- NAR may require an instructor to attend the Instructor Recertification Workshop, even if instructor has already attended the Recertification Workshop within the last two years, based on student evaluations.
- If an instructor does not attend an Instructor Recertification Workshop within a two-year period, he or she will become inactive. The instructor can return to active status by (1) auditing the CIPS course(s) that he or she teaches in a classroom within one year, or (2) submitting proof to NAR that he or she taught a CIPS course in the one year prior to his or her inactive status. If an instructor fails to reactivate his or her status, then the instructor must re-apply to become a CIPS instructor.

Scheduling Rules for Approved Instructors

- Instructors must comply with these Scheduling Rules to maintain status as an approved instructor.
- Instructors may schedule and teach up to sixty (60) days of CIPS courses during the calendar year (January through December of any year).
- Instructors may schedule up to ten (10) days of teaching in any given four (4) week period.
- Instructors must immediately notify NAR CIPS Staff in writing if they are unable to teach any of their scheduled CIPS courses.
- Instructors must immediately notify NAR CIPS Staff if the course sponsor cancels any upcoming courses that instructor was scheduled to teach.

Instructor Responsibilities

- Accept responsibility for the successful presentation of the prescribed course.
- Keep track of all courses instructor is scheduled to teach to ensure instructor's compliance with the Scheduling Rules listed above.
- Check the CIPS Course Providers' website before teaching any course to ensure preparation for the correct and current course materials.

- Use the appropriate CIPS course materials provided by NAR (“NAR Course Materials”) for the course(s).
- 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 CIPS education program and be as fully conversant with the designation program details as possible. Students with questions about the designation process that the Instructor is not able to answer should be referred to the appropriate staff at NAR, along with the phone number.
- Be competent in the care and use of audio-visual equipment and media (i.e. PowerPoint) required in the CIPS education program.
- Instructor may not sell or promote any third-party product, service, franchise, designation, certification, membership or course provider to the students that attend any CIPS courses, including, without limitation, via in-person, email or mail and prior to, during, or after a course. Instructor may not share, sell, copy or otherwise distribute to any third party any student information, including, without limitation, mail and email addresses.
- 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 instructor may only distribute NAR Course Materials or other NAR-approved materials. Instructor must submit to NAR a copy of any materials he or she wishes to distribute in addition to the NAR Course Materials (“Instructor Materials”). NAR must approve use of those Instructor Materials in writing prior to instructor’s use thereof. Instructor Materials should be explanatory, professionally done and/or have direct bearing on the subject.
- NAR owns all worldwide rights in and to the NAR Course Materials, including, without limitation, copyrights, or has obtained the appropriate licenses to use any third-party content. Instructor may not reproduce the NAR Course Materials, in whole or in part, for use outside the CIPS course without the express written permission of the National Association of REALTORS®. Duplication or reproduction of NAR Course Materials for use outside the CIPS classroom without the express written permission of NAR will result in removal from the list of approved instructors. NAR reserves all rights to pursue any person or entity that infringes NAR’s rights, including, without limitation, copyrights and other intellectual property.
- Cover all relevant subjects and matters, including exam topics, during instruction of a CIPS course. Instructor should follow NAR’s course outlines and timelines when instructing the CIPS course(s). Instructor should also diligently prepare and deliver the CIPS course(s). Failure to properly instruct the course may result in removal of the instructor from the approved instructor list.
- Administer the exam and keep exam 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 of the exam answer sheets and student evaluation forms.
- Report in writing to NAR staff any significant comments about the course and its contents or presentation.
- Emphasize to students that getting the CIPS education is only the first step of earning the designation. The second and very important step is to apply for the CIPS Designation and renew every year to keep using the designation.

Behavior

An instructor may be removed immediately from the approved instructors list due to inappropriate behavior. 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 NAR.
- Failure to observe accepted business standards of dress during the period of the course.
- Alcoholic beverages/drugs in the classroom.
- Failure to comply with the Scheduling Rules outlined in these Guidelines.

Copyright Policy

The unauthorized photocopying and distribution of materials such as books, journals, newspapers, and periodicals, or portions thereof, without the permission of the copyright holder violates copyright law. Instructors who violate copyright law expose themselves, course sponsors, and NAR to lawsuits and therefore will be removed from the list of approved instructors. It is the responsibility of each Instructor to secure the copyright permission for the Instructor Materials, or any other third-party content used by Instructor other than the NAR Course Materials. Instructor must provide NAR with proof of such permission. Instructors must send the written permission to the NAR Manager, Global Education. The U.S. Copyright Office offers a database of U.S. copyright registrations on www.copyright.gov, and Instructors may be able to find contact information for copyright owners in that database.

Warranty and Indemnification

Instructor warrants that any Instructor Materials, or other content or materials in any format provided by instructor during the CIPS course in addition to the NAR Course Materials, will not include any content or material that violates any copyrights, trademarks, trade secrets, or intellectual or other proprietary rights of any third parties. Instructor further warrants that his or her teaching of the CIPS course(s) will not be libelous, slanderous, or defamatory in any way, or constitute unlawful harassment.

INSTRUCTOR WILL DEFEND, INDEMNIFY AND HOLD NAR HARMLESS AGAINST ANY AND ALL CLAIMS BROUGHT AGAINST NAR ALLEGING THAT ANY INSTRUCTOR MATERIALS, OR ANY OTHER MATERIALS USED BY INSTRUCTOR IN CONNECTION WITH THE CIPS COURSES EXCLUDING THE NAR COURSE MATERIALS, VIOLATE ANY INTELLECTUAL PROPERTY, PROPRIETARY OR OTHER RIGHTS OF ANY THIRD PARTY, ARE SLANDEROUS, LIBELOUS OR DEFAMATORY IN ANY WAY, CONSTITUTE UNLAWFUL HARASSMENT, OR OTHERWISE REPRESENT A BREACH OF THESE INSTRUCTOR ELIGIBILITY AND APPROVAL GUIDELINES.

Instructor and Student Evaluations

- Student evaluation forms 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 CIPS course for a period of two (2) years, the Instructor will be placed on inactive status. The instructor can return to active status by teaching a CIPS course within six (6) months of receiving an inactive status. If the instructor fails to teach a CIPS course within six (6) months of his or her inactive status, then the instructor must re-apply to become a CIPS instructor. Instructors may request up to a one-year leave of absence, which must be approved NAR CIPS staff.

Licensed Delivery Course Assignments

Selection of instructors for licensed CIPS courses is entirely at the option of the licensed course sponsors, and all negotiations shall be conducted between the instructor and the licensed course sponsor. The majority of teaching assignments are made by licensed course sponsors.

International Assignments

International assignments must be coordinated through NAR CIPS staff to coordinate scheduling of classes and assignment of instructors. A non-US course agreement between NAR and the course sponsor needs to be signed and on file at NAR. An instructor may teach CIPS 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.

Social Media Policy

The National Association of REALTORS® (NAR) respects your right to interact and communicate using the Internet. In order to protect NAR from the posting of comments and information that may be harmful to its reputation, NAR has developed the following guidelines. For the purpose of these guidelines, “engaging in social media” means posting or uploading content to all types of interactive electronic communications including but not limited to websites, blogs, social networks, discussion boards and Internet Forums.

1. Posted content

Exercise care with personal profile data and posted content to ensure that this information does not reflect poorly on your ability to serve as an instructor and does not reflect on the Association’s reputation. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable. You should also show proper consideration for others’ privacy and for topics that may be considered sensitive, such as politics and religion. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

2. Privacy Settings

On most sites, privacy settings can be changed at any time to limit searchability and access to profiles. Instructors must be prudent in allowing access to their online content. Instructors should be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, instructors have a responsibility to understand the rules of the social media site being utilized.

3. Protecting Confidential Information

When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to NAR or to any third party that has disclosed information to NAR. This includes the use of NAR's trademarks and/or materials.

4. Acceptable Use and Monitoring of Electronic Activities

NAR reserves the right to monitor social media channels and platforms of NAR approved instructors to protect the Association and its members.

I'm an approved CIPS Instructor, now what?

You may now pro-actively market yourself as an approved CIPS instructor to licensed course sponsors. Selection of instructors for licensed CIPS courses is entirely at the option of the licensed course sponsors, and all negotiations shall be conducted between the instructor and the licensed course sponsor. NAR does not negotiate instructor fees with the licensed sponsors.

Teaching courses in the United States:

When working with course sponsors in the United States, they must either have an active REBAC license or co-sponsor with an association that has an active REBAC license to be authorized to offer the CIPS courses. You can check [this site](#) to see the current list of REBAC providers. All questions regarding REBAC licenses can be referred to Dawn Headtke, dheadtke@realtors.org.

If getting a REBAC license is not an option, the entity may instead get a Global license. Please contact NAR CIPS Staff for more information.

If you know of a licensed course sponsor that is interested in holding the CIPS courses, please provide our contact information. We will consult with the sponsor to inform them of next steps and the course royalties due to NAR. They must also complete a *Course Notification Form* and submit to cips@realtors.org. We have sample budget worksheets we can provide that help sponsors track revenue opportunity and manage expenses.

Teaching courses outside of the United States:

When working with course sponsors outside of the United States, NAR works with NAR's Cooperating Associations. You can find an approved list [here](#).

Please consult with NAR Manager, CIPS Education for scheduling courses outside the United States. A non-US course agreement must be signed and on file at NAR prior to any course offerings.