

AT HOME WITH DIVERSITY 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 At Home with Diversity administration of its education program. Instructor guidelines are subject to change.

January, 2017

AHWD 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 NAR staff.

2. **Eligibility Criteria**

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

- Be actively involved in the real estate industry – preferred.
- Provide three letters of recommendation from three professional references who are acquainted with your industry experience and abilities as an instructor.
- Have strong presentation and teaching skills along with audio/visual competence.
 - Must be proficient in PowerPoint.
- Possess knowledge and experience specifically relating to real estate, business, fair housing, and cultural issues.
- Be an AHWD certification holder
- Be an active member of the National Association of REALTORS®
- Audit an in-classroom AHWD course. Current course offerings may be found at www.nar.realtor/designations-and-certifications/at-home-with-diversity/at-home-with-diversity-course-schedule.

3. **Application Review**

Applications are typically reviewed within 1-3 business days after all application components have been received. Following the review process, NAR staff will notify the applicant via email of their application's status.

4. **Instructor Recertification – held twice a year at NAR Annual/Midyear meetings or via webinar**

- All instructors must attend a Instructor Recertification Workshop at least once every two years to retain active instructor status.
- All instructors are encouraged to attend as many recertification sessions as they can to stay abreast of curriculum updates and program changes.
- Recertification workshops encompass training on instructional skills, techniques and content updates.
- Instructors who do not participate in at least one workshop within a two-year period will be placed on inactive status. Inactive instructors will be restored to active status upon completion of a recertification workshop within one year of becoming inactive. If inactive for longer than one year, NAR staff will determine if the instructor needs to audit any particular course(s) in addition to attending a recertification workshop before resuming teaching.

Instructor Responsibilities

- Accept responsibility for the successful presentation of the prescribed course.
- Coordinate with course sponsor before each course they teach to ensure proper course preparation using 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.
- Maintain regular communication with AHWD staff to ensure students are aware of all current program protocols and requirements.
- Any students with questions regarding the AHWD certification process that the Instructor is not able to answer should be provided with AHWD staff contact information.
- Be competent in the care and use of audio-visual equipment and media (i.e. PowerPoint)
- 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 AHWD course materials are copyrighted. No portion of them may be reproduced for use outside AHWD 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 final examination and keep examination copies secure so that they are not taken out of the examination room and distributed to future students.
- Ensure students are aware that final exams are open book/notes, and may be taken as many times as needed on the day of the course to achieve a passing score (75%) or greater.
- Though the exam is not required, any students wishing to apply for the AHWD certification or use the AHWD course as elective credit toward other NAR designations must take and pass the final exam. The exam can also be required for CE credit (if applicable).
- 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 AHWD 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. 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 AHWD course material for use outside the AHWD 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 (to be provided by the course sponsor from the AHWD 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

Instructors who do not participate in at least one workshop within a two-year period will be placed on inactive status. Inactive instructors are not permitted to teach AHWD and will be removed from publicly posted lists of AHWD instructors until their active status is reinstated. Instructors will be restored to active status upon completion of a recertification workshop within one year of becoming inactive. If inactive for longer than one year, NAR staff will determine if the instructor needs to audit any particular course(s) in addition to attending a recertification workshop before resuming teaching. 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, including compensation and fees, shall be conducted separately from NAR between the course sponsor and instructor.

International Assignments

AHWD courses held outside the U.S. must be approved by NAR staff prior to scheduling. Course sponsors will need to provide NAR with a signed non-U.S. course agreement to be kept on file. International course sponsors may ask for assistance from NAR staff to facilitate the selection process. Contact NAR staff for more information.

Non-U.S. Instructors

Non-U.S. instructors may become approved to teach the AHWD courses under the additional criteria:

- Must be an active member in good standing of NAR's International REALTOR® program or cooperating associations.
- English proficiency required.
- Additional letter of recommendation required from applicant's cooperating association.