



**INSTRUCTOR APPROVAL FORM | RE-850**

**INSTRUCTIONS**

Complete this form to request approval for an individual to provide instruction for specific licensure or continuing education courses. Instructor applicants should fill out the form and submit it to the school coordinator for signature prior to submitting the form to KREC. This is a fillable form and all fields must be completed and typed.  
**All education course submission materials must be sent electronically to [krec@ks.gov](mailto:krec@ks.gov).**

**INSTRUCTOR INFORMATION:**

NAME FIRST MI LAST			
RESIDENCE ADDRESS		CITY	STATE ZIP
BUSINESS ADDRESS		CITY	STATE ZIP
HOME PHONE	WORK PHONE	EMAIL	
APPLICANT WILL TEACH THE FOLLOWING COURSES:			

**PLEASE PROVIDE INFORMATION FOR THE FOLLOWING REQUIREMENTS:**

1. **SUBJECT MATTER KNOWLEDGE** (must meet at least one requirement)
  - a. College degree in real estate, law, business or an area directly related to the course applicant intends to teach:  
 Degree: \_\_\_\_\_ Date: \_\_\_\_\_  
 College/University: \_\_\_\_\_
  - b. At least three years of experience in the professional area of real estate directly related to the course which the applicant intends to teach:  
 Experience: \_\_\_\_\_
2. **ABILITY TO EFFECTIVELY TEACH** (must meet at least one requirement)
  - a. Completion, within the preceding two years, of a Commission-approved course of study for instructors designed to develop ability to communicate:  
 Date Completed: \_\_\_\_\_ Provider: \_\_\_\_\_
  - b. Current teaching certificate issued by a state department of education or an equivalent agency in another jurisdiction:  
 Teaching Certificate: \_\_\_\_\_  
 State: \_\_\_\_\_
  - c. A four-year college or university degree in the field of education:  
 Degree: \_\_\_\_\_ Date: \_\_\_\_\_  
 College/University: \_\_\_\_\_
  - d. Successful demonstration of the ability to teach in schools, seminars or an equivalent setting:  
 Experience: \_\_\_\_\_



**SCHOOL INFORMATION:**

SCHOOL NAME	
PROGRAM COORDINATOR	SCHOOL CODE (IF ASSIGNED)

**EDUCATIONAL BACKGROUND:**

HIGH SCHOOL	LOCATION	DIPLOMA	YEAR RECEIVED

  

COLLEGE/UNIVERSITY	MAJOR	HOURS	MINOR	HOURS	DEGREE	YEAR

OTHER EDUCATIONAL ACTIVITIES POST-SECONDARY EDUCATION OR DESIGNATIONS

**LICENSING INFORMATION:**

TYPE OF LICENSE	DATE OF LICENSE	LICENSE NUMBER	ACTIVE (YES OR NO)	EXPIRED (DATE)

**INSTRUCTIONAL EXPERIENCE:**

EMPLOYER NAME, ADDRESS, PHONE	SUBJECTS TAUGHT	DATES OF EMPLOYMENT



WORK EXPERIENCE: (LIST YOUR LAST THREE EMPLOYERS, BEGINNING WITH THE MOST RECENT)		
EMPLOYER NAME, ADDRESS, PHONE	POSITION	DATES OF EMPLOYMENT

RECOMMENDATIONS: (LIST THREE PEOPLE WHO CAN GIVE ADDITIONAL INFORMATION ABOUT YOUR INSTRUCTIONAL ABILITIES)			
NAME	ADDRESS	PHONE	RELATIONSHIP

**COORDINATOR CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of Kansas that I have examined the credentials of the above-named applicant and am satisfied that the information provided on this form and the Instructor Resume is true, correct and complete to the best of my knowledge.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**INSTRUCTOR APPLICANT CERTIFICATION**

*I attest to having qualities of honesty, integrity, trustworthiness and competency. I have not had any real estate license or instructor certification revoked or suspended, or had a real estate license or instructor certification renewal denied by any regulating entity of any state or jurisdiction. I have not been convicted of, nor entered a plea of guilty or no contest to, any criminal offense involving moral turpitude. I have not had any civil judgment entered against me based on fraud, misrepresentation or deceit. I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this form and that the information I have provided is true, correct and complete to the best of my knowledge.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED

<b>COMMISSION USE ONLY</b>	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED    DATE: _____ INITIALS: _____