

**Real Estate Board
 INSTRUCTOR'S RESUME WORKSHEET**

Provide the following information:

I. Instructor Information

1. Instructor's Full Legal Name: _____
 (First, Middle, Last)
2. Mailing Address _____ City _____ State _____ Zip Code _____
3. Contact Number _____ Primary Telephone
4. Email Address _____

II. Personnel Experience

1. **Education** - List **all** higher education completed (in chronological order):

| Dates MM/YY | | Name College/University/Vocational | Credit Hrs. (Total hours received) | Major/ Studies | Minor Received | Degree Received |
|----------------|-----|---------------------------------------|---------------------------------------|-------------------|-------------------|--------------------|
| Start | End | | | | | |
| | | | | | | |
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2. List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

3. List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

| Type of License, Certification, or Registration | License, Certification, or Registration Number | Status Current/Expired/Inactive | Expiration Date (if applicable) |
|--|---|------------------------------------|------------------------------------|
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III. Professional Experience

1. List your professional experience related to **Real Estate**:

(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

| Professional License Type (Salesperson/Broker) | State/Jurisdiction | Initial Date MM/YY | End Date MM/YY | No. of months w/ Active Experience |
|---|--------------------|-----------------------|-------------------|--|
| | | | | |

2. List your professional experience as an **Instructor**:

(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

| Company Name | Course/ Subject Matter | Employment Dates | | State/ Jurisdiction | VA Approved Course? |
|--------------|---------------------------|------------------|-----------------|------------------------|--|
| | | Start MM/YY | Finish MM/YY | | |
| | | | | | <input type="radio"/> No <input type="radio"/> Yes |
| | | | | | <input type="radio"/> No <input type="radio"/> Yes |
| | | | | | <input type="radio"/> No <input type="radio"/> Yes |
| | | | | | <input type="radio"/> No <input type="radio"/> Yes |

3. List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real_Estate/A490-0230ADES.pdf

| Organization Name | Certification/Designation | Awards/Honors Received |
|-------------------|---------------------------|------------------------|
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4. List **all Professional Training** completed as it relates to Real Estate or the subject/course you would like to teach:

(Only include the experience gained in the last five (5) years prior to the date on this worksheet. Do not include any Continuing Education courses required to maintain a real estate License.)

| Organization Name (Name of Training Provider) | Course Name | Time Frame/ Completion Date | Awards/Honors Received |
|--|-------------|--------------------------------|------------------------|
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IV. Courses & Topics

1. List the courses you are requesting or would like to teach (now or in the future):

| Board Approval Course No. (Leave blank if not approved) | Title/Name | Type of Course (PRE/POST/CE) | Course Exp Date |
|--|------------|---------------------------------|--------------------|
| | | | |
| | | | |
| | | | |

2. List the **topics** you would like to be considered to teach (now or in the future):

V. Discipline & Signature

1. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this request.

Instructor's Signature _____

Date _____