



**Montana Board of Realty Regulation**  
**301 S. Park Ave., 4<sup>th</sup> Floor**  
**PO Box 200513**  
**Helena, MT 59620-0513**  
**PHONE: 406-841-2300 FAX: 406-841-2323**  
**E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov) WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)**

TO: Real Estate Instructor Applicants  
FROM: Board of Realty Regulation  
RE: Continuing Education Application Requirements

The following is a checklist of items that you must provide to the Board of Realty Regulation. Incomplete applications will not be reviewed. **Refunds will not be issued for incomplete or denied applications.**

1. Each **complete** instructor application is reviewed by the board's education committee or the board's designee for recommendation to the full board. The complete process could take up to 90 days for approval.
2. Submit a current resume with the course application. As the applicant, it is your responsibility to provide adequate information for approval. Resumes or attached biographies should directly address the instructor's ability to teach the topic(s) for which they are requesting approval.
3. Instructors are not automatically approved.
4. In order for distance education courses to be approved in Montana, they must first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation for content review. If you intend to provide distance education, please make sure it is ARELLO approved prior to submitting a course or instructor application.

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The minimum educational and real estate experience to apply to be an approved instructor for the Montana Rookie Course:

1. 5 years of experience as a supervising broker (actual supervision of Montana licensees); or
2. 5 years of experience teaching courses in the subjects contained in the "Montana Rookie Course".  
Course subjects may include but are not limited to the following:
  - a. Agency relationships
  - b. Agreements
  - c. Disclosures
  - d. Addendums
  - e. Title Insurance
  - f. Water Rights & Other Considerations
  - g. Short Sales & Deed in Lieu of Foreclosures
  - h. Financing
  - i. Trust Indentures
  - j. Mortgages & Contracts for Deed
  - k. Advertising
  - l. Professionalism

The minimum educational and real estate experience to apply to be an approved instructor for the Montana Supervising Broker Course:

1. Documented proof of participating in 3,000 real estate transactions in the State of Montana; or
2. 7 years of experience with a Supervising Broker Endorsement (7 years of actual supervision of licensees) with 7 years of experience teaching the topics contained in the Supervising Broker course. Course subjects may include but are not limited to the following:
  - a. Supervision Requirements & Obligations
  - b. General License Administration Rules
  - c. Trust Accounting
  - d. Office Organization & Policies
  - e. Unlicensed Assistants
  - f. E&O Insurance
  - g. Agency Relationships

Send a complete application packet and all fees to Education Director, Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513. DO NOT SEND CASH. Make check or money orders payable to the Board of Realty Regulation.

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**CONTINUING EDUCATION INSTRUCTOR APPLICATION**  
**For the Montana Rookie Course or Montana Supervising Broker Course**

Fill out form below, sign and submit it, along with a non-refundable \$87.50 application fee to the address above. Please provide a check or money order for the non-refundable payment. **Applications submitted without an up-to-date resume will not be considered.**

**INSTRUCTOR & INSTITUTION INFORMATION:**

Instructor's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_  
(Street, P.O. Box) (City) (State) (Zip)

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_  
(Street, P.O. Box) (City) (State) (Zip)

Subject Matter You Wish to Teach: \_\_\_\_\_

Have you previously been approved as an instructor by the Board of Realty Regulation? If yes, please indicate your most recent approval #. \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

High School Diploma Received from: \_\_\_\_\_

Location: \_\_\_\_\_ Year Diploma Received: \_\_\_\_\_

College/University Attended: \_\_\_\_\_

Location: \_\_\_\_\_ # of Years Attended: \_\_\_\_\_

Diploma Received:  Yes  No Year Diploma Received: \_\_\_\_\_

Post-Secondary Education (including any designations):  
\_\_\_\_\_  
\_\_\_\_\_

Licensing Information: Indicate if you are licensed in real estate or any other occupation. Include date of initial licensure. (Attach additional sheets if necessary.)

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Please list: beginning and ending dates of supervision for each of sales people/brokers you personally supervised within the past 5 years if you are using this experience to qualify as an instructor of the Montana "Rookie Course." (Attach additional sheets if necessary.)

Dates of Supervision-Beginning/End	Names of Sales People or Brokers Supervised
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list: dates of courses you taught within the past 5 years and title of the course and subject matter, if you are using this experience to qualify as an instructor for the Montana "Rookie Course". (attach additional sheets if necessary.)

Dates	Course Title	Subject Matter
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list: Beginning and ending dates of supervision for each of the sales people/brokers you have personally supervised within the past 7 years if you are using this experience to qualify as instructor for the "Supervising Broker" course. (Please include additional sheets as necessary.)

Dates of Supervision-Beginning/End	Names of Sales People or Brokers Supervised
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list: dates of courses you taught within the past 7 years and title of the course and subject matter, if you are using this experience to qualify as an instructor for the Montana "Supervising Broker Course". (Please include additional sheets as necessary.)

Dates	Course Title	Subject Matter
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list transactions to support your participation in 3,000 real estate transactions within Montana, if you are using the experience to qualify as an instructor for the "Supervising Broker Course". In a spreadsheet or other similar document, the following verifiable information must be provided for each transaction:

1. Seller's name
2. Company/Agent for Seller
3. Buyer's name
4. Company/Agent for Buyer
5. Property Address
6. Closing date

Professional experience: **Please attach a copy of an up-to-date resume including your vocational and instructional experience.**

I hereby certify that the information supplied on this application and supporting materials is true and correct.

Applicant's signature: \_\_\_\_\_ DATE \_\_\_\_\_

## MONTANA BOARD OF REALTY REGULATION

In an effort to enhance the education experience for Montana Licensees, The Montana Board of Realty Regulation is soliciting instructors to teach the Montana Rookie Course and the Montana Supervising Broker Course. If you are interested in furthering the real estate profession by teaching the new and upcoming stars of the industry, if you are a wonderful communicator, this is the opportunity for you. The application to be an approved instructor is posted on the board website at: [www.realestate.mt.gov](http://www.realestate.mt.gov)

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2. 5 years of experience teaching courses in the subjects contained in the "Montana Rookie Course".

#### **Course subjects may include the following:**

- a. **Agency relationships**
- b. **Agreements**
- c. **Disclosures**
- d. **Addendums**
- e. **Title Insurance**
- f. **Water Rights & Other Considerations**
- g. **Short Sales & Deed in Lieu of Foreclosures**
- h. **Financing**
- i. **Trust Indentures**
- j. **Mortgages & Contracts for Deed**
- k. **Advertising**
- l. **Professionalism**

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- e. **Unlicensed Assistants**
- f. **E&O Insurance**
- g. **Agency Relationships**