

REEA GOLD STANDARD LEADER (“REEA GSL”) POLICIES AND PROCEDURES



The Real Estate Educators Association Gold Standard Leader certification (**REEA GSL**) provides an opportunity for REEA members to instruct the REEA Gold Standard Instructor, Instructor Development Workshop (**REEA GSI IDW**) #1 and #2 around the country on behalf of REEA. With approval from REEA, REEA GSI #1 and #2 may be taught asynchronous and in-person.

Any instructor wishing to obtain the REEA GSL certification must submit a completed application to the REEA GSL Review Committee. All applications will be reviewed and approved or denied by the Review Committee. This document outlines the application requirements and procedures.

Let it be expressly known that among all REEA members and contributors that final unpublished words are gifted and owned by REEA. An expressed agreement between REEA and its members that all unpublished works are considered as “Works Made for Hire” and “gifted to REEA”.

APPLICATION PROCESS

1. Applicant must be a REEA member in good standing.
2. Applicant must be a REEA GSI for at least 1-year.
3. Prior to submitting application, the Applicant must attend:
 - The REEA GSL Train-the-Trainer (TTT) course.
 - REEA GSI IDW #1 and #2 as a Refresher course to take your own instructor notes.
4. When submitting for review, the Applicant must have read, completed, signed, and dated the following:
 - REEA GSL Application
 - REEA GSL Policies and Procedures document
 - REEA GSL Instructor Agreement
 - Instructor Performance Improvement Plan (“PIP”)
 - REEA Non-Disclosure Agreement
 - REEA Code of Conduct Agreement

And include:

- Paid non-refundable Application fee
- A video demonstrating the delivery of REEA GSI IDW I material

Video Requirements

1. Applicant will select from one of the three prescribed sections of REEA GSI IDW #1.
2. The video must show the instructor delivering the entire selected section, demonstrating proficiency of the material.
3. The video must also exemplify the following Performance Improvement Plan criteria:
 - a. Visual Image
 - b. Knowledge
 - c. Instructional Methods
 - d. Instructional Aids
 - e. Formative Assessment
 - f. Adult Learner Interaction

REEA GOLD STANDARD LEADER (“REEA GSL”) POLICIES AND PROCEDURES



Video Review Process

1. The video will be submitted to the REEA GSL Review Committee.
2. All videos will be reviewed within 60 days of submission date.
3. Applicant will be notified of the decision of the review committee. Evaluations will be reviewed on set up and wrap up of exercises, not student participation. Performance rating criteria is as follows:
 - a. **Exceptional Performance**– Instructor delivery is exceptional with a high degree of knowledge, demonstrates excellent classroom methods, and facilitates high levels of student engagement through visual aids and classroom assessments.
 - b. **Fair Performance** – Instructor delivery is at a level of good performance. The REEA Gold Review Committee recommends Instructor continues to improve the mastery of skills in accordance with the review performance provided by the committee.
 - c. **Need for Improvement** - The REEA Gold Review Committee recommends Instructor continues to improve the mastery of skills in accordance with the review performance provided by the committee and recommends that the Instructor
4. Applicant receiving a Fair or Need for Improvement score will be contacted by the Review Committee, who will share areas in which improvement is needed.
5. Applicant may submit up to 2 additional videos within 6 months of the original notification date. If additional video submission(s) do not meet the standard for approval, the Applicant will be required to attend additional education or training as deemed appropriate by the Review Committee.
6. The REEA GSL certification will be awarded upon approval of video and documents.

REEA GSL Materials

1. Upon being awarded the REEA Gold Standard Leader (GSL) Certification, the REEA GSL instructor will receive:
 - a. The REEA GSL pin
 - b. The REEA GSL certificate
 - c. The REEA GSI and REEA GSL logos
 - d. REEA GSI #1 and #2 PowerPoint
 - e. REEA GSI #1 and #2 Timed Outline
 - f. REEA GSI #1 and #2 Student Manuals
2. REEA will provide updated materials when new information is available. Instructor must incorporate all updates immediately.
3. The REEA GSI and REEA GSL programs and all related materials are the intellectual property of REEA.

To maintain the REEA Gold Standard Leader (GSL) Certification, you must:

1. Remain a REEA Member in good standing
2. Maintain a current and valid REEA GSL Instructor Agreement.
3. Perform at least one of the following at least every two years:
 - a. Present at least one REEA GSI IDW #1
 - b. Attend another Train-the-Trainer
 - c. REEA GSI IDW #1 and #2 as a refresher

REEA GOLD STANDARD LEADER (“REEA GSL”) POLICIES AND PROCEDURES



Presenting the REEA GSI IDW #1 and/or #2

- The REEA GSL must adhere to the timed outline, presenting the course material as prescribed by REEA.
- The REEA GSL must record their first REEA GSI IDW session and submit it to the REEA GSL Review Committee for additional review.
- With REEA approved marketing materials, the REEA GSL can lead generate and make connections for REEA GSI #1 and/or #2 to be delivered at a non-REEA sponsored event.
- Once a connection has been made, the REEA GSL must notify REEA.
- REEA GSL is encouraged to market the REEA GSI program by contacting school(s), organizations, and/or other parties to discuss bringing in the REEA GSI program to them.
- REEA GSL understands that all contracts are negotiated, finalized, and executed between REEA and the party requesting the class(s).
- REEA GSL understands that the client has the right to select who they want to teach the classes.
- *Reminder: As of January 1, 2021, all REEA Gold IDW classes must be taken in order; #1, #2 and #3 and Instructor must make students aware upon taking REEA GSI IDW #1.*
- Student tuition for REEA GSI IDWs will be determined by REEA and may not be changed without the approval of the REEA Education Committee and the REEA Board of Directors.
- REEA GSL must submit signed attendance sheets and course evaluations to REEA within 72 hours of completion of session.
- Payment to a REEA GSL will be delivered after receipt of required documentation.
- Engagement fee between REEA and the REEA GSL may be considered.
- If desired, a REEA GSL may submit the REEA GSI IDW course materials to receive state(s) approval to award continuing education credit. It is the sole responsibility of the REEA GSL to ensure all class materials comply with state laws and regulations. Any changes that need to be made to the course to ensure compliance must be approved by the REEA Education Committee.
- It is the sole responsibility of the REEA GSL to complete any continuing education course application(s).
- The REEA GSL is responsible for all required fees as they pertain to continuing education application, approval, delivery, etc.
- REEA GSL will notify REEA of state approval and provide a copy of such approval no later than 30 days.

Opportunities to present during Annual REEA Conference: At the discretion of the Lead REEA GSL Instructor, a REEA GSL may have an opportunity to volunteer to support or assist the primary instructor(s) during REEA GSI IDWs #1, #2 and #3.

- If selected as an alternate instructor for any REEA GSL IDW class: The REEA GSL must attend the conference at their own expense.
- To be paid as an alternate instructor at any REEA GSI IDW class during conference, there must be a signed REEA GSL Instructor Agreement between the REEA GSL and REEA prior to presentation.

Printed Name: _____ Date: _____

REEA GSL Candidate

Signature: _____