

# **Frequently Asked Questions about Instructor Development, Train the Trainer, Becoming an Instructor for Clock-Hour Approved Courses in Washington State, Finding a Course to Teach**

*I've created this Q and A to help you as you become an instructor and find courses to teach. Thank you for your contributions to the real estate industry! Carla Cross*

*How can I decide whose course to take?*

There are several entities offering Train the Trainer type courses. I'm sure you can find one that requires less investment than mine! So, check out the biographies and backgrounds of the instructors. This will vary greatly, and will greatly affect the information, skills, and confidence you'll get (or won't get) from taking that course. Also check out the breadth and depth of the material addressed in the course—and how it's addressed. Unfortunately, some courses are 'light' in the skill development area! If you want to become an exceptional instructor, choose the course and instructor you think can model that excellence, and help you develop your talents.

You'll find that some of the instructors have only local teaching and little personal instructor development (haven't been coached as an instructor and/or haven't taken multiple 'how to instructor' courses). At the other end of the spectrum, Carla's background as an international instructor and speaker, writer of courses for most of the major international franchises, former master level CRB instructor (where she was evaluated and coached for excellence on the national level), trainer of trainer and coaches internationally, and winner of both the Washington and National Association of Realtors' Educator of the Year gives her a unique perspective and breadth of knowledge that she's eager to share with you. Plus, her background as a published author of 7 international books demonstrates her ability to create a well-organized, focused course (much more than just a course outline) with additional resources included for you to use forever in your teaching.

## **About Carla's Train the Trainer Course**

*Does the Train the Trainer (distance learning) have the same curriculum as the live Instructor Development course?*

Yes.

*Does the Train the Trainer distance learning course fulfill the same DOL qualifications as the live course?*

Yes. This course does not by itself certify you to teach (I am not the DOL). It fulfills one of the qualifications (you need only to fill one qualification) as listed on the instructor application. After you take the course, you must complete an instructor application (see below), fill it out, send it to DOL with accompanying proof as required by DOL (see the application), pay your money (\$75) and wait for DOL to say you're approved as an instructor for 2 years.

*Do both courses carry 15 clock hours?*

Yes.

*If I take the Train the Trainer distance learning course, how soon can I be finished?*

The state says you can't study over 8 hours per day. So, you could do the course in 2 days.

*How do I get the Train the Trainer course materials?*

As soon as you register, you can download all the course materials. Even the audios are digital (no CDs will be sent to you).

*How do I know how to complete the course?*

You will receive a Course Guide. Toward the end of that guide, we've created Assignments and Timeline to Complete. This gives you an overview of what's in the course, and how to complete the course, step by step. You'll be doing a combination of completing the work in the outline, listening to the audios, and watching the videos. You'll also read the material, of course.

The course outline also gives you a symbol of a CD in the upper right hand corner of a page, indicating the audio and cut that goes with that section.

*What are the completion requirements for the Train the Trainer course?*

You must pass a written exam, taken at the end of the course, (included in course materials you will download) as required by Department of Licensing for a distance learning course. You also complete the work in the outline, so we know you understand and applied the concepts and skills.

You email the completed exam back to us with the other materials to be completed during the course (the resource has clear instructions on which exercises to complete and materials to return).

*How long does it take to complete the course?*

Can be completed in 2 days (the Dept. of Licensing won't let anyone spend more than 8 hours at a time on a course). It usually takes 15-18 hours for someone to actually do this course. The course time frame includes listening to the audios, watching the videos, doing the written work, and reading the material. You keep a time log to prove to Cross Institute you spent the allotted time. Also, you return completed course to prove you did the work, and so you can apply the concepts and skills successfully.

*How do I get a completion certificate?*

You email the completed course back to us with the exam and other course materials (the required material is listed in the package you get). We look to see that the course is complete, and that you passed the exam. We prepare a hard copy certificate and an emailed certificate. It takes about 5 days from the time we receive the materials back from the student for us to email/mail the certificate to you.

## **About Carla's 'live' Instructor Development Course**

*What's the difference between the 'live' and the 'distance' course?*

In the live course, you will spend 2 days in class with me, as I 'model' various teaching methods, challenges, and strategies, and you try them out. You walk out with dozens of ideas to make your teaching come alive. Because this course is 'live', there is no 'test'. You receive a certificate at the end of the second day.

## **Discounts if You've 'Bought' The Distance Course**

When I am providing the 'live' course (not the sponsored course), I provide a discount of \$100 to those who want to attend, and who have already bought the distance learning course. 'Sponsored' means an entity (title company, mortgage company, real estate company) hires me to teach the course. Because it is a flat fee, I'm not able to provide discounts to Train the Trainer registrants.

## **Getting Approved as an Instructor**

*How do I get state approval as a clock-hour approved instructor?*

The course materials (both Train the Trainer and Instructor Development) walk you through that process, and give you tips to assure you complete the application thoroughly and properly.

*What do I have to do to qualify as an instructor?*

Take either this Instructor Development course or my Train the Trainer course. Either of these fulfill the qualifications on the instructor application. The course does not, alone, certify you as an approved instructor. Only the DOL can do that.

There is a list of qualifications inside the instructor application. You can see it at <http://www.dol.wa.gov/business/realestate/realestateeducators.html>. You do not have to have a degree to be an instructor, but, an education degree is one way to qualify as an instructor. The easiest way to qualify is to take the Instructor Development Course (live) or my Train the Trainer course (distance).

*Is taking this course an automatic approval with the state?*

No. The state wants to approve you (and get that application money).

*How long does it take to get approved as an instructor from the state?*

About 4-6 weeks.

*When can I start teaching clock-hour approved courses?*

The state date of the course must be AFTER you have been approved by the state.

## **About Courses and Schools**

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*How do I find a course to teach?*

You can also look on the website above to see the approved schools and the course they teach. If you see a course you want to teach, call the school and ask if they need instructors and what the fees would be (they will charge for using their course and school). Unfortunately, most courses aren't very 'teachable' in the way they are written. Be sure and ask if there is an instructor guide and some training to teach the course. Ask to see the course before you commit!

*What if I want to teach my own course?*

You must write your course and get it approved. Look at the course application at <http://www.dol.wa.gov/business/realestate/realestateeducators.html>.

*How do I learn how to write a course that will be approved (and that I can teach well)?*

Take my course, [How to Write a Course with Substance, Sizzle, and 'Sell'](#). This is a 'live' course and I offer it 1-2 times a year. It is accredited for 15 clock hours. Want to be alerted when I've scheduled it? Email me at [Carla@carlacross.com](mailto:Carla@carlacross.com).

Or, check out my resource, [How to Write a Course with Substance, Sizzle, and Sell](#). I've created the same information as the clock-hour approved course. This resource is digital, so you can start writing your course right away.

*Are there other rules about teaching courses?*

Yes. You must teach an approved course through an approved school—and, of course, be an approved instructor.

*How do I find approved schools?*

They are listed on the DOL website.

*Should I become my own school?*

If you are going to offer several different courses or course offerings per year, you may want to become your own school. To become your own school, you must have an administrator (you can be administrator), keep school records, provide the school application, and pay a fee of \$250 (every 2 years). Remember, too, that you will be responsible to market your courses, take registrations, and keep course records.

See the school application at the DOL website for specifics.



*Developing Successful Careers Through Innovative Training*