

REEA

DREI

POLICIES AND PROCEDURES MANUAL



Updated, Accepted and Approved January 9, 2023
by the Current REEA DREI Leadership Council

REEA DREI POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS



<u>Page</u>	<u>Section</u>
3	OVERVIEW
3	Designation Terms
3	Benefits of the REEA DREI Designation
3	I. ADMINISTRATION and OVERSIGHT
3	REEA DREI Leadership Council
4	Composition of the Council
4	Election of Council
4	Council Responsibilities
4	REEA Executive Director
5	Generally Accepted Principles of Education (GAPE)
5	Category: KNOWLEDGE
5	Category: ANDRAGOGY
5	Category: SPEECH
6	Category: TEACHING AIDS
6	Category: LEARNING ENVIRONMENT
7	REEA DREI Code of Ethics
8	II. REEA DREI CANDIDATE MENTORSHIP PROCESS
8	REEA DREI Candidate Application
9	REEA DREI Mentorship Program & Mentor Team
9	6-Month REEA DREI Mentorship Program
9	REEA DREI Exam Team
9	REEA DREI Exam
10	REEA DREI Candidate Video Submission
10	REEA DREI Video Review Team
11	REEA DREI Video Review Process
11	REEA DREI Review Appeals
12	Presentation of Designation
12	III. DESIGNATION RENEWAL
12	Active REEA DREI Status
12	Inactive REEA DREI Status
12	Retired REEA DREI Status
13	REEA DREI Emeritus Status
13	Renewal of Designation
13	IV. FEES
13	V. AWARDS
14	ACKNOWLEDGEMENTS



OVERVIEW

The Real Estate Educators Association (REEA) has the stated purposes: (1) to facilitate communication and cooperation between and among members of the Association concerned with instruction of real estate education, and (2) to raise the competence and performance of these people to the highest level. In pursuit of these purposes, REEA authorized the Distinguished Real Estate Instructor Leadership Council as a long-term standing work group to oversee and administer the Distinguished Real Estate Instructor designation (hereafter referred to as the REEA DREI designation) program in accordance with REEA's Bylaws and Policies and Procedures.

The REEA DREI designation sets the standard for excellence in real estate classroom instruction. Regulators and others can be assured that a real estate educator who has earned a REEA DREI designation will exhibit a mastery of subject matter, proven presentation ability, relevant experience, and superior teaching skills.

The REEA DREI designation is a classroom teaching designation. A classroom is defined as either in-person instruction or virtual synchronous education that adheres to the Generally Accepted Principles of Education (GAPE) adopted by REEA. Therefore, distance education in which the instructors and the students are separated both in time and location, (e.g., on-line, correspondence, distance) are not considered in the qualification process for the REEA DREI designation.

DESIGNATION TERMS

The term "REEA Distinguished Real Estate Instructor" and the affiliated acronym "REEA DREI" is proprietary to REEA.

BENEFITS OF THE REEA DREI DESIGNATION

- National publicity for designee and his/her organization.
- Use of the REEA DREI credential, denoting excellence as a real estate classroom instructor.
- A handsome REEA *DREI Certification of Excellence* suitable for framing.
- A REEA DREI lapel pin.
- Recognition on the REEA website, newsletters, and other publications; and
- Invitation to the annual REEA DREI Summit: available only to REEA DREIs, REEA DREI Candidates and invited guests.

I. ADMINISTRATION AND OVERSIGHT

REEA DREI LEADERSHIP COUNCIL

The REEA DREI Leadership Council (hereafter referred to as the Council) shall be governed by its Policies and Procedures Manual as adopted by the Council and in accordance with the REEA Bylaws and Policy & Procedures. The Council shall create rules by majority vote for implementation of the REEA DREI policies and programs. The Council reserves the right to require additional qualification criteria for initial REEA DREI Candidates and/or renewing designees as deemed appropriate as the designation matures.

The REEA Distinguished Real Estate Instructor Council shall be governed by the REEA Bylaws and REEA Policies and Procedures. The REEA Board of Directors shall have oversight of the Council including but not limited to investigation of complaints, enforcement of due process and approval of any and all new programs and contracts submitted by the REEA DREI Council. The REEA President shall appoint a member of the REEA Board to act as a liaison between the Board and the Council.

COMPOSITION OF THE COUNCIL

The Council shall consist of six (6) REEA DREI designees elected by the REEA DREI membership prior to the annual REEA DREI Summit. Council members will serve staggered three (3) year terms on a rotating basis. Two (2) Council members shall rotate off the Council at the end of their three (3) year terms and be replaced by two (2) newly elected Council members. All members of the Council must be REEA members in good standing and hold the REEA DREI designation, on active status, during their entire terms.

- No more than three (3) REEA DREIs from any one state may concurrently serve on the Council.
- To be eligible to serve on the Council, each nominee shall have held the REEA DREI designation for a minimum of one year prior to the election.
- Previous Council members will be eligible to serve on the Council again one (1) year after the last full term served.
- If a Council member becomes unable to serve, the Council shall by consensus select a qualified REEA DREI to complete the unexpired term. Such a selected Council member who completes an unexpired term of one year or less shall be immediately eligible for election to a full Council term.
- The Council shall by consensus assign duties to the individual Council members.

ELECTION OF COUNCIL

Council elections shall be conducted in the following manner:

- A call for Council nominations shall be sent to the Active REEA DREI membership around December 1st of every year, with a deadline for nominations as determined by the Council.
- Prior to inclusion on the ballot, nominees must meet Council requirements and agree to serve if elected.
- Qualified nominations will be accepted until time of the election by write-in ballot.
- Council will ratify nominations at their next scheduled Council Meeting.
- All voting will take place through the REEA system.
- Installation of new Council members elected will be during the next upcoming Summit.

COUNCIL RESPONSIBILITIES

1. Establish policies regarding the REEA DREI designation with REEA DREI member input.
2. Develop and maintain procedures for:
 - a. REEA DREI Candidate application processing and fee collection
 - b. REEA DREI Mentor, Exam and Video Programs
 - c. Selection and training the REEA DREI Video Review Team
- d. REEA DREI renewal process and fee collection
3. Investigate and determine the course of action for professional conduct issues
4. Bestow REEA DREI Emeritus Status, as appropriate
5. Review reconciliation of the REEA DREI Accounts
6. Approve members of all REEA DREI Teams or Task Forces
7. Rule on appeals from Candidates or existing REEA DREIs
8. Promoting the value of the REEA DREI Designation, internally and externally including regulatory agencies

REEA EXECUTIVE DIRECTOR

The REEA Executive Director shall serve as an ex officio member of the Council. Per the REEA Policies and Procedures Manual, REEA will provide administrative assistance to the Council and REEA DREI program plus collect REEA DREI fees on behalf of the Council. Thirty-five percent (35%) of the monies collected shall be retained by REEA as compensation for the above tasks. The Council shall be allocated sixty-five percent (65%) of the total REEA DREI monies collected for its independent use, including but not limited to, marketing, meetings, speakers, and Summits.

GENERALLY ACCEPTED PRINCIPLES OF EDUCATION (GAPE) ADOPTED BY REEA

All portions of the REEA DREI program will operate under GAPE. The REEA DREI Mentor Program will teach and model the Principles; the REEA DREI Exam will test understanding and implementation of the Principles, and the REEA DREI Video Review will evaluate compliance with the Principles.

REEA DREI presenters at the REEA Annual Conference and/or the REEA DREI Summit will receive feedback by REEA DREIs attending the session using the standardized REEA DREI Evaluation form. Reviews will focus on the presenter's adherence to GAPE and REEA DREI principles. The intent of the reviews will be to raise REEA DREI presentation skills to the highest level.

REFERENCE:

NAS: Not applicable to synchronous

OAS: Only applicable to synchronous

CATEGORY: KNOWLEDGE

Instructors should:

1. Provide accurate and **current** information.
2. Clearly identify opinions as the instructor's opinion.
3. Make statements that are clear and not confusing to the students.
4. Deal with all key elements of a subject.
5. Cover the material adequately in the allotted time.
6. Answer all questions logically, correctly, and concisely.
7. Admit when he/she does not know the answer to a question and volunteer to obtain that information.

CATEGORY: ANDRAGOGY

Instructors should:

1. Present new ideas by relating them to pre-existing knowledge held by the learners.
2. Teach at the learner's level.
3. Show **in a specific way** how new material will **benefit** learners.
4. Encourage questions and motivate involvement.
5. Show tolerance – both to **ignorance** and **disagreement** thus avoiding arguments and confrontation.
6. Be attentive and respectful to student's questions.
7. Affirm the learner and build the learner's self-esteem.
8. Avoid inappropriate language and ethnic, racial, or sexist statements.
9. Allow students to fully finish their questions before responding.
10. Call learners by name.
11. Repeat the learner's questions to the class and respond to the class as a whole.
12. Seek and encourage voluntary participation and don't put learner's on the spot.
13. Teach to all participants, not just those who show interest, teach to the class as a whole.
14. Use a variety of teaching methods, not just lecture.
15. Present key points by using examples as illustrations.
16. When doing group work, mingle with groups and report findings to the class.
17. Be responsive to students engagement in chat and or raised hands for questions asked by the learner in the class. **OAS**

CATEGORY: SPEECH

Instructors should:

1. Teach to identifiable learning objectives.
2. Use simple terminology and explain acronyms and unfamiliar vocabulary.
3. Build bridges and connect topics for contextualization.
4. Present material in an organized fashion, not vague points as a rambling dissertation.
5. Speak to the students, do **not** read to the class, use humor when appropriate to make a good point, but avoid canned jokes which do not help the learner.
6. Inject spontaneity and genuineness, avoid rote presentations.

7. Establish and maintain eye contact with the learners.
8. Speak at an understandable pace, neither too fast nor slow.
9. Keep the presentation on pace thus finishing the material in the allotted time.
10. Keep topics and the presentation flowing.
11. Speak loudly enough to be heard by all.
12. Enunciate clearly without being overdone.
13. Smile and use animated expressions as you speak.

CATEGORY: TEACHING AIDS

Instructors should:

1. Make sure materials are legible, correctly spelled, properly numbered and mechanically produced using readable typeface.
2. Only deviate from prepared material to meet a specific need of the learners.
3. Use a modern projection system to share visuals and materials with the class.
4. Use visual imagery, when possible, to enhance written words.
5. Use written words, when possible, to enhance oral speech. Note: **written is better than oral; visual is better than written.**
6. Arrange the classroom so that learners do not have to look through physical objects. **NAS**
7. Master the efficient and proficient handling of screen sharing. **OAS**
8. Use equipment setups that enable the instructor to remain looking at the learners rather than turning their back or not talking directly to the class.
9. Make sure that the physical stature of the instructor does not block the view of the learners toward the projected material. **NAS**
10. Engage the students with specific advanced synchronous tools such as polls, annotations, breakout rooms or an imbedded program such as poll everywhere. **OAS**
11. make sure that the projector or shared screen is easily visible to the group as a whole.
12. Use color.
13. Use large images for projected or shared screen material.
14. Turn the projected image off when not in use and on to call attention to the material or instructor.
15. **Never** block the image by walking between the projector and the screen with the projector on. **NAS**
16. Ensure instructor is centered in the screen, not too low or high and not left or right. **OAS**

CATEGORY: LEARNING ENVIRONMENT

Instructors should:

1. Display a positive attitude toward teaching the subject matter.
2. Refrain from ridiculing either the learners or others.
3. Wear professional attire.
4. Avoid distracting grooming.
5. Set up the room to accommodate the approximate number of learners expected to attend. **NAS**
6. Keep the learners in close proximity to the instructor. **NAS**
7. Make certain learners have ample space between them. **NAS**
8. Make certain that all attendees are visible and attentive. **OAS**
9. Display a professional background. **OAS**
10. Remain visible to the students at all times. **OAS**
11. Remove all barriers, such as a lectern or table, from between the instructor and the students. **NAS**
12. Provide writing surfaces for learners. **NAS**
13. **Not** stand behind physical objects for more than a short time period.
14. Use gestures during the presentation.
15. Use physical movement during the presentation to minimize the physical distance between the instructor and learners and try to involve all learners equally. **NAS**
16. Avoid distracting mannerisms.
17. Ensure that camera & lighting are set so the instructor is clearly visible, not too dark or too light in the screen. **OAS**

REEA DREI CODE OF ETHICS

PREAMBLE

A REEA DREI is charged with a solemn responsibility and obligation to both the public and all aspects of his/her profession. In particular, that responsibility and obligation extend to the following groups:

- the general public,
- the real estate industry,
- his/her real estate students,
- the education organization(s) for whom s/he works, and
- REEA.

In recognition of this professional responsibility and obligation, REEA has accepted this code of professional ethics, and each REEA DREI is required to conduct his/her professional activities in accordance with this Code. Any disciplinary action(s) will follow the REEA Code of Conduct.

The cornerstone of every profession is the duty that its members owe to its public in the performance of its services. A REEA DREI must at all times be mindful of this duty. Any misconduct attributed to its members may erode public confidence in the real estate profession. Therefore, a Designee must assist REEA in carrying out its responsibilities to the public and all other members of the real estate education profession.

THE CODE

1. In justice to the students who place their interests in her/his care, the REEA DREI shall always endeavor to remain informed in the areas of her/his assigned curriculum.
2. The REEA DREI shall keep informed on matters affecting real estate in the community, the state, and nation, so that s/he may be able to contribute responsibly to the industry and public thinking on such matters.
3. In her/his communications with the public, it is the duty of the REEA DREI to protect against misrepresentation or unethical practices in the community which could be damaging to the public or bring discredit to the real estate profession. The REEA DREI should assist any appropriate public agency or industry organizations in their efforts to achieve these ends.
4. The REEA DREI is expected to provide the highest level of competent instruction in those teaching assignments which s/he accepts. The REEA DREI shall not undertake teaching assignments outside her/his field of competence without first obtaining additional preparation, study, or professional assistance.
5. In accepting a teaching assignment with an organization, the REEA DREI shall dedicate all the necessary effort and commitment required to meet the educational objectives of that organization.
6. The REEA DREI shall in good conscience confine her/his instructional activities to the educational objective of his/her organization and shall not recruit or solicit students or promote any business interests in the classroom unless approved by the sponsoring organization.
7. In the best interest of society, other real estate educators, and REEA, the REEA DREI shall willingly share with others the lessons of his/her experience and study. The REEA DREI shall be loyal to REEA and active in its work.
8. The REEA DREI shall respect the rights and interests of fellow REEA DREI and other real estate educators. S/he shall conduct his/her activities so as to avoid conflicts and controversy with other real estate educators.
9. The REEA DREI shall not publicly disparage the professional practice of her/his peers. If her/his opinion is sought and a response is appropriate, such opinion shall be rendered with strict professional integrity and courtesy.
10. The REEA DREI in her/his role as an educator shall not engage in activities that constitute the unauthorized practice of law and shall recommend that legal counsel be obtained when appropriate.
11. The REEA DREI shall not deny equal opportunity nor be a party to any plan or agreement to discriminate against any person for reasons that are listed under the protected classes of the Civil Rights Act of 1968 and later amendments or the Americans With Disabilities Act.

12. If a REEA DREI is charged with an unethical practice or is asked to present evidence in any disciplinary proceedings or investigations in her/his actions, s/he shall place all pertinent facts before the REEA DREI Leadership Council.
13. Any guilty plea, plea of “no contest” or conviction in court of a felony shall result in automatic revocation of the REEA DREI designation. A guilty plea, plea of “no contest” or conviction of a misdemeanor in court may result in revocation of the REEA DREI designation if, in the opinion of the REEA DREI Leadership Council, the behavior that resulted in the plea or conviction was of the gravity to bring dishonor to the real estate education profession.
14. REEA DREIs will conform with the requirements of intellectual property rights and copyright laws in the development and use of all instructional materials.

COMPLAINTS REGARDING REEA DREIS

The Council will review any complaints regarding REEA DREI non-compliant with GAPE and/or violations of the REEA DREI Code of Conduct and determine a course of action which may include asking the REEA DREI in question to submit a GAPE-compliant video, submit to peer review, complete the REEA DREI Mentor Program within the next 12 months, or actions deemed appropriate by the Council. Any REEA DREI that does not comply with the directives of the Council shall be prohibited from renewing the REEA DREI designation.

II. REEA DREI CANDIDATE MENTORSHIP PROCESS

Steps to obtain the REEA DREI designation:

- (1) Submit an Application that meets designation criteria with Processing Fee,
- (2) Pay Candidacy Fee after Application approved by Council,
- (3) Complete the REEA DREI Mentor Program,
- (4) Pass the REEA DREI Exam
- (5) Pass the REEA DREI Video Review.

NOTE: Steps must be completed in the order stated above. No one may advertise themselves as a REEA DREI Candidate.

REEA DREI CANDIDATE APPLICATION

1. The REEA DREI Candidate designation application is posted online at <http://www.reea.org>.
2. REEA members in good standing that wish to earn the REEA DREI designation shall apply to the Council via REEA Headquarters at any time during the year.
 - a. Submissions shall include the completed application, a non-refundable Processing Fee, and supplemental materials as outlined by the application.
 - b. Upon receipt of an application with the Processing Fee, REEA headquarters will issue a receipt confirmation to the applicant and forward the application to the Council for processing.
 - c. Council will review all applications and rule on eligibility as soon as practicable. Application information must be complete and, in the format, requested.
 - d. If submitted application information is incomplete or needs clarification, the Council shall send a written request to the applicant via REEA Headquarters with a 45-day deadline for response. Applicants will be informed in the request that failure to respond by the deadline will result in non-acceptance of the application. No further review of the application will be done until all material/information is received.
 - e. Upon acceptance of an application by the Council, the Council authorizes REEA Headquarters to send confirmation to the applicant of application approval.
 - f. Upon receipt of the Candidacy Fee by REEA Headquarters, the applicant shall be classified as a REEA DREI Candidate (hereafter referred to as Candidate) will be sent REEA DREI Mentor Program materials, session schedule, and contact information for mentor(s) by REEA Headquarters.
 - g. A new Candidate shall be enrolled in the next available REEA DREI Mentor Program.

- h. A Candidate must pass the REEA DREI exam after the successful completion of the REEA DREI Mentor Program and prior to submission of any video.
 - i. Any Candidate must complete all previous requirements in obtaining the REEA DREI designation within one year after completion of the REEA DREI Mentor Program. The Candidate must pay the Extension Fee to extend the process deadline for an additional 12 months. During the extension period, the Candidate may submit additional videos, based on the guidelines set forth in the REEA “DREI Video Review Process.”
 - j. Any Candidate who does not successfully earn the REEA DREI Designation within one (1) year or obtain a proper extension period or fails to earn the REEA DREI Designation by the end of extension period must re-apply and be subject to all initial application rules and fees.
 - k. Any Candidate who has not satisfactorily completed all designation steps listed in this section by the applicable deadline must reapply and be subject to all initial application rules.
3. Council members and any Team members shall not discuss Candidates outside of formal meetings held by the Council or Teams.

REEA DREI MENTORSHIP PROGRAM & MENTOR TEAM

The members of the REEA DREI Mentorship Team shall be appointed by the Council. Each mentor shall have a thorough working knowledge of the REEA DREI Video Review Criteria and the *Building Instructional & Presentation Skills* book. The Council may appoint an additional Mentor Team if needed.

SIX-MONTH REEA DREI MENTORSHIP PROGRAM

The REEA DREI Mentorship program is intended to introduce Candidates to the concepts and skills presented in the *Building Instructional & Presentation Skills* book. The program is divided into six (6) sections, one for the book’s introduction and five for the GAPE categories. These sections are taught over twelve (12) sessions during the 6-month Mentorship Program. Some segments will be approached individually with Candidates; others may utilize group interactions.

Candidates are expected to read the REEA DREI Mentorship Program material and to actively engage with the mentors and other candidates, asking questions and sharing ideas.

Receptivity to new educational theories and presentation techniques and to constructive criticism is expected of all Candidates. REEA DREIs know that there are always ways to become better instructors; Candidates are expected to embrace that philosophy.

Participation in a minimum of ten (10) of the twelve (12) Program’s sessions is required for satisfactory completion of the REEA DREI Mentor Program. If a Candidate misses a session during their scheduled program, s/he may receive participation credit for the session if s/he reviews the session’s recording prior to the end of the Program. Participation in Program sessions may not be carried over from one Program to another.

REEA DREI EXAM TEAM

The REEA DREI Exam Team shall have a working knowledge of real estate principles, practices, and laws. Upon completion of the REEA DREI Exam (hereafter referred to as the Exam), the Candidate is informed of her/his score automatically by the Exam server.

REEA DREI EXAM

1. Upon completion of the REEA DREI Mentor Program, the Candidate shall be given a link to the on-line Exam.
2. The Candidate must take and pass the Exam after completion of the REEA DREI Mentor Program.
3. The Exam consists of questions which cover GAPE and the REEA DREI criteria as covered in the REEA DREI Mentor Program. Based on a cut score analysis of the Exam, seventy-five percent (75%) is the passing score.

4. The Exam is **not** an open book exam. Each Candidate is expected to be honorable and not to use reference materials while taking the Exam.
5. Candidates are prohibited from copying any portions of the Exam.
6. There is a 50-minute time limit for completion of the Exam.
7. The Exam is a multiple-choice format (A, B, C, D).

REEA DREI CANDIDATE VIDEO SUBMISSION

After successfully passing the Exam, each Candidate will submit a 50-minute video teaching a real estate related topic in a Classroom as defined on page 5 of this Policy and Procedures Manual. When submitting a video, the Candidate will certify that the Candidate has watched the 50-minute video and believes the submission demonstrates their mastery of the GAPE principles taught in their mentor session.

Should the Candidate's video submission be unsuccessful when reviewed by the review team, the Candidate must wait at least 60 days to submit another 50-minute video for review. The Candidate will be asked to certify that the Candidate has reviewed the video applying GAPE criteria and the constructive comments made by the review team on the previous submission, and Candidate believes the video submission demonstrates mastery of the GAPE principles.

Should a Candidate need to submit a third video, the Candidate will follow the process for the second submission. A Candidate shall submit no more than 3 videos in a twelve-month period.

REEA DREI VIDEO REVIEW TEAM

The REEA DREI Video Review Team is composed of four (4) or more trained REEA DREI video reviewers from across the country who will numerically and objectively evaluate a Candidate's presentation skills and teaching abilities based on GAPE criteria.

COMPOSITION OF THE REEA DREI VIDEO REVIEW TEAM:

1. The REEA DREI Video Review Team Chairperson (hereafter referred to as the Chairperson),
2. At least four (4) reviewers that have previously served on the REEA DREI Video Review Team,
3. A minimum of two (2) new reviewers who hold the REEA DREI designation and have completed the video review training requirements.

Prior to serving on the REEA DREI Video Review Team, a reviewer in training shall have reviewed at least three (3) videos within the preceding twelve (12) months and the Chairperson determines that the trainee has a thorough understanding of the video review process.

NOTE: The Chairperson shall recuse a reviewer from performing an evaluation where there is an obvious conflict of interest (e.g., reviewer and Candidate work for the same school or competing schools).

OVERVIEW

Criteria for the REEA DREI video evaluation are based on GAPE and are re-evaluated every year by the Council. Criteria for the video review are objective; specific itemized deductions are mandatory. The REEA DREI Video Review Team does not evaluate whether a Candidate is a good instructor, but whether s/he complies with the REEA DREI criteria set by GAPE.

SCORING SYSTEM

Each Candidate begins the video evaluation process with 50 points: 10 points for each of the 5 GAPE instructional categories. The Candidate must demonstrate skill in all five categories. Retention of at least 40 points at the end of the evaluation is required to pass the video requirement. Mandatory deductions of 1 or 2 points are determined based on the severity of the individual non-compliant incident. A pattern which consists

of three (3) or more individual occurrences of the same non-compliant incident requires a 3–5-point mandatory pattern deduction. The deductions are evaluated annually by the Council.

The reviewers will overlook minor incidents if, in the opinion of the REEA DREI Video Review Team, the specified GAPE activity was observed the vast majority of the time. The REEA DREI criteria and GAPE are intended for everyday instructional use, not only for this video presentation.

REEA DREI VIDEO REVIEW PROCESS

The Video Review is the FINAL step of the designation process. No videos will be accepted until all other steps are satisfactorily completed.

1. The video shall be a continuous, unedited 50–60-minute video of a classroom presentation with students visible.
2. The Candidate shall notify REEA headquarters once the video has been uploaded to YouTube per REEA instructions. REEA headquarters shall notify the REEA DREI Video Review Team members as to the existence and location of the video awaiting review.
3. Reviewers shall process the video review as soon as possible.
4. Each reviewer shall e-mail to the Chairperson a completed REEA DREI Video Evaluation Excel file with itemized deductions, timed incidents, and comments as soon as possible.
5. The Chairperson will compile and e-mail all reviewers a cumulative Excel file with all reviewers' point deductions, timed incidents, and comments.
6. If significant disagreement exists between the reviewers' evaluations, the Chairperson may arrange for a conference call to create consensus by discussion of the individual items in question.
7. Although a minimum of three (3) reviewers in agreement shall normally determine the evaluation status of the video, the Chairperson retains the right to overrule the reviewers. Should the Chairperson decide to reject the majority vote of the reviewers, the Chairperson shall notify the REEA DREI Leadership Council of the decision. The Council will make the final decision through majority vote.
8. The Chairperson will send notification to the Candidate of the success or failure of the video in conjunction with a final analysis of the video including constructive feedback. The completed REEA DREI video evaluation is held in strictest confidence. The REEA DREI video analysis provided to a Candidate will not include actual point deductions.
9. The final video analysis and candidacy status letter should be disseminated to a Candidate as soon as possible after receiving all video reviews from the REEA DREI Video Review Team.
10. The date of the successful video submission notification letter to the Candidate by the Chairperson shall serve as the official REEA DREI Conferment Date for renewal purposes.
11. When the video submission does not meet or exceed the minimum standard for a successful video, the Candidate may have an opportunity during the remainder of the one-year period from the date of completion of the Mentorship Program to submit a subsequent instructor video.
12. Subsequent video submission(s) must have been recorded after receipt of the previous video evaluation and will not be accepted for review until at least 60 days after the previous evaluation was sent to the Candidate to allow time for implementation of skill improvement suggestions.

REEA DREI VIDEO REVIEW APPEALS

A REEA DREI Video Review Team's decision may be appealed to the Council. Upon written appeal, the Council must review the video submission and render a decision to grant or deny the designation. Disagreement by the Candidate about the point deduction criteria shall **not** be the basis for any appeal.

Since the Council serves as an "appellate" group and needs to render an impartial decision, the Council will not receive copies of the individual reviews rendered by the REEA DREI Video Review Team prior to an appeal. Any ruling on an appeal by the Council shall be final.

PRESENTATION OF DESIGNATION

Successful completion of all designation requirements entitles the designee to use the REEA DREI immediately for a one-year period. Although the designation Conferment Date shall be the date of the successful notification letter from the Chairperson, the formal presentation of the REEA DREI shall occur during an awards ceremony at the annual REEA DREI Summit.

III. DESIGNATION RENEWAL

FOUR REEA DREI CATEGORIES

1. Active
2. Inactive
3. Retired
4. Emeritus

ACTIVE REEA DREI STATUS

REEA DREI designations are awarded for a one-year period from Conferment Date. At the end of the year, and subsequent one-year cycles, designees may apply to renew the REEA DREI designation. Renewal of an active REEA DREI does not require the designee to pass another written exam nor is re-evaluation of teaching skills required. REEA DREIs may renew on Active status by satisfying ALL the following requirements:

- a. **Renewal Fee** - The term of the renewal shall be determined by the Council.
 - i. The REEA DREI designation must be renewed annually.
 - ii. Annual Renewal Fee shall be paid to REEA no later than the anniversary of initial Conferment Date of the REEA DREI designation.
 - iii. The REEA DREI designation shall expire if fees are not received in a timely manner.
- b. **Renewal Affirmation**
Active REEA DREIs must sign an affirmation statement that they are actively involved in real estate education as a profession at the time of renewal.
- c. **REEA DREI Summit**
Upon the third and each subsequent renewal, each REEA DREI shall have attended at least one (1) REEA DREI Summit in the three (3) years immediately prior to renewal.

INACTIVE REEA DREI STATUS

An Inactive status is available **after** one (1) Active renewal to REEA DREIs that do not meet all the REEA DREI renewal criteria, such as individuals who are not currently active in real estate education or persons that have not attended a REEA DREI Summit in the immediate three (3) years prior to renewal. REEA DREIs may renew on Inactive status by paying the REEA DREI Annual Renewal Fee.

Designees in this category may not advertise or refer to themselves as "REEA DREI". To reinstate their status as Active REEA DREI within 5 years of the date of inactivity, they must meet the current Active REEA DREI renewal requirements. A REEA DREI who has been inactive for a period of longer than 5-years must reapply and complete the REEA DREI Mentorship Program.

RETIRED REEA DREI STATUS

Designees who are not involved in regular and ongoing real estate education and have no plans to become involved may select this category. There is no fee or Summit attendance requirement to maintain this status. Should they choose to advertise the REEA DREI, they must refer to themselves as "REEA DREI (Retired)". Any REEA DREI that elects Retired status may not return to Active status in the future.

REEA DREI EMERITUS STATUS

The intent of the REEA DREI Emeritus status is to serve as honorary recognition for REEA DREIs that have retired from the business of real estate education and, while serving as a REEA DREI, rendered outstanding service to the REEA DREI program in terms of committee or teamwork. A designee cannot apply for the REEA DREI Emeritus status.

REEA DREI Emeritus status is not intended for persons who are still involved in regular and ongoing real estate education.

REEA DREI Emeritus is an honorary title and may be used in the honoree's biography but is not to be used in advertising for the procurement of future business. Once the Emeritus status is granted, there shall be no reactivation of the Active REEA DREI designation.

- a. It will be awarded only by the Council based on special services that REEA DREIs have provided to the REEA DREI program.
- b. There is no fee or Summit attendance requirement to maintain this status.

RENEWAL OF DESIGNATION

The REEA DREI designation is active for a one-year period following Conferment Date. Annual renewal of the Active and Inactive designation requires payment of an Annual Renewal Fee and an honest affirmation that the designee is actively involved in real estate education as a profession. Starting with a designee's third renewal, attendance is required for a minimum of one (1) REEA DREI Summit within the immediate past three (3) years.

IV. FEES

Fees may be changed at any time at the sole discretion of the Council. All fees are made payable to REEA.

Processing Fee: The \$25 non-refundable fee covers the cost of an application review by the Council.

Candidacy Fee: The \$299 fee covers the 6-month Mentor Program, the REEA DREI Exam, the Video Coaching Session, the Video Review plus up to 1 year after the completion of the REEA DREI Mentor Program to earn the REEA DREI designation.

Extension Fee: The \$100 fee extends the initial designation deadline by one year.

Annual Renewal Fee: A \$75 fee is required annually to maintain the designation.

Late Renewal Penalty: A \$100 penalty is required, in addition to unpaid back fees, to reinstate a designation that has expired up to two (2) years.

V. AWARDS

MARK BARKER "LIFT ME UP" AWARD

An annual award bestowed by the Council on an active REEA DREI who contributed significantly to helping REEA DREI's and other instructors elevate the level of their professional instruction. The award is named after the first award recipient, Mark Barker, DREI, who created the designation and the GAPE criteria for REEA. Mr. Barker contributed many years of development, leadership, and promotion to the REEA DREI program. Nominations may be submitted to the Council for consideration. The recipient selected by majority of vote of the Council is honored at the annual REEA DREI Summit with the presentation of the Award and is recognized at the REEA Annual Conference.

LARRY OUTLAW EDUCATION EXCELLENCE AWARD

An annual honorary award bestowed on a non-REEA DREI in a regulatory or education role who has most supported and encouraged the principles and commitment to the elevation of Real Estate education personified by the REEA DREI designation program. The Award is named after Larry A. Outlaw, past President of REEA and long-time North Carolina Real Estate Commission Director of Education, who actively endorsed and promoted the REEA DREI program as a real estate regulator. The Council will have sole discretionary power to determine the recipient by majority vote. The honoree will be recognized at the REEA Annual Conference.

ACKNOWLEDGEMENTS

Each year all REEA committee members, REEA Board of Directors, and the REEA DREI Leadership Council members, shall acknowledge they have read and agree to the following documents held by the REEA Organization:

1. REEA Bylaws
2. REEA Code of Conduct
3. REEA Document Retention Destruction Policy
4. REEA Policy & Procedures Manual
5. REEA Whistleblower Policy