



Policies and Procedures Manual



**Updated & Reformatted January 17, 2019
Amended February 9, 2019**

TABLE OF CONTENTS

<u>Page</u>	<u>Section</u>
3	OVERVIEW
3	Designation Terms
3	Benefits of the DREI Designation
4	I. ADMINISTRATION and OVERSIGHT
4	DREI Leadership Council
4	Composition of the Council
4	Election of Council
5	Council Responsibilities
5	REEA Oversight
5	REEA Executive Director
6	Generally Accepted Principles of Education (GAPE)
6	Complaints regarding DREIs not adhering to GAPE
6	Category: KNOWLEDGE
6	Category: ANDRAGOGY
7	Category: SPEECH
7	Category: TEACHING AIDS
8	Category: LEARNING ENVIRONMENT
8	DREI Code of Ethics
10	II. DREI CANDIDATE PROCESS
10	Overview
11	Application
12	DREI Mentor Program
13	DREI Examination
14	DREI Video
16	Appeals
16	Presentation of Designation
17	III. DESIGNATION RENEWAL
17	Active DREI Status
17	Inactive DREI Status
18	Retired DREI Status
18	DREI Emeritus Status
18	Renewal of Designation
18	Renewal – Reinstatement
19	IV. FEES
20	V. AWARDS

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 DREI designation) program of REEA.

The 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 DREI designation will exhibit a mastery of subject matter, proven presentation ability, relevant experience, and superior teaching skills.

The DREI designation is a classroom teaching designation that adheres to the Generally Accepted Principles of Education (GAPE) adopted by REEA. Therefore, e-learning formats (e.g., on-line, correspondence, distance) are not considered in the qualification process for the DREI designation.

Designation Terms

The term “Distinguished Real Estate Instructor” and the affiliated acronym “DREI” shall remain proprietary to REEA.

BENEFITS of the DREI Designation

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

I. Administration and Oversight

DREI Leadership Council

The DREI Leadership Council (hereafter referred to as the Council) shall be governed by its Policies and Procedures Manual as adopted by the Council. The Council shall create rules by majority vote for implementation of the DREI policies and programs.

The Council reserves the right to require additional qualification criteria for initial DREI Candidates and/or renewing designees as deemed appropriate as the designation matures.

Composition of the Council

The Council shall consist of six (6) DREI designees elected by the DREI membership during the annual 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 two (2) newly elected Council members. If no Summit is held, then the Council shall conduct nominations and voting by electronic means. [Amended January 14, 2019]

- All members of the Council must be REEA members in good standing and hold the DREI designation, on active status, during their entire terms.
- No more than three (3) DREIs from any one state may concurrently serve on the Council. [Amended December 2015.]
- To be eligible to serve on the Council, each nominee shall have held the 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 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 [Amended May 2017.]

Council elections shall be conducted during the annual DREI Summit. If no Summit is held, nominations, voting, and reporting of results shall be conducted by electronic means and completed by the end of January.

- A call for Council nominations shall be sent to the Active DREI membership one month prior to the Summit.
- 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.
- Election will be conducted on the first day of the Summit.
- DREIs in attendance at the Summit shall vote by written ballot.
- Votes shall be tallied by current Council Members immediately after voting is complete.
- Election results shall be announced prior to the end of the Summit.

Council Responsibilities

1. Establish policies regarding the DREI designation with DREI member input
2. Develop and maintain procedures for:
 - a. DREI Candidate application processing and fee collection
 - b. DREI Mentor, Exam and Video Programs
 - c. Selection and training the DREI Video Review Team
 - d. DREI renewal process and fee collection
3. Resolve DREI professional conduct issues
4. Bestow DREI Emeritus Status, as appropriate
5. Prepare budgets and balance DREI Accounts
6. Approve members of all DREI Teams or Task Forces
7. Rule on appeals from Candidates or existing DREIs

REEA Oversight

The REEA Board of Directors shall have oversight of the Council only to the extent of investigation of complaints and enforcement of due process.

The REEA President shall appoint a member of the REEA Board to act as a liaison between the Board and the Council.

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 DREI program plus collect DREI fees on behalf of the Council. Twenty percent (20%) of the monies collected shall be retained by REEA as compensation for the above tasks. The Council shall be allocated 80% of the total 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 DREI program will operate under GAPE. The DREI Mentor Program will teach and model the Principles; the DREI Exam will test understanding and implementation of the Principles, and the DREI Video Review will evaluate compliance with the Principles.

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

Complaints regarding DREIs not adhering to GAPE

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

Category: KNOWLEDGE

Instructors should:

1. provide **current** information.
2. present alternative viewpoints on material when there is not a single position that is accepted industry-wide.
3. clearly identify opinions as the instructor's opinion.
4. build a proper foundation for each major element of a subject.
5. deal with all key elements of a subject.
6. cover the material adequately in the allotted time.
7. answer all questions logically and concisely.
8. be informed enough to handle a variety of questions on the subject being taught.
9. 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. build learner's self-esteem.
7. call learners by name.
8. involve learners in the learning process through planned activities.
9. use a variety of teaching methods.
10. teach to all participants, not just those who show interest.
11. present key points by using examples as illustrations.

Category: SPEECH

Instructors should:

1. use concise, simple, and normal speech patterns; use simple terminology.
2. **not** read to the class.
3. keep the presentation on pace thus finishing the material in the allotted time.
4. keep topic flowing.
5. speak loudly enough to be heard by all.
6. enunciate clearly without being overdone.
7. restate an individual learner's question to the group as a whole prior to attempting to answer the question.
8. use humor when appropriate to make a point.

Category: TEACHING AIDS

Instructors should:

1. make sure materials are legible, correctly spelled, properly numbered and mechanically produced using readable typeface.
2. use visual imagery when possible to enhance written words.
3. use written words when possible to enhance oral speech. NOTE: **Written is better than oral; visual is better than written.**
4. follow the prepared outline.
5. make sure that all material on the outline will be covered in the class and none of it is extraneous.
6. deviate from prepared material only to meet specific needs.
7. arrange the classroom so that learners do not have to look through physical objects.
8. use modern presentation equipment such as overhead projector or computer projection.
9. use equipment that enables the instructor to remain looking at the learners rather than turning their back to the class to write.
10. make sure that the physical stature of the instructor does not block the view of the learners toward the projected material.
11. make sure that the projector screen is easily visible to the group as a whole.

12. use color.
13. use large images for projected material.
14. turn the projected image off when not in use and on to call attention to the material.
15. **never** block the image by walking between the projector and the screen with the projector on.

Category: LEARNING ENVIRONMENT

Instructors should:

1. be positive toward the subject matter.
2. refrain from ridiculing either the learners or others.
3. wear professional attire.
4. attend to personal grooming.
5. set up the room to accommodate the approximate number of learners expected to attend.
6. make sure empty seats are kept to a minimum.
7. make sure that lectern or table at front of room is unobtrusive.
8. provide writing surfaces for learners.
9. make sure that learners have ample space between them.
10. **not** stand behind physical objects for more than a short time period.
11. use gestures during the presentation.
12. use physical movement during the presentation to minimize the physical distance between the instructor and learners and try to involve all learners equally.

DREI Code of Ethics

Preamble

A 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 extends 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 DREI is required to conduct his/her professional activities in accordance with this Code.

The cornerstone of every profession is the duty that its members owe to its public in the performance of its services. A 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 DREI shall always endeavor to remain informed in the areas of her/his assigned curriculum.
2. The 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 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 DREI should assist any appropriate public agency or industry organizations in their efforts to achieve these ends.
4. The DREI is expected to provide the highest level of competent instruction in those teaching assignments which s/he accepts. The 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 DREI shall dedicate all the necessary effort and commitment required to meet the educational objectives of that organization.
6. The 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 DREI shall willingly share with others the lessons of his/her experience and study. The DREI shall be loyal to REEA and active in its work.
8. The DREI shall respect the rights and interests of fellow 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 DREI shall not publicly disparage the professional practice of her/his peer. If her/his opinion is sought and a response is appropriate, such opinion shall be rendered with strict professional integrity and courtesy.

10. The 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 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 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 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 DREI designation. A guilty plea, plea of “no contest” or conviction of a misdemeanor in court may result in revocation of the DREI designation if, in the opinion of the 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.

II. DREI Candidate Process

Overview

Steps to obtain the 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 DREI Mentor Program,
 - (4) Pass the DREI Exam,
- and
- (5) Pass the DREI Video Review.
- [Amended May 2018.]

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

Application

DREI Application

1. The DREI designation application is posted online at <http://www.reea.org>.
2. REEA members in good standing that wish to earn the DREI designation shall submit an application 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. [Amended February 2017.]
 - 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 within seven (7) days of receipt. 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 DREI Candidate (hereafter referred to as Candidate) will be sent 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 DREI Mentor Program.
 - h. A Candidate must pass the DREI exam within 30 days after the successful completion of the DREI Mentor Program. [Amended May 2018.]
 - i. A Candidate must submit an instructor video for review within 60 days after the successful completion of the DREI Mentor Program, based on the guidelines set forth in the “DREI Video Review Process.” [Amended May 2018.]

- j. If a Candidate who takes and passes the exam within 30 days after completion of the DREI Mentor Program and who submits a video for review within 60 days after completion of the DREI Mentor Program is not successful in obtaining the DREI designation within one year after completion of the DREI Mentor Program, the Candidate may pay the one time 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 “DREI Video Review Process.” [Amended May 2018.]
- k. A Candidate who does not take and pass the exam within 30 days after completion of the DREI Mentor Program and/or does not submit his/her first video for review within 60 days after completion of the DREI Mentor Program and who is not successful in obtaining the DREI designation within one year after completion of the DREI Mentor Program must reapply and be subject to all initial application rules. [Amended May 2018.]
- l. 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.

DREI Mentor Program

DREI Mentor Team

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

Six Month DREI Mentor Program

The DREI Mentor 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. Each of the six (6) sections contains at least one (1) coaching and mentoring session. Mentors may elect to add material to the session or to include more than one session per month. Some segments will be approached individually with Candidates; others may utilize group interactions. Mentors may interact with Candidates in a variety of ways such as teleconferencing, Skype, and/or webinars.

Candidates are expected to read the DREI Mentor 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. DREIs know that there are always ways to become better instructors; Candidates are expected to embrace that philosophy.

Participation in a minimum of six (6) of a Program's sessions is required for satisfactory completion of the DREI Mentor Program. If a Candidate misses one (1) 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. If a Candidate does not meet the participation requirement in a DREI Mentor Program, s/he has the option to pick up the missed session during the next scheduled Mentor Session. If the missed session is not made up during the next Mentor Session, then the candidate must participate in a subsequent Program in its entirety. Participation in Program sessions may not be carried over from one Program to another. A Candidate who does not meet the minimum participation requirements in one DREI Mentor Program and subsequently fails to meet the minimum participation requirements in a second Program must reapply and be subject to all initial application rules and fees. [Amended February 2019.]

DREI Examination

DREI Exam Team

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

DREI Exam

1. Upon completion of the DREI Mentor Program, the Candidate shall be given a link to the on-line Exam.
2. The Candidate must take and pass the Exam within 30 days of completion of the DREI Mentor Program. [Amended May 2018.]
3. The Exam consists of questions which cover GAPE and the DREI criteria as covered in the DREI Mentor Program. [Amended April 2016.]
4. Based on a cut score analysis of the Exam, 75% is the passing score.
5. 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.
6. Candidates are prohibited from copying any portions of the Exam.

7. There is a 50-minute time limit for completion of the Exam.
8. The Exam is a multiple choice format (A, B, C, D).

DREI Video

DREI Video Review Team

The DREI Video Review Team is composed of 3-5 trained 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 DREI Video Review Team:

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

Prior to serving on the DREI Video Review Team, a reviewer in training shall have reviewed at least three (3) videos within the preceding 12 months and the Chairperson must indicate 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 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 DREI Video Review Team does not evaluate whether a Candidate is a good instructor, but whether s/he complies with the 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 DREI Video Review Team, the specified GAPE activity was observed the vast majority of the time. The DREI criteria and GAPE are intended for everyday instructional use, not only for this video presentation.

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 live 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 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 but in no case more than 45 days from being notified by REEA headquarters.
4. Each reviewer shall e-mail to the Chairperson a completed 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 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 DREI video evaluation is held in strictest confidence. The 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 within 15 days after receiving all video reviews from the 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 DREI Conferment Date for renewal purposes.
11. If the first video submission does not meet or exceed the minimum standard for a successful video, the Candidate will have an opportunity during the remainder of the one year period to submit a subsequent instructor video. [Amended February 2018.]
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. [Amended May 2018.]

Appeals

DREI Video Review Appeals

A 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 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 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 DREI shall occur during an awards ceremony at the annual DREI Summit.

III. Designation Renewal

Four DREI Categories

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

Active DREI Status

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 DREI designation. Renewal of an active DREI does not require the designee to pass another written exam nor is re-evaluation of teaching skills required. 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 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 DREI designation.
 - iii. The DREI designation shall expire if fees are not received in a timely manner.
- b. **Renewal Affirmation**

Active DREIs must sign an affirmation statement that they are actively involved in real estate education as a profession at the time of renewal.
- c. **DREI Summit**

Upon the third and each subsequent renewal, each DREI shall have been attended at least one (1) DREI Summit in the three (3) years immediately prior to renewal.

Inactive DREI Status

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

Designees in this category, when advertising their designation, must refer to themselves as “DREI (Inactive).” To reinstate their status as Active DREIs, they must meet the current Active DREI renewal requirements.

Retired DREI Status

Designees who are not involved in 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 DREI, they must refer to themselves as “DREI (Retired)”. Any DREI that elects Retired status may not return to Active status in the future.

DREI Emeritus Status

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

DREI Emeritus status is not intended for persons who simply choose to get another job or are still active in areas of real estate education other than classroom presentations.

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 DREI designation.

- a. It will be awarded only by the Council based on special services that DREIs have provided to the DREI program.
- b. No more than two (2) DREI Emeritus designations may be awarded per year.
- c. There is no fee or Summit attendance requirement to maintain this status.

Renewal of Designation

The 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) DREI Summit within the immediate past three (3) years.

Renewal – Reinstatement

Any Active or Inactive DREI who fails to renew by his/her renewal date shall be mailed two notification letters (30 days and 60 days after expiration) informing the person that all rights to the use of the DREI designation have been forfeited.

A past designee may renew within two (2) years after the original expiration date by paying a Late Renewal Penalty in addition to unpaid back dues. A past designee expired more than two (2) years must reapply and meet all initial requirements to obtain the DREI designation.

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 DREI Exam, the Video Coaching Session, the Video Review plus up to 1 year after the completion of the DREI Mentor Program to earn the DREI designation.

Extension Fee: The \$100 fee extends the initial designation deadline by one year. [Amended May 2018.]

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 been expired up to two (2) years.

V. Awards

Mark Barker “Lift Me Up” Award

An annual award bestowed by the Council on an active DREI who contributed significantly to helping 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 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 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-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 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 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.