



REEA Gold Standard Leader (GSL) Instructor Agreement

REEA GSL Instructor Name: _____

This agreement outlines the understanding between REEA GSL Instructor and Real Estate Educators Association (“REEA”) in presenting Real Estate Education Association, REEA Gold Standard Instructor (“GSI”), Instructor Development Workshop IDW, (“REEA GSI IDWs”) on behalf of REEA.

1: Purpose

1.1 The parties to this agreement intend to provide instructor development workshops REEA GSI IDW #1 and #2 for instructors involved in teaching synchronous and in-person courses. The way we learn is changing, which has posed new challenges for real estate instructors. The parties agree that instructors need to seek out and embrace new learning methods, which include class activities, to create an active learning environment that maximizes learning retention. This agreement provides requirements for the REEA GSL and gives details on the term of the agreement, course administration, course marketing and promotion, instructor duties and responsibilities, compensation, and conditions of payment. Upon execution, this agreement will be considered ratified by both parties.

2: Term of the Agreement

2.1 Once signed by both parties, this Agreement shall be effective for a period of three years.
2.2 Permission to deliver REEA GSI IDWs will be granted upon receipt of this executed agreement, a signed REEA GSL application, signed policies and procedures document, and a signed non-disclosure agreement.
2.3 This agreement may be extended for an additional three-year period if REEA GSL completes all renewal requirements as outlined in the Policies and Procedures document.

3: Course Administration

3.1 The REEA GSI certification will be awarded to students after completion of all three REEA GSI IDWs. The certification is offered exclusively by REEA. All REEA GSI IDW courses must be taken by students in order.
3.2 REEA will maintain student registrations, course completion data, course evaluations and collect all registration fees. Both parties agree that the current REEA GSI standards and completion requirements apply to courses delivered by REEA GSLs.
3.3 REEA GSL will send all student information to REEA within 72 hours.

4: Course Content

4.1 REEA will coordinate content modification, alterations, and improvements according to the REEA GSL Policies and Procedures.
4.2 REEA GSL agrees to keep course content and instructor manual current and relevant to meet REEA GSL standards and is responsible for all modifications.
4.3 All text, lectures, audio, video, and other course materials developed and provided by REEA are exclusively owned and copywritten by REEA. Reproduction and use of any materials is prohibited without express written permission.
4.4 REEA affirms that none of the course material infringes upon any copyright or personal privacy rules to the best of their knowledge.



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5: Course Marketing and Promotion

- 5.1 The REEA GSI certification and course content must display the approved REEA GSI logo.
- 5.2 The REEA GSI certification must not be advertised, promoted, or awarded without displaying the REEA GSI logo. All advertisements must be approved by REEA.
- 5.3 REEA and the REEA GSL agree to make good faith efforts to advertise, market, and promote the REEA GSI certification.

6: Duties and Responsibilities

- 6.1 Present the REEA GSI Instructor Development Workshop, "Taking Your Instruction to New Heights," REEA GSI IDW #1 and #2, according to the REEA timed course outline.
- 6.2 REEA GSL agrees to present virtual and/or in-person REEA GSI IDW sessions. Virtual sessions will be scheduled and controlled by REEA staff.
- 6.3 REEA GSL agrees to manage the classroom by arriving at least thirty (30) minutes before the scheduled class start and maintain a backup copy of all course content and materials.
- 6.4 In case of an illness or emergency that prohibits the REEA GSL from delivering a scheduled course, REEA GSL agrees to notify REEA promptly. A replacement instructor will be selected and approved by REEA.
- 6.5 If a replacement instructor is used, payment will be made to the replacement instructor not the originally scheduled REEA GSL.
- 6.6 REEA GSL must be prepared with class material and printed student Playbooks at least seven days prior to class.
- 6.7 No payments will be made unless a completed W-9 is received by REEA.
- 6.8 If cancellation is unavoidable, REEA must be notified as soon as possible, followed by written cancellation within five (5) days.
- 6.9 REEA GSL and REEA will not be liable for cancellations due to inclement weather, natural disaster, war, government regulation, employment strike, civil disorder, transportation system failure, or any other event beyond the control of REEA.
- 6.10 REEA GSL agrees that all in person classes will comply with all safety and health guidelines, policies, and procedures according to the location being presented and the state guidelines.

7: Compensation and Performance Conditions

- 7.1 REEA GSL agrees to represent REEA, their officers, Board of Directors, and Membership at the highest standard.
- 7.2 REEA GSL, understands they can partner with REEA in presenting REEA GSI IDWs in local states, present REEA GSI IDWs at REEA Annual Conferences, and or present REEA GSI IDW on behalf of REEA to service organizations. REEA GSL's who present REEA GSI IDWs at REEA Annual Conferences and or present REEA GSI IDWs for REEA to service requested organization must complete a "Presentation Agreement".
- 7.3 REEA GSL's who partner with REEA to service local states are compensated based on enrollment and compensation split. REEA GSL agrees to accept payment equivalent to 50% of the student fees collected by REEA. If two instructors deliver, payment will be equivalent to 60% of the student fees collected to the instructors. The number of instructors used in a session is at the discretion of the REEA GSL.
- 7.4 REEA GSL understands each session must meet a minimum of (6) enrolled students per class. If two or more instructors deliver, a minimum of (7) students are required. Student maximum for a virtual session is at the



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discretion and competency level of the REEA GSL. Student maximum for in-person session will be limited to classroom occupancy requirements.

7.5 REEA GSL’s who present REEA GSI IDWs at REEA Annual Conferences and or present REEA GSI IDWs for REEA to service requested organizations are compensated on a fixed amount determine in the “Presentation Agreement” to teach REEA GSI IDWs.

7.6 Payments will be sent monthly and only after receipt of final attendance and course completion reports.

7.5 All REEA GSLs must have presented at least one REEA GSI IDW #1 each year or retake Train-the-Trainer “TTT” or REEA GSI IDW #1 and #2 as a refresher prior to presenting that session.

Employment Status

REEA GSL understands that they are not an employee of REEA and are presenting this session(s) solely for the purpose of representing REEA, their Officers, Board of Directors and Membership and will present themselves at the highest standard possible.

Complete Agreement

This agreement is the entire agreement and may only be amended by a mutually agreed written and signed Addendum. By signing this voluntary agreement, both parties agreed to the terms and conditions, as set forth.

Agreement Execution

This document constitutes the entire agreement and may only be amended by a written, signed addendum. By voluntarily signing below, both parties agree to all terms and conditions.

Real Estate Educators Association, REEA

Date

Signature: REEA GSL “Gold Standard Leader”

Date

