



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

The REEA GSL certification is an opportunity 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. Instructors need to seek out and embrace new learning methods, which include class activities and create an active learning environment that maximizes learning retention and engagement. The purpose of having REEA GSL is to present REEA GSI IDW #1 and #2 around the country on behalf of REEA, increasing the skillset of instructors everywhere all while growing the REEA Membership and attendance at the REEA Annual Conference.

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

APPLICATION

1. Applicant must be a REEA member in good standing.
2. Applicant must be a REEA GSI for at least 1-year.
3. Application must include the following documentation:
 - a. Completed REEA GSL Instructor Agreement
 - b. Completed Instructor Performance Improvement Plan (“PIP”)
 - c. Executed REEA Non-Disclosure Agreement
 - d. Signed REEA Code of Conduct Agreement
4. Applicant must attend:
 - a. REEA GSI IDW #1 and #2 as a Refresher course to take your own instructor notes.
 - b. The REEA GSL Train-the-Trainer (TTT) course.

REEA GSL CANDIDATES, HEREINAFTER KNOWN AS “CANDIDATE”

1. Once your application is submitted and all documentation is approved by the REEA GSL Review Committee, you will then become a Candidate.
2. Within six months of application approval, submit a twenty to thirty (20-30) minute video to the REEA GSL Review Committee. The video must show the instructor delivering REEA GSI IDW #1 material and demonstrating the use of REEA GSI principles. See “REEA GSL Performance Rating Scale and Grade Performance on page 2 of this document.”
3. Candidate will have the option to choose from a REEA GSI IDW #1 approved topic and be provided with the appropriate slide deck/class materials.
4. A Candidate whose video does not meet the minimum standards will be contacted by the Review Committee. Areas in which improvement is needed will be shared with the Candidate.
5. A Candidate may submit up to 2 additional videos within 6 months of the original notification date. If additional video submission(s) do not meet the standard for approval, the Candidate will be required to attend additional education or training as deemed appropriate by the Review Committee.
6. The REEA GSL certification will be awarded upon approval of video.
7. Certified REEA GSLs must submit a recording of their first REEA GSI IDW session and submit it to the REEA GSL Review Committee for review.
 - a. REEA GSL Review Committee will evaluate recordings based on a set of performance rating measures and teaching domains as follows.



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REEA GSL Review Committee Performance Rating Scale:

- a. **Exceptional Performance** - Instructor delivery is exceptional with a high degree of knowledge, demonstrates excellent classroom methods, and facilitate high levels of student engagement through visual aids and classroom assessments.
- b. **Needs Improvement** - Instructor delivery is good in providing class objectives, class content, and instructor knowledge. Demonstrates acceptable classroom methods and techniques and facilitate moderate levels of student engagement through visual aids and classroom assessments.
- c. **Does not currently meet Criteria** - Instructor delivery is demonstrating inadequate preparation, classroom methods used are seldomly effective and often perceived as irrelevant to the learner learning experience, and facilitation that lacks insight, constructive direction, and high order thinking for student engagement.

The REEA GSL Review Committee will Grade Performance as follows (on a scale of 1-5):

1. Visual Image
2. Knowledge
3. Instructional Methods
4. Instructional Aids
5. Formative Assessment
6. Adult Learner Interaction

REEA GSL (GOLD STANDARD LEADER) CERTIFIED

1. The Education Committee will supply each approved REEA GSL with a Student Manual(s) and Slide Deck.
 1. REEA GSL must not make any changes to the material EXCEPT adding content that may be required by the state in which the IDW is being held.
 - a) Applicant must provide proof of state mandates.
 - b) Changes must be submitted for approval at least 30 days prior to it being presented.
2. Instructor Manuals:
 1. Instructor Manuals must be maintained as the course content is updated.
 2. All updates will be provided to all certified REEA GSLs.
3. Continuing Education:
 1. If desired, a REEA GSL may submit the IDW course materials to receive state(s) approval to award continuing education credit.
 - a) It is the sole responsibility of the REEA GSL to ensure all class materials comply with state laws and regulations.
 - b) It is the sole responsibility of the REEA GSL to complete any continuing education course application(s).
 - c) REEA GSL will notify REEA of state approval and provide a copy of such approval no later than 30 days prior to course delivery.
4. To maintain REEA GSL status, instructors must:
 1. Attend an IDW course update session at least once every 3 years.
 2. Present at least one REEA GSI IDW #1 each year or
 3. Attend another Train-the-Trainer or IDW #1 and #2
 4. Remain a REEA Membership in good standing.
 5. Maintain a current and valid REEA GSL Instructor Agreement.



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5. The REEA GSI and REEA GSL programs and all related materials are the intellectual property of REEA.
6. All contracts and negotiations for delivery of REEA GSI IDW sessions are between REEA and the party requesting the session(s).
 1. A REEA GSL must get approval prior to contacting any school or other party to schedule or promote the REEA GSI IDW program.
 2. Sponsors have the right to choose the REEA GSL to present requested classes unless there has been prior substantive contact by another REEA GSL.
7. REEA GSL must submit signed attendance sheets and course evaluations to REEA following the delivery of each session.
8. Payment to a REEA GSL will be made after signed attendance sheets and course evaluations have been received and reviewed by REEA staff.
9. Student tuition for REEA GSI IDWs will be determined by REEA and may not be changed without the approval of the REEA Education Committee and Board of Directors.
10. Opportunities to present during Annual REEA Conference:
 1. A REEA GSL may have an opportunity to volunteer to support or assist the primary instructor(s) during REEA GSI IDWs #1, #2 and #3.
 2. If selected as an alternate instructor for any REEA GSL IDW class:
 - a) The REEA GSL must attend the conference at their own expense.
 - b) To be paid as an alternate instructor at any REEA GSI IDW class during conference, there must be a signed REEA GSL Instructor Agreement between the REEA GSL and REEA prior to presentation.

Printed Name: _____
REEA GSL Candidate

Date: _____

Signature: _____