



# INSTRUCTOR CERTIFICATION PROCESS

The Real Estate Business Institute (REBI) is the largest affiliate of the National Association of REALTORS with more than 45,000 members worldwide. We own and confer the credentials listed below.

The certification criteria applies to all REBI designation, certification, and certificate program courses:

<b>DESIGNATIONS</b>	<ul style="list-style-type: none"> <li>▪ CRB (Certified Real Estate Brokerage Manager)</li> <li>▪ SRS (Seller Representative Specialist)</li> </ul>
<b>CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ C-RETS (Certified Real Estate Team Specialist)</li> <li>▪ RENE (Real Estate Negotiation Expert)</li> </ul>
<b>CERTIFICATES</b>	<ul style="list-style-type: none"> <li>▪ Real Estate Professional Assistant</li> <li>▪ Marketing the Listing</li> <li>▪ The Right Start – New Agent Training</li> </ul>

## INSTRUCTOR MINIMUM REQUIREMENTS

- As is typical protocol with any credential in the REALTOR® family, **instructors must first earn the certification or designation for the course(s) they desire to become certified to instruct.**
  - Taking an online version of the course will not be accepted for instructor certification.
- Must hold an active real estate license.
- Teaching background and experience in the real estate field. Such experience must be formal, regularly scheduled programs and include ABR and/or GRI at a minimum.
- Must teach, on a regular basis, the **ABR – Accredited Buyer Representative** course offered by NAR-CRD before you can be approved to teach the first course for REBI.
  - Must have taught ABR a minimum of 3 times and at least once within the 12 months preceding the time of application. The instructor evaluations for the ABR course must meet our minimum requirements and will be verified by the NAR-CRD staff.
- Must be a REALTOR® or REALTOR®-Associate member in good standing.

## TEACHING CERTIFICATION ORDER

The first REBI course instructors can be certified to teach is the **SRS – Seller Representative Specialist** designation course.

Typically, the other REBI courses follow in the order below:

- RENE – Real Estate Negotiation Expert certification course
- C-RETS – Certified Real Estate Team Specialist certification courses
- CRB – Certified Real Estate Brokerage Manager designation courses

While this is dependent on what the instructor's topic(s) of interest is, certification to teach the SRS is a requirement before teaching the RENE.

Before an instructor can get certified to teach any other REBI course, they must have taught the SRS course at least once with evaluations meeting our minimum requirements. Teaching the ABR, PSA, SRS, and RENE -- which we refer to as the Essential 4 -- provides well rounded knowledge of buyer and seller representation, negotiations, and pricing. Experience with all four will be an asset for instructors to provide students with a comprehensive and valuable learning experience.

## EARNING THE CREDENTIAL(S)

Prior to instructor certification, the instructor applicant must take the most recent version of the course(s) and earn the credential he or she wishes to teach. For example, if you earned the SRS in 2018, it would not count for instructor certification as a significant course update launched in 2022.

It is recommended for instructor candidates to take the course from a REBI Master Instructor. Taking the initial course from a Master Instructor saves time by eliminating an additional course audit. Please contact Maria Cardenas at the email below for a list of Master Instructors.

**If the course is not taken by a Master Instructor, then the applicant will need to do an audit of another course prior to getting approved to teach.** The audit request must be made directly to [mcardenas@rebinstitute.com](mailto:mcardenas@rebinstitute.com). We will contact the provider on the applicant's behalf to request the audit. In most cases providers will waive the registration fee for course auditing, but no expenses will be reimbursed.

- Course or courses must be taken in a live classroom or live instructor-led virtual format.
  - **On-line courses will not be accepted for instructor certification.**
- If earning the credential for the first time, applicant must register with the course provider like any other paying student (it is not an instructor audit).
- After taking the course, submit the necessary application form, any corresponding documents, and applicable credentialing fee to REBI.
- Once confirmation of the credential is received, submit the instructor application to [mcardenas@rebinstitute.com](mailto:mcardenas@rebinstitute.com)
- Instructor will be notified via email if they are approved.
- The applicant **cannot teach a course until he/she receives an email from Maria Cardenas that he/she is certified and authorized to teach the course(s).**

## APPLICATION

If you meet the requirements, please contact Maria Cardenas for the REBI Instructor Application.

Maria A. Cardenas  
Vice President, Professional Development  
[mcardenas@rebinstitute.com](mailto:mcardenas@rebinstitute.com)  
P: 312-321-4425

Thank you for your interest in teaching REBI courses.