



# MASTER EDUCATOR (ME)

☐ NEW APPLICATION ☐ RENEWAL

## APPLICATION FOR CERTIFICATION

### Applicant Information:

NAME

NAME OF FIRM / EMPLOYER

FIRM ADDRESS

CITY

STATE

ZIP

FIRM PHONE #

PREFERRED PHONE #

EMAIL ADDRESS

TWITTER HANDLE

AZ DEPARTMENT OF REAL ESTATE INSTRUCTOR #

NAME OF YOUR PRIMARY SCHOOL YOU ARE APPROVED UNDER (ACCORDING TO ADRE)

# YEARS TEACHING ADULT EDUCATION

### List designations/certifications you hold:

DESIGNATION

DATE EARNED

DESIGNATION

DATE EARNED

DESIGNATION

DATE EARNED

DESIGNATION

DATE EARNED

## REQUIRED CRITERIA

### 1. Attendance at Instructor Development Workshop:

(submit outline showing content covered)

PROGRAM TITLE

DATE COMPLETED

LOCATION ( CITY / STATE )

I hold the following Arizona real estate license: ☐ Broker ☐ Salesman Year \_\_\_\_\_

OTHER LICENSES YOU HOLD

### 2. Classroom Teaching Experience:

List a minimum of 5 Classes you taught in the last 12 months

1. Course: \_\_\_\_\_

SPONSOR

COURSE LENGTH

TIMES TAUGHT

DATE(S)

## CANDIDATE CRITERIA & APPLICATION

### Criteria:

1. Attendance at an instructor development workshop in presentation skills within 2 years preceding the certification application (recertification: attendance every two years)
2. Teach a minimum of 5 classes within the 12 months
3. Submit two (2) professional references with contact information listed
4. Submit two (2) video recordings of a 50 minute segment of teaching
5. Remit a non-refundable certification fee of \$125
6. Pass the Master Educator certification examination with a score of 80 percent or higher. (applicants who fail the exam may retake it a maximum of 1 time)

Applicant review period may take up to 60 days by AAR.





## CLASSROOM TEACHING EXPERIENCE CONTINUED

2. **Course:** \_\_\_\_\_

SPONSOR \_\_\_\_\_

COURSE LENGTH \_\_\_\_\_

TIMES TAUGHT \_\_\_\_\_

DATE(S) \_\_\_\_\_

3. **Course:** \_\_\_\_\_

SPONSOR \_\_\_\_\_

COURSE LENGTH \_\_\_\_\_

TIMES TAUGHT \_\_\_\_\_

DATE(S) \_\_\_\_\_

4. **Course:** \_\_\_\_\_

SPONSOR \_\_\_\_\_

COURSE LENGTH \_\_\_\_\_

TIMES TAUGHT \_\_\_\_\_

DATE(S) \_\_\_\_\_

5. **Course:** \_\_\_\_\_

SPONSOR \_\_\_\_\_

COURSE LENGTH \_\_\_\_\_

TIMES TAUGHT \_\_\_\_\_

DATE(S) \_\_\_\_\_

## 3. References:

Please list two (2) professional references and submit letters of reference from schools that have hired you in the last 12 months. (letters of reference should focus on your classroom presentation delivery skills)

1. \_\_\_\_\_  
NAME

2. \_\_\_\_\_  
NAME

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**Return application, attachments and \$125 non-refundable fee (payable to 'AAR') to:**

**Mail:** Brittini Matt  
Arizona Association of REALTORS®  
255 E. Osborn Road, Suite 200  
Phoenix, AZ 85012

**Email:** brittnimatt@aaronline.com  
**Phone:** 602-248-7787 / 800-426-7274

## AAR Use Only

DATE OF EXAM \_\_\_\_\_

GRADE \_\_\_\_\_

DATE VIDEO REVIEWED \_\_\_\_\_

ACTION \_\_\_\_\_

## Demonstration Video Criteria & Helpful Tips:

### Overview

The reviewers will evaluate primarily on your classroom teaching ability. The presentation must be in a live classroom so student interaction can be reviewed. Class size is not a factor. Master Educator candidates should exhibit well-rounded teaching ability and will be evaluated on several important areas of instruction based upon the Arizona Association of REALTORS® Instructor Standards. Reviewers will look specifically at the following:

- ✓ Overall presentation
- ✓ Use of teaching aids
- ✓ Speech, modulation, and personality
- ✓ Mannerisms and physical appearance
- ✓ Response to/from students

### 1. Video Specifications and Supporting Material

Candidates are required to submit two 50-minute recordings of an uninterrupted, unedited segment of a classroom presentation for review. Editing should never be used to delete an instructor error. Editing may only be used when the presentation includes group work which lasts more than 5 minutes.

Candidates are also required to submit two copies of both the visual presentation and written student material used during the recording. The information will only be used for reference and reviewing purposes and can be in color or black and white.

### 2. Video Production and Review

A professionally produced video is NOT necessary. Reviewers primarily need to see you in action, but they should also be able to hear you clearly. For stability reasons, we suggest you set your the camera is set up on a tripod. It is also important to do a trial run of the taping to make sure lighting is adequate and the camera position is where you intended. The angle of the camera should be far enough to see your movement in the front of the room (side to side) – no need to focus only on yourself in the shot. Almost all cameras these days come with video capability.

Please make sure all submissions are labeled with the candidate name, course subject, and type of Class (e.g. pre-license, continuing ed., etc.)