



## Frequently Asked Questions

How to become an Approved Instructor

Course and School Approvals

From Carla Cross, CRB, MA

*How can I decide whose course to take?*

There are several entities offering Train the Trainer type courses. I'm sure you can find one that requires less investment than mine! So, check out the biographies and backgrounds of the instructors. This will vary greatly, and will greatly affect the information, skills, and confidence you'll get (or won't get) from taking that course. Also check out the breadth and depth of the material addressed in the course—and how it's addressed. Unfortunately, some courses are 'light' in the skill development area! If you want to become an exceptional instructor, choose the course and instructor you think can model that excellence, and help you develop your talents.

**What teaching courses and mentoring has the instructor had?** You'll find that some of the instructors have only local teaching and little personal instructor development (haven't been coached as an instructor and/or haven't taken multiple 'how to instructor' courses). At the other end of the spectrum, Carla's background as an international instructor and speaker, writer of courses for most of the major international franchises, former master level CRB instructor (where she was evaluated and coached for excellence on the national level), trainer of trainer and coaches internationally, and winner of both the Washington and National Association of Realtors' Educator of the Year gives her a unique perspective and breadth of knowledge that she's eager to share with you.

Plus, her background as a published author of 8 international books demonstrates her ability to create a well-organized, focused course (much more than just a course outline) with additional resources included for you to use forever in your teaching.

**Personal coaching from Carla.** It's not how much you know, it's what you can do with confidence after you finish the course! So, Carla reviews every assignment you complete. She offers encouragement and suggestions to you so you can refine your methods and have the 'guts' to try them out in real life!

**Focus on your skill development, not just information.** This course focuses on skill development. You'll be creating short presentations and teaching strategies and trying them out, so you have confidence to put them to work in the real world. And, you will be ready to put them into the course you teach—effortlessly!

## **About Carla's Train the Trainer 2.0 Course**

*Does the Train the Trainer 2.0 (distance learning) have the same curriculum as the live Instructor Development course?*

Yes.

*Does the Train the Trainer distance learning course fulfill the same DOL qualifications as the live course?*

Yes. This course does not by itself certify you to teach (I am not the DOL). It fulfills one of the qualifications (you need only to fill one qualification) as listed on the instructor application.

**Tips to get your application approved the first time.** In my courses, I show you how to complete the application so you will be approved. (By the way, the DOL says my students always do the best at completing the applications perfectly!)

After you take the course, you must complete an instructor application (see below), fill it out, send it to DOL with accompanying proof as required by DOL (see the application), pay your money (\$114) and wait for DOL to say you're approved as an instructor for 2 years.

Note: Check for pricing updates from DOL on instructor applications, courses, and schools.

*How long does it take for DOL to approve me as an instructor?*

Good question! Allow 4-6 weeks. You will get an email notification. By the way, you can't start teaching a clock-hour approved course until AFTER you are approved.

*Do both courses carry 15 clock hours?*

Yes.

*If I take the Train the Trainer 2.0 distance learning course, how soon can I be finished?*

The state says you can't study over 8 hours per day. So, you could do the course in 2 days.

*How do I get the Train the Trainer 2.0 course materials?*

The course and all materials are online, so there are no materials sent to you. Now, as a bonus, you also receive a PDF of all the processes and examples in the course—your *Train the Trainer 2.0 Resource Handbook*. As soon as you register, you can start the course.

*How do I know how to complete the course?*

The online course is very explicit, with sections to complete. Carla has created 28 short instructional videos, along with video summaries at the end of sections. You will always know where you are in the course and what you have completed. In addition, you will see a Course Guide. Toward the end of that guide, we've created Assignments and Timeline to Complete.

*What are the completion requirements for the Train the Trainer 2.0 course?*

You must do the work in the course, so you know you have gained real value. You must pass a written exam, taken at the end of the course. The exam is required by the Department of Licensing for a distance learning course.

*How long does it take to complete the course?*

Can be completed in 2 days (the Dept. of Licensing won't let anyone spend more than 8 hours at a time on a course). It usually takes 15-18 hours for someone to actually do this course. Because some of the work is done offline, you keep a time log to prove to Cross Institute you spent the allotted time.

*How do I get a completion certificate?*

The software notifies us when you have completed the course. We prepare a hard copy certificate and an emailed certificate. It takes about 5 days from the time we receive notice from the software that the course has been completed. Then, we email/mail the certificate to you.

## **About Carla's 'live' Instructor Development Course**

*What's the difference between the 'live' and the 'distance' course?*

In the live course, you will spend 2 days in class with me, as I 'model' various teaching methods, challenges, and strategies, and you try them out. You walk out with dozens of ideas to make your teaching come alive. You watch others try out teaching techniques, and you have an opportunity to try them out, too. Because this course is 'live', there is no 'test'. You receive a certificate at the end of the second day.

## **Do you have a 'group' of several people who want to take a course together?**

If you have 8-10 people in your association or company, talk to Carla About providing a 'live' Instructor Development course. You'll create camaraderie, confidence, and Carla will customize the course to your needs.

**Hybrid version for groups and companies:** Carla will design a custom-paced course for you and your company/association. Attendees will do the work online, then meet virtually with Carla for 45 minutes weekly. This can be scheduled for a 2 or a 4 week format. This creates confidence, camaraderie, and helps target the biggest needs of the group. It also motivates people to complete the work! And, it's fun.

### **Discounts for 'live' if You've 'Bought' The Distance Course**

When I am providing the 'live' course (not the sponsored course), I provide a discount of \$100 to those who want to attend, and who have already bought the distance learning course. 'Sponsored' means an entity (title company, mortgage company, real estate company) hires me to teach the course. Because it is a flat fee, I'm not able to provide discounts to Train the Trainer registrants.

### **Getting Approved as an Instructor**

*How do I get state approval as a clock-hour approved instructor?*

The course materials (both Train the Trainer 2.0 and Instructor Development) walk you through that process, and give you tips to assure you complete the application thoroughly and properly.

*What do I have to do to qualify as an instructor?*

Take either this Instructor Development course or my Train the Trainer 2.0 course. Either of these fulfill the qualifications on the instructor application. The course does not, alone, certify you as an approved instructor. Only the DOL can do that.

There is a list of qualifications inside the instructor application. You can see it at

[Apply for approval: Real estate instructors | Washington State Department of Licensing](#)

I also did a short video on getting approved as an instructor. You will receive the video as you graduate from my course. You do not have to have a degree to be an instructor, but an education degree is one way to qualify as an instructor. The easiest way to qualify is to take the Instructor Development Course (live) or my Train the Trainer 2.0 course (distance).

*How long does it take to get approved as an instructor from the state?*

About 4-6 weeks.

*When can I start teaching clock-hour approved courses?*

The start date of the course must be AFTER you have been approved by the state.  
**About Courses and Schools |**

*What if I want to teach my own course?*

You must create your course and get it approved. Look at the course application at <http://www.dol.wa.gov/business/realestate/realestateeducators.html>.

There is, of course, a fee to get your course approved. These fees vary according to type of course and clock hours.

*How do I learn how to write a course that will be approved (and that I can teach well)?*

Carla is launching a hybrid course, *How to Create a Course with Substance, Sizzle, and Sell*. It will be online, with Carla's 'live' coaching once a week, so it's easy to stay in the loop and get your course completed.

*Are there other rules about teaching courses?*

Yes. You must teach an approved course through an approved school—and, of course, be an approved instructor.

*Should I become my own school?*

If you are going to offer several different courses or course offerings per year, you may want to become your own school. To become your own school, you must have an administrator (you can be administrator), keep school records, provide the school application, and pay a fee of \$380 (every 2 years). Remember, too, that you will be responsible to market your courses, take registrations, and keep course records. See the school application at the DOL website for specifics.

