



WELCOME TO THE LREC 2021 Train the Trainer Workshop

The Louisiana Real Estate Commission has named, **36 Ways to Lose Your License** as the four (4) hour mandatory course topic for 2022, which is required for all active real estate licensees.

The information provided herein was prepared especially for Louisiana real estate continuing education vendors and their instructors as a guide to teaching the 2022 Mandatory course topic and submission requirements. You may customize the narrative by adding additional information; however, your course must include, at a minimum, all topics in the course outline and all course material included in the LREC-developed course.

Vendors who customize the narrative by adding additional information must submit a copy of the entire course material with the course approval application. References to additional course material must be noted on your course submission. Be aware, any change in the original course material will take LREC staff longer to review each submission. A course tracking number will be issued upon course approval.

Course Submission Requirements

To offer the mandatory course topic for continuing education credit, LREC-certified vendors **must** first modify the cover pages for both Instructor and Student manuals, to include the vendor's name and vendor number, as well as pages 3,4, 5, and 7, for both Instructor and Student manuals to include instructor's personal qualifications and background, and Vendor contact information.

Second, certified vendors must submit the course approval application and fee through their LREC portal and include only the modified sections of each manual if no changes were made to the original course narrative. The Vendor Certification of Instructor Qualifications form and fee, and the instructor Train the Trainer attendance form must also be submitted through the vendor's LREC portal. **Failure to include a copy of the instructor's Train the Trainer attendance form will delay the review process until such time that it is received.** Incomplete application submissions shall not be processed. Courses shall not be scheduled prior to receiving course and instructor approval from the LREC.

All course advertising and certificates of completion must be titled, "2022 Mandatory – 36 Ways to Lose Your License." While attendance at Train the Trainer remains a prerequisite for teaching the mandatory topic, instructors must meet additional qualifying elements as listed below:

- Teaching Experience (**required**)
- Knowledge of course topic (**required**)

And at least one of the following:

- Active Broker with a minimum of 3 years of industry experience
- Certified Pre-license instructor with a minimum of 3 years of teaching experience

Distance education: Vendors choosing to customize the narrative by adding additional information to the LREC-developed course material shall submit the entire edited course along with the application and fee through the LREC portal for content approval prior to submitting to ARELLO. References to additional course material must be noted on your course submission. Be aware, any change in the original LREC-developed course material will take LREC staff longer to review each submission.

If you have any questions, please feel free to contact the Education Division at 225.925.1923 or education@lrec.gov.

Thank you,
LREC Education Division Staff