



## WELCOME TO THE LREC 2022 Train the Trainer Workshop

Welcome to Train the Trainer! This year the Louisiana Real Estate Commission has approved a four-hour curriculum, in lieu of a “single topic” four-hour mandatory course. The course will consist of four modules: Contract Forms Review; FEMA Flood Insurance; Advertising; and Misrepresentation. These topics represent one course. They are not four separate topics from which to choose. All active licensees **shall** complete the LREC 2023 Mandatory Course as part of their annual education requirement.

The information provided herein was prepared especially for certified vendors and their instructors as a guide to teaching the, “**LREC 2023 Mandatory Course**,” and course 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

First, 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**. Both Instructor and Student manuals must also include the instructor's personal qualifications and background, updated Vendor Contact Information, and ADA Compliance sections.

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, “**LREC 2023 Mandatory Course**.”

Vendors are responsible for verifying that their proposed instructor meets the qualifications below in order to be eligible for teaching the LREC 2023 Mandatory Course topics.

While attendance at Train the Trainer remains a prerequisite for teaching mandatory course topic(s), instructors shall meet additional qualifying elements as listed below:

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

**AND** at least one of the following:

- Active Broker **with a minimum of 3 years of industry experience as an active broker.**
- Certified Pre-license instructor **with a minimum of 3 years of Pre-Licensing course 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](mailto:education@lrec.gov).

Thank you,

LREC Education Division Staff