



WELCOME TO THE LREC

2023 Train the Trainer - Instructor Workshop

Welcome to Train the Trainer! This year the Louisiana Real Estate Commission has approved a multi topic curriculum, in lieu of a single course topic.

The four (4) hour LREC mandatory course shall consist of: (2 hours) - Residential Agreement to Buy/Sell - Recent Updates, Use of, and Best Practices; (1 hour) - Residential Property Disclosure Form - Recent Updates, Use of, and Best Practices; (1 hour) - Current Trends & Hot Topics - via Laws, Rules & Case Studies. All active licensees must complete the LREC mandatory course as part of their annual twelve (12) hour education requirement.

The information provided herein was prepared especially for certified real estate continuing education vendors and their instructors, as a guide to teaching, "2024 Mandatory – LREC Mandated Forms and Hot Topics," 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 **shall** first modify the cover pages for both *Instructor* and *Student* manuals, to include the vendor's name and vendor number, as well as any other pages 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 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 shall 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 nor advertised prior to receiving course and instructor approval from the LREC.

All course advertising and certificates of completion must be titled, "2024 Mandatory – LREC Mandated Forms and Hot Topics."

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**)

Vendors may be required to provide proof of formal teaching experience and knowledge of course topic prior to course approval.

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