

**TEXAS REAL ESTATE TEACHERS ASSOCIATION (TRETA)
CERTIFIED REAL ESTATE INSTRUCTOR (CREI)
DESIGNATION APPLICATION**

NAME: _____ **PHONE #:** _____

ADDRESS: _____ **E-MAIL:** _____

ACHIEVING THE CREI DESIGNATION

1. The CREI CANDIDATE must complete each section of the CREI DESIGNATION APPLICATION. The CREI CANDIDATE must (a) completed all requirements for the designation, (b) submit the completed application and (c) pay a \$75.00 non-refundable application fee. The CREI Candidate is allowed a maximum of 1 year from the date of the CREI application to finish any missing requirements if the application is determined to be insufficient or incomplete. After the 1 year period has passed, the person must reapply and pay any additional application fee to continue the designation process. The CREI designation is awarded for a term of 3 years. During the 3 years of the designation, the CREI must complete an update workshop offered at the annual conference or an approved instructor (TRETA, TREC, or TAR are some examples) development course of 8 classroom hours or more to maintain the designation.
2. **APPLICATION AND DESIGNATION ARE SUBJECT TO CANDIDATE REMAINING A MEMBER IN GOOD STANDING OF THE TEXAS REAL ESTATE TEACHERS ASSOCIATION.**
3. The CREI CANDIDATE must attend at least 15 Hour CREI Instructor Development Workshops (IDW) and at least one of which must have been taken within 2 years prior to application date. The CREI Basic & Advanced Workshops can be taken in either order.
4. When the requirements have been accomplished, mail (a fax copy not acceptable) or send a signed pdf file of the fully completed application form with the non-refundable \$75.00 designation application fee to:

Texas Real Estate Teachers Association-CREI
c/o Bart McLeroy
350 Alex Drive
Coppell, TX 75019
5. Applications will be reviewed twice a year. Postmark deadlines for submission are:

Spring, Review Deadline - February 28 of each year
Fall Review Deadline - September 30 of each year

Approval or disapproval of an application will occur no more than 60 days after the spring and fall deadlines.

Upon approval of the application review committee a candidate may start using their CREI Designation. The member's class year will be the year of the next conference at which time their CREI Plaque and Pin will be presented to the recipient at the Conference CREI Breakfast. If the recipient is unable to attend the TRETA Annual Conference that bestows their plaque and pin the plaque, the recipient will contact TRETA and make arrangement to receive their plaque within 30 day of the end of the TRETA annual conference. The CREI pin can only be awarded at a TRETA annual conference.

USE EXTREME CARE: PARTIAL COMPLETION OF THIS APPLICATION FORM IS NOT ACCEPTABLE. AN INCOMPLETE APPLICATION FORM WILL NOT BE CONSIDERED AND THE NONREFUNDABLE APPLICATION FEE WILL NOT BE REFUNDED.

6. **Areas for qualification and point system are as follows: Be certain not to put more points than the maximum in any section**

TOTAL POINTS REQUIRED FOR CREI DESIGNATION = 100

Professional Experience/Education: Should include real estate professional licensing, professional experience, designations, formal education (Min. 25/Max. 45).

Teaching Experience: This may include all types of teaching that you have done in real estate education or other areas (Min. 25/Max. 45).

Curriculum Development This includes professional articles, books written, course/book reviews, whether specific to the real estate profession or other areas. (Min. 0/Max. 15)

Service to Community: This includes any service, whether real estate related or other areas (Min. 5/Max. 10).

Professional Membership: This includes membership in any professional organization whether real estate related or other areas. **TRETA membership does not count for points in this section but is required to earn the CREI Designation (Min. 5/Max 10).**

I. PROFESSIONAL EXPERIENCE/EDUCATION: (this may include professional licensing, professional experience, designations, formal education) (Min. 25/Max. 45.)

A. Professional Licensing and Experience (Maximum 12 points)

Professional Focus

Licensed from Yr. to Yr.

- * Licensed Texas Broker (3 points per year) _____
- * Licensed Salesperson (2 points per year) _____
- * Certified R. E. Appraiser (2 points per year) _____
- * Real Estate Inspector (2 points per year) _____
- * Mortgage/Lending Professional (2 points per yr.) _____
- * Title closing Professional (2 points per year) _____
- * Builder (2 points per year) _____
- * Attorney (2 points per year) _____
- * Other real estate related professionals (2 points per year) _____

Explain: _____

Subtotal points: 0

B. Designations held (2 points for each held) (please check) (describe "other"):

- GRI, CRS, CRB, CCIM, Appraisers Designation,
- Mortgage Banker Designation, Title Professional Designation,
- Legal Designation;
- Other: _____

Subtotal points:

Formal Education

* **College Education: 1 point per 15 semester (non real estate) hours completed, or highest Degree earned:**
 Associate degree - 4 points; Bachelor - 8 points; Master - 10 points; Doctorate - 12 points (max. of 12 points allowed)

* Name of College/University: Attended from ___ year to ___ year Degree/hours earned _____

Name of College/University: Attended from ___ year to ___ year. Degree/hours earned _____

Name of College/University: Attended from ___ year to ___ year. Degree/hours earned _____

Subtotal points:

* **CEUs = 1 point per every 10 CEUs (number of units) earned. If more space is needed, please use attachment (Max. 6 pts.)**
 Course(s) attended CEU's earned

Total

CEUs) divided by 10 =

Subtotal points: 0

*** Real Estate Courses: 1 point every 30 clock hours taken (please list courses) (no maximum points)**

Name of Course	School/Organization	Points earned

Subtotal points:	0
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*** Professional Development (seminars, workshops, training sessions) 1 point per 30 hours of course work (total hours divided by 30 =1 point) (Max.12 points)**

Name of course(s)	School/organization	Points earned

If more space is needed, please use an attachment.

Subtotal points:	0
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*** Instructor Development Workshops: 1 point per course (this section should not include the 2 required workshops in section VI, the CREI Basic & Advanced WS). You CAN use a CREI Update Workshop in this section though. Please name and describe course and course content briefly:**

Min. 0 points/Max.10 points

Subtotal points:	0
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TOTAL POINTS SECTION I:	0
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(Min. 25 pts./Max 45 pts.)

DO NOT LIST MORE THAN 45 POINTS HERE 

II. TEACHING EXPERIENCE: * This may include all types of teaching real estate education or otherwise (Min. 25 points Max. 45 points)

A. COLLEGE/UNIVERSITY: Real Estate Instruction (verifiable experience): 2 1/2 Points per semester hour of verifiable instruction of semester hour courses in a college/university curriculum taught.

Name of course(s) taught	School Name	Year	Pts

If more space is needed, please use an attachment (total semester hours divided by 2 and multiplied by 5)

Subtotal Points in "A": _____

B. PROPRIETARY SCHOOL: Five (5) points per 30 classroom hours of verifiable real estate instruction taught in a continuing education class or proprietary school. (This is for Proprietary Schools that teach classes by Clock Hour to meet TREC requirements. If you teach at a college and at a proprietary school, list the College hours in Section "A" and the Proprietary hours in Section "B)

Name of course(s) taught	School Name	Year	Pts

(if more space is needed, please use an attachment)

Subtotal Points in "B": _____

C. OTHER REAL ESTATE INSTRUCTION: One (1) point per 6 hours of other verifiable REAL ESTATE teaching instruction. (e.g. company training, short CE classes, seminars, guest instruction, presentations, lectures, broadcasts, etc.)

Name of course(s) /Topic	Location/Event	Year	# of Hours	Pts

(if more space is needed, please use an attachment) (total hours divided by 6 =

) Subtotal Points in "C": _____

D. NON- REAL ESTATE INSTRUCTION

*** One (1) point per 6 classroom hours of other verifiable teaching instruction. (Teaching other than real estate courses)**

****Maximum of 10 points for teaching other than real estate****

Name of course(s) taught	School Name	Year	# of Hours	Pts

(total hours divided by 6 =

) Subtotal Points in "D": _____

Maximum of 10 Points in "D"

(Min. 25 pts./ Max. 45 pts.)

TOTAL POINTS
SECTION II

0

DO NOT LIST MORE THAN 45 POINTS HERE



III. CURRICULUM DEVELOPMENT: Professional articles, books written. Course/book reviews whether specific to real estate profession or other. (Min. 0 points/Max. 20 points)

*** Fifteen (15) points per book published (please list and describe)**

1. _____
2. _____
3. _____

Subtotal points:

*** Ten (10) points per Student and Instructor Manual developed (please list and describe)**

1. _____
2. _____
3. _____

Subtotal points:

*** Three (3) points per course developed objectives, assessments, evaluations, surveys, and outlines; please list and describe**

1. _____
2. _____
3. _____

Subtotal points:

*** One (1) point per article written and published; please list and describe or attach article**

1. _____
2. _____
3. _____

Subtotal points:

*** 1 point per other published materials; please list and describe these materials and articles do not have to be real estate related**

1. _____
2. _____
3. _____

Subtotal points:

(Min. 0 pts./Max. 20 pts.)

TOTAL POINTS FOR SECTION III: 0

Maximum of 20 Points



IV. SERVICE TO COMMUNITY: Real estate related or other. No time limit but you need to document it here

- * Presentations/Speeches other than courses: 1 point per presentation
- * Awards: 1 point per award, e.g. "REALTOR of the Year"; "Coach of the Year"
- * Office(s) held (NAR, TAR, Local Board, TRETA, etc. other professional education organizations, and other organizations will be considered)
- * Committee membership (Real Estate, HOA, Planning & Zoning, Habitat For Humanity, Meals on Wheels, etc)

Please list and describe briefly

1. _____
2. _____
3. _____
4. _____
5. _____

Min. 5 points/Max.10 points

Subtotal points:

TOTAL POINTS FOR SECTION IV: 0

Maximum of 10 Points



V. PROFESSIONAL MEMBERSHIPS *

This includes membership in any Professional Organization whether real estate related or not. 5 points per membership. (Please check one or more)

REEA____, NAR____, Texas Realtor____, NAMB____, MBA____, WCR____, ASTD____, TCCTA____, OTHER_____

I am a TRETA member in good standing
No Points Awarded But Membership Is Required

(Min. 5 pts./Max. 10 pts.)

Subtotal points:

TOTAL POINTS FOR SECTION V: 0

Maximum of 10 Points



VI. INSTRUCTOR DEVELOPMENT WORKSHOP: Applicant must attend no less than two, 2-day or more instructor development workshops to complete the CREI DESIGNATION requirements. Please complete the following information on each workshop for which you are asking credit. Remember, one of these must have been taken within the immediate 24 months prior to this CREI Designation Application date

TRETA - BASIC INSTRUCTOR DEVELOPMENT WORKSHOP (15 Hours):

1. _____
 Name of school/organization offering the workshop

2. _____ 3. _____ 4. _____
 Date workshop was taken Location city Total hours of course

5. _____
 (Brief description of course content)

TRETA - ADVANCED INSTRUCTOR DEVELOPMENT WORKSHOP (15 Hours):

1. _____
 Name of school/organization offering the workshop

2. _____ 3. _____ 4. _____
 Date workshop was taken Location city Total hours of course

5. _____
 (Brief description of course content)

Total each section:

Section I Section II Section III Section IV Section V

TRETA MEMBERSHIP

ANNUAL LIFE

ONLY 100 POINTS NEEDED TO QUALIFY.

FINAL TOTAL:	0
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APPLICATION DATE: _____

****Be sure to attach any/all verification documents to your application****

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT ALL INFORMATION SUPPLIED BY ME TO SUPPORT THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE: _____

PLEASE TYPE NAME: _____

If you have any questions concerning the designation process, please call one of the following:

Bart McLeroy CREI Director, (214) 763-2577

Kevin Morris, (281) 922-3479

C. Wallace Cater, (713) 818-0899