



# BECOME A TRAINER CHECKLIST



# 1

- Successfully complete an updated Live MVHC Class at a National Event
- Score passing grade on MVHC exam
- Provide copy of resume evidencing instructor experience
- Must be a Member in good standing of VAREP
- Submit instructor application - <https://form.jotform.com/81495845636167>
  - Within form - Provide evidence of current Real Estate or MLO licensing

# 2



Candidate to deliver video demonstrating proficiency in subject matter based on selection from MVHC material. You will be given access to our MVHC Instructor Workplace to Go Live and teach the segment chosen (5-10 minutes)

# 3

## In order to Teach for CE Credit:

- Candidates that may apply to be a MVHC Trainer include: Board of Directors, Chapter Chair and Chapter Committee positions. Chapter Chairs and Committee Members must have held their position at least 6 months and be in good standing. Chapter Chair and Committee members must work directly with the Chapter Education Director.
- The Chapter Education Director will be responsible for overseeing these candidates, provide the necessary information/documents to them, guide them through the process and oversee them as Instructors.

# 4

Upon successful completion, candidates must meet with a VAREP National Education Chair to learn class administration details:

- Sign in
- Enrollment agreement
- Membership
- Evaluation
- Reporting requirements
- Filing documents with National

National Education Chair will provide Approved instructor with:

- MVHC instructor manual
- Forms
- Tests
- Answer keys



**REQUIRED: One lender and one realtor to teach, 1 of which needs to be a Veteran.**