

DAAR-on-the-Road Instructors Guidelines

You have been invited to a brokerage to teach. In order to be in the DAAR -on-the-Road program you must:

1. Fill out the DAAR-on-the-Road Instructor Contract with all logistical information
2. DAAR will verify availability, add it to the calendar and provide a CE/PLE Form and sign in spreadsheet approximately 1-week prior to date of class.
3. Students are to fill out the CE/PLE Form to receive course credit. Each student pays \$10 for submission of credit to DPOR.
3. DAAR will supply a sign in spreadsheet that must be filled out by printing their name, adding their license number and signature.
4. Once the class has been completed, DAAR must receive the packet with sign in spreadsheet, CE forms w/cc, check or cash, within 24 hours. Per DPOR, all credits must be reported within 5 days of class.
5. Once the packet is received, DAAR will add each student's information to its' database, register, submit credits to DPOR and send certificates to students.

Per DPOR, all real estate schools are to retain student information for five years.