



## Instructor Audit Checklist

The Alabama Real Estate Commission Education Auditor will be reviewing these items. If you have questions, contact the Commission's Education Department at 334.242.5544.

### ADMINISTRATION

- ❖ Registration process
- ❖ Attendance monitoring (including monitoring of the number and length of breaks)
- ❖ Use of cell phones, beepers, and pagers

### FACILITY

- ❖ Size of space
- ❖ Lighting
- ❖ Adequate writing surface
- ❖ Arrangement of space
- ❖ Comfortable temperature

### COURSE CONTENT AND TEACHING AIDS

- ❖ Approved content and timeline followed
- ❖ Use of handouts
- ❖ Use of visual aids

### INSTRUCTOR

- ❖ Class starts on time and instructor states rules and policies
- ❖ Learning objectives stated
- ❖ Preparation and organization of instructor
- ❖ Learning strategies used other than lecture
- ❖ Class participation encouraged
- ❖ Demonstration of positive attitude toward subject, students, and others
- ❖ Control of classroom
- ❖ Explanation of CMap and evaluation process