

2018 QL INSTRUCTOR COVENANT

What KWKC expects from you as a QL Instructor:

EVENTS

1. QL Instructors will hold their first event within 6 months of ordering instructor kit.
2. QL Instructors will hold a minimum of two QL events each year.
3. QL Instructors will schedule all QL events through KWKC's proprietary registration platform and avoid using Eventbrite or other similar registration tools. (does not apply to KWW instructors)
4. QL Instructors will record attendance for all QL events on their Instructor Dashboard within 6 days of the event.
5. QL Instructors will work to hold events in facilities that have no fee or that agree to donate the usage for the QL event. (KWKC will not reimburse any expenses you incur)
6. QL Instructors will advertise their events to the appropriate age group and only allow exceptions after consulting KWKC staff.

CONTENT AND MATERIALS

7. QL Instructors will present the QL material and concepts as they are written and designed by KWKC.
8. QL Instructors will adhere to copyright requirements of all materials and never allow the copying of printed materials without express permission from KWKC.*

DONATIONS AND SPONSORSHIPS

9. QL Instructors will hold QL events without direct financial profit (no instructor fee). Any donations received by QL instructors will be submitted to KWKC within fourteen days of receiving them.
10. QL Instructors will be financial supporters of KWKC and will encourage financial support in their sphere of influence.
11. QL Instructors will work to raise \$25 per student or more for each of their events. **

INSTRUCTOR CONDUCT

12. QL Instructors will continue to work on their mastery of the QL material and on their presentation of the QL concepts.
13. QL Instructors will live in accordance with KW culture and serve as advocates of KWKC and the QL Program in their market center/region and in their community.
14. QL Instructors will inform KWKC if their status as an associate or other affiliation to KW that qualifies them to be a QL Instructor changes within 30 days of the change of status.

NOTES:

*KWKC will work directly with instructors teaching outside of the U.S. and Canada to provide print files so that QL manuals can be printed in country.

**QL events will ALWAYS be made available at no cost to students. Whenever possible and appropriate, QL instructors should advertise their events as free because someone else has paid it forward in order for them to attend, encouraging them to pay it forward for someone else should they feel inclined. The value of the materials for one student is \$25 and the event itself is valued at \$150 per student.

INSTRUCTOR LEVELS

All new registrants obtain the title of **QL Instructor** as soon as they gain access to their instructor dashboard. If after 6 months an event has not been held (or scheduled) they will be deactivated in the system until they are ready to hold their first event.

QL INSTRUCTOR REQUIREMENTS

- Actively affiliated with Keller Williams as an associate, leader or staff member
- Onboarding requirements met
- Adheres to the QL Instructor Covenant
- Participates in the monthly New Instructor Webinar within 3 months
- Holds a minimum of 2 events annually (1st event within 6 months of onboarding)

CERTIFIED QL INSTRUCTOR REQUIREMENTS

QL Instructors will be awarded the title of **Certified QL Instructor** once they meet the following requirements:

- Meets all QL Instructor requirements
- Participates in 1 QL training opportunity each quarter (live or online)
- Leverages a QL Committee
- Has 50+ registrations annually (includes events for which you are a co-instructor)
- Utilizes the star rating system

MASTER QL INSTRUCTOR REQUIREMENTS

Certified QL Instructors will be awarded the title of **Master QL Instructor** once they meet the following requirements:

- Meets all Certified QL Instructor requirements
- Has 80+ registrations annually (includes events for which you are a co-instructor)
- Completes Train the QL Instructor (anticipated release date - Q3 2018)
- Attends 1 live QL instructor training annually
- Serves as a Regional QL Day Instructor (see description below) OR a KWKC Approved Trainer (see description below) OR on the KWKC Board of Directors

REGIONAL QL DAY INSTRUCTOR REQUIREMENTS

All QL Instructors are invited to hold an event on QL Days. A select number of Certified QL Instructors will be invited to serve as **Regional QL Day Instructors**. Regional QL Day events will be promoted by the region and backed by the support of the Regional Ambassador.

- Meets all Certified QL Instructor requirements
- Is invited by region (Regional Ambassador) to serve as a QL Day Instructor
- Teaches QL in the region on QL Day (at least once annually)

KWKC APPROVED TRAINER

KW Kids Can will invite a select number of QL Instructors to serve as **KWKC Approved Trainers**. These individuals will lead various live and online training sessions for QL instructors.