

Real Estate Instructor Training Scheduled For 2008

Instructor training dates and topics for 2008 have been determined but are tentative as of the time of publication of this newsletter. These dates and topics must receive state approval prior to being offered. Pencil these dates in on your calendar, and final confirmation of the dates and topics will take place in mid-January. The following is the proposed schedule for instructor training in 2008:

February 8

Risk Management (Current)
Jim Lawrence

April 25

Presentations that Dazzle
Karel Murray

August 1

Brokerage Management
Roger Turcotte

October 31

Risk Management (Revised)
Jim Lawrence

RISK MANAGEMENT on February 8 will qualify all attendees to teach the **current** *Risk Management: Red Flags & Paper Trails* continuing education course that is required for all real estate licensees. The outline for this course is prescribed by the Real Estate Commission and instructors must be trained on the proper use of this outline prior to offering the course. This is being offered for all new instructors who have not received prior training, but is also open to all instructors who would like to have a refresher.

PRESENTATIONS THAT DAZZLE on April 25 will cover presentation techniques

to make your delivery just as beneficial as the course content and help students remember what was taught. Students in



the classroom have a variety of learning styles, and an instructor needs to know how to address all of these styles to effectively reach all students. Standing behind a podium and lecturing will reach a small percentage of students. This training will identify various ways of delivering content in order to effectively communicate with all participants and make the course a memorable experience.

BROKERAGE MANAGEMENT on August 1 will cover subject matter in Section 2 of the Commission's 60 hour broker prelicense course outline. This training will give instructors beneficial information and suggestions on how to best teach topics such as broker administration/management, business planning, licensee training and supervision, and

human resources. It will also provide beneficial information that can be applied toward your own company.

RISK MANAGEMENT on October 31 will qualify all attendees to teach the **revised** *Risk Management: Red Flags & Paper Trails* continuing education course that is required for all real estate licensees. The required Risk Management course will be updated to include more current information making it more applicable to all licensees who take it. All instructors who wish to teach the revised Risk Management course must attend this training prior to offering the course since it is an outline that will be prescribed by the Commission.

Completion of any of these courses will provide six of the twelve hours needed to renew instructor approval in 2009. Remember, these hours are not interchangeable with CE hours that are needed to renew your broker license. These CE hours are only applied toward the renewal of your instructor approval that will take place in August of 2009. The CE hours that will be applied toward your next broker license renewal must be taken from other instructors and completed by September 30, 2008. Take advantage of these great training opportunities and acquire hours needed for instructor renewal.

REGISTRATION

All participants must register through Auburn University's Outreach Program Office. Check their Web site at www.auburn.edu/outreach/arec for further information.

2008 TRAINING DATES

NEW INSTRUCTOR ORIENTATION

This is a two-day training for newly approved prelicense/post license instructors that is required before they are allowed to teach in the classroom.

January 31 and February 1
April 17 and 18
July 24 and 25
October 23 and 24

SCHOOL ADMINISTRATOR TRAINING

This is a training required of all school administrators. Those who attended in 2007 are not required to attend in 2008.

However, all new school administrators who did not attend in 2007 must attend this training.

May 21
November 19

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SALESPERSON PRELICENSE CHECKLIST



The prelicensure checklist was introduced in an effort to provide a means of showing salesperson prelicensure students that all material that could appear on the exam had been covered in the prelicensure course. All prelicensure instructors were required to provide the Commission with completed checklists for future reference. The intention of this requirement was to instill confidence in prelicensure students and provide a means for prelicensure instructors to know that all information had been covered.

Visits with instructors during school audits revealed a lack of use of the checklist and little benefit to instructors. As a result, the Education Division decided to retract the mandatory use of the prelicensure checklist. However, the use of this checklist is still strongly encouraged. The Commission still feels that students will benefit from the use of this checklist.

If salesperson candidates fail the examination and call the Commission to complain about seeing something on the examination that was not covered in the prelicensure course, we will simply tell them to contact their instructor. Please make sure that all topics on the salesperson prelicensure outline located in the AMP Candidate Handbook are covered in the salesperson prelicensure course.

Broker Simulation Exam Is Now Available

With the new broker simulation examination now being offered, instructors of the 60 hour broker prelicensure course are trying to find the best way to address simulation problems in order to prepare broker candidates. The state portion of the broker exam will continue to include 40 multiple choice questions. The national portion of the broker exam includes eight (8) simulation problems which are presented as real estate scenarios. Examinees are graded on both information gathering and decision making skills with each selection being worth anywhere from -3 to +3 points depending on the appropriateness of the response. The overall score of the exam is determined by a calculation involving the Information Gathering score, Decision Making score, and the multiple choice state portion score.

What can instructors do to help prepare broker candidates for this simulation exam? Well, the first thing is to teach them how to apply the information that is taught in the broker prelicensure course instead of just how to define terminology. Another thing that can be done to aid in preparation is to actually look at a sample simulation problem in the classroom and make the appropriate selections together as a class so discussion can be included regarding whether a certain choice is appropriate or not. This will make all broker candidates more confident going into the broker examination having already seen and experienced a simulation problem. The next question would probably be, "Where can I find sample simulation problems?" AMP will soon be posting sample problems in the Alabama Real Estate Examination Program section of their Web site at www.goAMP.com. These

sample problems may currently be accessed under the Georgia Real Estate Examination Program section of their Web site by following these steps:

1. Go to www.goAMP.com and select CANDIDATES
2. Choose the Real Estate category
3. Choose the Georgia Examination Program
4. Choose the Broker Examination
5. Choose List Related Material on the next screen and you will see a link for Sample Simulation Exercises
6. You may also choose Order Practice Tests and purchase a National Real Estate Broker Simulation Sample Exam with a score report by content area, and a summary report of responses chosen with point values assigned to each response.

Three Areas of Assistance From Prelicensure Instructors

As published in paragraphs (6) and (7) of Rule 790-X-1-.06 in Alabama license law, salesperson and broker candidates must pass the examination within 12 months immediately following the date of completion of the appropriate prelicensure course. We continue to hear from applicants who miss the deadline and claim they knew nothing about it. We ask for your assistance in covering that deadline in the license law portion of the prelicensure course and also reminding students who complete your course that they must pass the exam within 12 months.

Another problem that is being experienced is broker candidates not knowing if they qualify

for the broker exam. They ask AMP staff when calling to schedule the exam, and that is not the appropriate source from which they need to get that specific information. AMP's role is to schedule and administer the exam. They contract with many different jurisdictions and should not be expected to know the exact qualifications for each one. The Real Estate Commission's role is to assess and verify qualifications. If anyone has a question in this area, please make sure they understand that they need to contact us. Do not tell students to call AMP to see if they qualify for the exam.

One more area where we can

use your help is proper use of school codes. The school code entered on a certificate of completion is the means through which you receive your passing statistics. If a student of yours records the wrong school code when registering for the exam, that could negatively affect your pass rate by not giving you credit for that passing grade. Make sure students know to use the school code on your certificate of completion when scheduling an exam so exam results will be accurate. We are beginning to look closer at pass rates, and your statistics need to be as accurate as possible.

Who Can Take My Courses For Credit?

Questions

come up quite often as to who can receive credit for your courses. Here is a brief summary:

60 HOUR SALESPERSON PRELICENSE COURSE

- Unlicensed individuals take the course to qualify for the real estate exam.
- No licensees may be allowed to take any part of this course for any kind of CE credit.

30 HOUR POST LICENSE COURSE

- Individuals with a temporary salesperson license take the course to satisfy the requirement for an original license and receive 15 hours of CE credit to be used for the first renewal of their original license.
- Instructors are responsible for verifying that each student holds a temporary salesperson license before they are enrolled in the course.
- Licensees who have an original salesperson or broker license can take the entire course for 15 hours of CE credit.

60 HOUR BROKER PRELICENSE COURSE

- All salespersons (including reciprocal) must complete this course to qualify for the broker exam. Completion of the course will result in 15 hours of CE.
- Salespersons must also have been actively licensed for 24 of the previous 36 months before application is made.
- Brokers may take the entire course for 15 hours of CE credit.

RISK MANAGEMENT COURSE

- Licensees receive the 3 hours of risk management credit required by law for attending this course.
- Instructors must have attended instructor training in risk management to teach this course.
- There are different approved versions of the risk management course:

Risk Management:
Red Flags and Paper Trails

Risk Management
for Property Managers

Risk Management
for Homebuilders

Risk Management
for Appraisers

CONTINUING EDUCATION COURSES

- Licensees receive the credit hours approved for each particular course. Instructors must obtain approval for each individual CE course prior to offering the course for credit.

Here are some additional reminders regarding courses:

1. All prelicense and post license courses may only be offered at the location that was submitted to the Commission for approval. You can go on the road only to teach continuing education courses.
2. All courses must be entered in CMap under *Manage Course Schedules* no less than 7 days prior to the offering.
3. All course credit should be entered in CMap under *Manage Course Credit* as follows:
 - No later than 3 days after course completion for salesperson prelicense, post license, and broker prelicense.
 - No later than 10 days after course completion for continuing education courses.
4. Certificates of completion must be given to candidates who complete the salesperson and broker prelicense courses. They will not be admitted to the test site without signed certificates.

Please contact the Education Division if you need clarification on any of these points.



UPDATE YOUR CONTACT INFORMATION

Important information needs to be communicated to all instructors and school administrators on a continual basis. Therefore, you are reminded that you must have current contact information on file with the Commission. This includes a mailing address, telephone number, and email address. Schools must also furnish a physical street address.

If you are an instructor and you have not been receiving the Educator newsletter and/or Education Essentials emails from the Commission, send us your current email and mailing address so corrections can be made. Also, school administrators must check the Commission's list of approved real estate schools in the Education section of the Web site and let us know of any corrections or additions that need to be made for your school.

Please email David Bowen with your current information.

David's email address is david.bowen@arec.alabama.gov.



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INSTRUCTOR AND COURSE RENEWAL DEADLINE IS DECEMBER 31

Instructors are reminded that if instructor approval was not renewed by September 30, it must be renewed by December 31 or the instructor approval will lapse. Once the approval has lapsed, renewal is not available. To become an approved instructor again, one would have to start the application process from the beginning.

Instructors are also reminded that any courses that were not renewed by September 30 must be renewed by December 31 or the course approval will lapse. Many instructors failed to renew the courses for which there is no fee—Salesperson Prelicense, Post License, Broker Prelicense, and Risk Management. However, these courses must be renewed along with continuing education courses that require a fee.

Once a course approval has lapsed, renewal is not available. For a course to then be approved, an instructor would have to go through the course application process from the beginning.

Please note that instructor approval and courses can not be renewed at the same time. Once an instructor approval has been renewed, courses are not available for renewal for approximately two working days. Instructors must log in after that two-day period to renew courses.

Renewal instructions were mailed to all schools and instructors this past summer. Questions regarding instructor and course renewal can be answered by contacting the Education Division.

