

## IT'S NOT TOO LATE TO RENEW!

The deadline to renew school, school administrator, and instructor approval was September 30. Those who did not renew were placed on inactive status. However, it is not too late to renew and avoid losing your approval. Here are some key points concerning renewal for those who have not yet renewed:

**SCHOOLS THAT TEACH ONLY CONTINUING EDUCATION COURSES** may renew through December 31. The school can not offer any courses until renewal is accomplished. Any school that does not meet all renewal requirements must submit a

new application for approval.

**SCHOOLS THAT TEACH PRELICENCE COURSES, OTHER THAN COLLEGES AND UNIVERSITIES,** must apply for a school license in order to offer prelicense and post license courses. Applying for a school license requires the submission of a surety bond to the Commission and the payment of the \$500 license fee. Schools can not offer prelicense and post license courses until obtaining the school license.

**School administrators who are not instructors** may renew through December 31. A school administrator that is inactive will not be able to access CMap.

**Continuing education instructors** may renew through December 31. The instructor can not teach any courses until renewal is accomplished.

**Prelicense/post license instructors** may renew through December 31. Renewal includes paying the renewal fee and obtaining twelve hours of instructor training. The instructor may not teach any courses until renewal is accomplished. Any instructor who does not meet all renewal requirements by December 31 will be required to submit a new application and fee and attend the New Instructor

Orientation in order to teach again.

**Courses that were not renewed by September 30** can not be offered until the course is renewed. Courses may be renewed through December 31. If the course is not renewed by December 31, a new course application and fee would have to be submitted in order to once again have the course approved.

If you have any questions concerning renewals, contact the Education Division.

## INSTRUCTOR TRAINING FOR 2010

The Commission offered some great training for instructors this past year and is trying to maintain that quality with training programs in 2010. The following presenters and topics are being finalized for next year.

**AMY CHOREW**  
**MARCH 12, 2010**

Amy is a very popular and effective instructor of real estate technology. She presented the first instructor training for credit in the Commission's training room in 2005. Amy is in high demand and is used at many Commission and REALTOR® association trainings throughout the country, as well as conferences sponsored by the Real Estate Educators Association (REEA), the Association of Real Estate

License Law Officials (ARELLO), and the National Association of REALTORS® (NAR).

**JIM LAWRENCE**  
**MAY 14, 2010**

Jim will once again offer the Risk Management training for those instructors who were not able to attend the previous two offerings and for newly approved instructors who desire to teach Risk Management in the summer months prior to license renewal. The course text and

PowerPoint presentation will be provided.

**LEN ELDER**  
**AUGUST 13, 2010**

Len is a very talented speaker from Arizona who has made presentations at REEA conferences. He offers a good variety of training programs and will bring his unique way of presenting information to Alabama for the first time.

The next education renewal is in 2011 but everyone is encouraged to begin taking instructor CE in 2010 and not wait until the last minute to obtain the 12 hours needed for instructor renewal. These trainings are also open to any CE instructor and school administrator who would like to attend. More specific information will be provided in early 2010.



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## SALESPERSON ORIGINAL APPLICATIONS AND THE ROLE OF INSTRUCTORS

What does this have to do with instructors? It is the responsibility of the applicant to send the application to the Commission by the deadline...right? Well, instructors play an important role in making sure students/applicants know what they are required to do. Students and applicants do not think to look in the proper area of the Commission's Web site to find out what has to be done. **The Commission depends on instructors to include licensing requirements and deadlines in the prelicense and post license courses.** However, many individuals still miss deadlines and tell commissioners that they did not know what they were

supposed to do. That is the reason we began requiring the Licensing Process & Deadlines Form for all instructors to explain to students and keep a signed copy on file. Another responsibility of instructors is to provide the Salesperson Original Application to all students completing the post license course. As a matter of fact, the original application is actually included in the post license outline in **Module VIII: Review and Test** with the following statement:

*The instructor will review instructions regarding applying for an original (permanent) license. [§34-27-33(c)(2); Rule 790-X-2-.03(2),(3),(5)]*

If this is done by all post license instructors then there will be no

applicant using the excuse "I didn't know" when missing the deadline and being notified his/her temporary license has lapsed.

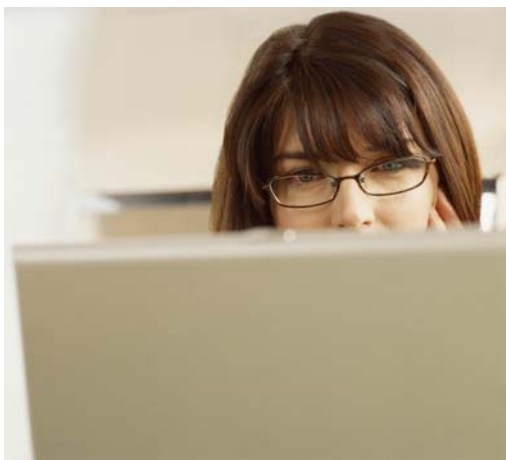
**Classroom instructors** of the post license course must give each student a copy of the Salesperson Original Application and explain what has to be done. This can easily be given to all students while they are in class and can be done at any point during the course as long as each student receives it.

**Distance education (online) instructors** must make sure the information is included in the post license course material and also must email the Salesperson Original Application to all post license students requiring a read receipt for verification of receipt. This is the best way to

make sure all students are notified of the application requirement.

This article is meant to make sure all temporary licensees know about the Salesperson Original Application and also to protect instructors when those who miss the deadline attempt to claim that they were never told what to do by the instructor. Documentation will be requested by the Commission verifying explanation and provision of the application by the school/instructor if an individual with a lapsed temporary license claims he/she was never told. This will offer protection for instructors and show commissioners that all instructors are fulfilling their responsibility.

## INSTRUCTOR RESOURCES UPDATED



providing great information:

- Approved Schools
- Course Requirements
- Real Estate Course Search
- Real Estate Exams
- Instructor Resources

The Commission continues to improve its Web site by posting anything that will aid licensees and instructors in performing their duties. The Education section of the Web site includes the following links

- Education Forms and Applications
- Education Management (CMap)
- Risk Management Text Order Form
- The Educator Index

- The Education Newsletter
- FAQs

The **Education Forms and Applications** link include many documents that are essential to instructors and school administrators. The **Educator Newsletter** link contains past issues of the newsletter, and The **Educator Index** link provides an easy way to find articles on specific education topics.

The **FAQs** link is currently incomplete but will provide answers to frequently asked questions in the very near future.

The area that we continue to update and improve is **Instructor Resources**. This area includes Commission Prescribed Outlines, AMP EED Information,

Education Audit Checklists, Instructor Training outlines for the New Instructor Orientation, Education Links, and Textbook Publishers. Two very useful areas are Student Handouts and Instructor Tools. The Student Handouts include deadlines, CMap instructions, and the Licensing Process and Deadlines form required in prelicense and post license courses. The Instructor Tools include useful resources introduced in the August License Law training as well as Renewal Instructions for those instructors who have not yet renewed.

Take advantage of the Commission's Web site and the valuable information that can be obtained any time of the day.



## AMP Changes

### Two items have changed involving AMP:

- The Candidate Handbook has been revised. It is sent to instructors at no charge so order enough to give to your salesperson and broker prelicense students. It is also available on AMP's Web site at [www.goamp.com](http://www.goamp.com) for quick reference.

- The examination fee has been increased from \$69 to \$71 as a result of the Commission's contract with AMP.

Please make sure your prelicense students are aware of these changes.

## ATTENTION: PRELICENSE INSTRUCTORS

With the implementation of AMP's Electronic Eligibility Database (EED) questions have arisen regarding deadlines, forms, and CMap entries for the Reciprocal Prelicense courses for salespersons and brokers. These issues are addressed below.

**The reciprocal prelicense education requirement can only be satisfied by using the current prelicense courses. Approved CE courses are not to be used.** A reciprocal salesperson applicant must meet the education requirement by attending the appropriate content in a 60 hour salesperson prelicense course, and a reciprocal broker applicant must meet the education requirement by attending the appropriate content in a 60 hour broker prelicense course.

**The deadlines that currently apply to the 60 hour prelicense students/applicants also apply to reciprocal students/**

### applicants:

They have one year to complete the six hours of coursework which includes License Law and RECAD.

They have one year to pass the reciprocal license examination.

They have 90 days to submit the application after passing the license examination.

**The Licensing Process and Deadlines Form does not have to be signed by reciprocal students/applicants.** There are only a couple of deadlines that apply and the others may confuse the student/applicant. However, instructors MUST make sure these individuals are aware of the deadlines identified above.

**Course Schedules entered into CMap are entered differently for reciprocal prelicense courses:**

Classroom course schedules MUST include Location, City, Dates, and Comments.

The Comments area of the Course Schedule must contain the following wording: *"The six hours of the reciprocal prelicense requirement is contained within the 60 hour salesperson or broker prelicense course. Please contact the school for the specific dates on which the appropriate material will be offered."*

Classroom dates MUST be entered with October 1, 2009 as the Start Date and December 31, 2009 as the End Date. As for 2010, the Start Date will be January 1, 2010 and the End Date will be December 31, 2010. This is necessary since the classroom instructor may not know the specific dates the appropriate information will be covered in the prelicense course.

Classroom course schedules DO NOT include the time or days of the week for reciprocal prelicense courses.

## NO MORE CERTIFICATES!

The days of paper certificates have come and gone. Prelicense instructors are no longer required to issue certificates to students, and the students are no longer required to submit the certificate at the exam test site.

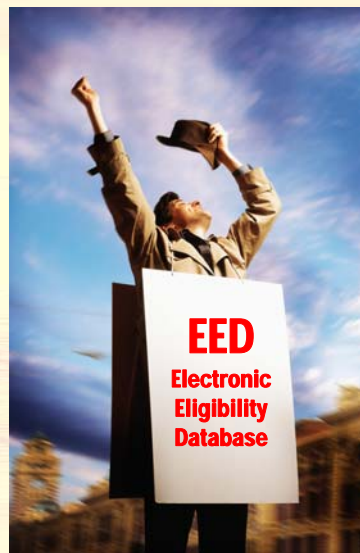
There have been many problems with certificates in the past including incomplete information, inaccurate information, and failure by students to take the certificate to the test site.

A good solution to these problems is the **Electronic Eligibility Database (EED)** provided by AMP. This is an electronic entry of course

completion just like CMap with the Commission. Instructors

*Detailed instructions have been placed on the Commission's Web site*

and school administrators must enter the completion (graduation) date of all prelicense students who complete all requirements of the salesperson and broker prelicense courses, as well as reciprocal prelicense courses. Individuals will not be able to schedule an examination until their information has been entered into the EED. It is



important that all prelicense instructors and school administrators make sure accurate information is entered in a timely manner.

Once the information has been entered into the EED, the student will receive an email or postcard stating he/she may now schedule the examination and go to the exam site with only the required identification...no certificates!

Detailed instructions have been placed on the Commission's Web site in the *Instructor Resources* area. Please refer to the instructions and let the Education staff know if you have any questions.



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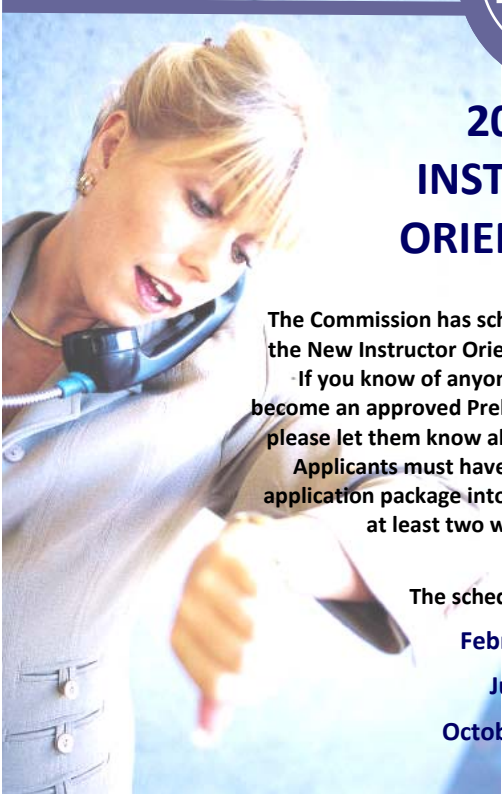
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oops Current CMap Entries
On multiple occasions Education auditors have traveled to a location to audit an instructor only to discover the course had been cancelled or rescheduled with no change made to Course Schedules in CMap. Courses have also been entered in CMap with the wrong location. These oversights of the instructor and/or school administrator result in wasted money and time for the Commission.
According to Rule 790-X-.06 and Rule 790-X-1-.12, changes must be made immediately to CMap when they occur. Instructors and School Administrators must make sure all CMap entries are current since they are considered to be public notice to the Commission and licensees. The first occurrence will warrant a warning and the second occurrence will result in a formal complaint being filed.



2010 NEW INSTRUCTOR ORIENTATION



The Commission has scheduled dates for the New Instructor Orientation for 2010. If you know of anyone who desires to become an approved Prelicense Instructor please let them know about these dates. Applicants must have their completed application package into the Commission at least two weeks prior to the orientation.

- The schedule is as follows:
February 4-5, 2010
July 22-23, 2010
October 28-29, 2010

LICENSE LAW DEADLINES AND FEES

Alabama License Law contains many deadlines and fees, and they seem to be scattered throughout the License Law book. How is it possible to keep up with all of these? Well, the answer to your question is to look on the Commission's Web site. The homepage contains a list of Quick Links and you will find two links in that collection entitled Deadlines and Fee Schedule.

The Deadlines document is a list of all important deadlines associated with the licensing and approval of salespersons, brokers, and instructors. This document also includes deadlines for address changes, license transfers, renewals, co-brokerage agreements, and legal actions including appeals. This document combined with the Licensing Process & Deadlines Form provides all necessary deadlines associated with real estate licensure and renewal.

The Fee Schedule document includes a list of fees associated with all areas of real estate licensure and approval including applicants, instructors, schools, and timeshares.

Both of these easily accessible documents provide a quick way to find the information you desire. Take advantage of the Commission's Web site for deadlines and fees as well as many other areas of important information.