

December 2006

Risk Management Instructor Training—January 26, 2007



Jim Lawrence

Jim Lawrence has been involved in real estate since 1978. He was named Sales Manager of the Year at Johnson, Rast & Hayes four consecutive years from 1980 to 1983. Jim became involved in the Birmingham Association of REALTORS® and was named REALTOR® of the year in 1989. He continues to serve as a member of the Board of Directors, the Executive Committee, and will be serving as the President of the Birmingham Association of REALTORS® in 2007.

Jim's education and military background have contributed to the success that he enjoys today. After graduating from The Citadel in 1963, Jim served in the United States Army and was awarded an Air Medal, Army Commendation Medal, Combat Infantryman's Badge, Bronze Star, and Purple Heart for his service in Vietnam. He was named

1st Alabama Veteran of Vietnam by Governor George Wallace and the Alabama American Legion in 1966. Jim then attended the University of Alabama and received a Master of Arts degree in 1973.

Jim has earned the ABR (Accredited Buyer Representative), ABRM (Accredited Buyer Representative Manager), and the CRB (Certified Residential Brokerage Manager) designations during his career. He currently is the president of Lawrence-Arendall-Humphries (LAH) Real Estate, Inc. in Birmingham, AL. Jim is an approved real estate instructor and teaches prelicense and post license courses as well as continuing education courses that include several REBAC (Real Estate Buyer's Agent Council) courses and his popular Troubleshooting 101 and 102 courses.

Completion of this course will result in the approval to teach Risk Management if you have not yet attended a Risk Management instructor training session and will also provide six of the twelve hours needed to renew instructor approval in 2007. 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 2007. 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 this great training opportunity and acquire hours needed for instructor renewal. We look forward to seeing you on January 26, 2007.



DATE

January 26, 2007

COURSE

Risk Management

LOCATION

Alabama Real Estate Commission Training Room

REGISTRATION

8:30–9:00 a.m.

TIME

9:00 a.m.–4:00 p.m.

COST

\$95.00 (includes lunch and breaks)

REGISTRATION

All participants must register through Auburn University's Outreach Program Office. See the enclosed registration form for more details.

2007 Instructor Training Schedule

FRIDAY, MARCH 23

Alabama Real Estate Law Topics with Kelly May

FRIDAY, MAY 11

Instructor Development Workshop with Marie Spodek

TUESDAY, JUNE 12

Dynamics for a Winning Presentation with Julie Garton-Good

FRIDAY, AUGUST 10

Real Estate Law with Chuck Jacobus and Charles Sowell

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INSERTS

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 have not been receiving the Educator newsletter and/or Education Essentials emails from the Commission, send us your current email and mailing addresses 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.

School administrators are also reminded that if the location of your school changes, you must notify Ms. Jane Turnham at the Alabama Department of Postsecondary Education. Ms. Turnham may be reached at 334.242.2912.



No More Certificates!

We are continuing to receive the 30 hour post license and the 15 hour broker prelicense paper certificates from individuals applying for their original salesperson and broker licenses. **Be reminded that the ONLY paper certificate that needs to be issued is for the 60 hour salesperson prelicense course** (see *Completion of Salesperson Prelicense Certificates* article). Even if a student is taking the 15 hour broker prelicense course to fulfill the additional 15 hours of credit needed to sit for the broker exam, it is not necessary to issue a certificate. If you would like to develop your own certificate for the students to keep for their records that will be fine, but no Commission certificates are to be given for the post license or broker prelicense courses.

This is also true for continuing education courses. As of October 1, 2006, all continuing

education credit, whether the student is on active or inactive status, is required to be entered into CMap. This has eliminated the need for any continuing education certificates that were previously being issued for any reason. If you have any questions regarding the use of certificates, please contact the Education division.



Examination Fee Increase and Candidate Handbooks

Due to the Commission's latest contract renewal with AMP (Applied Measurement Professionals), the examination fee has increased as it has with past renewals. Effective October 1, 2006, the examination fee increased from \$67 to \$71 for both the Salesperson and Broker exams.

Instructors who teach the Salesperson Prelicense and Broker Prelicense courses are reminded that you must give each student a copy of the Candidate Handbook so they will have access to important exam information. Distance education providers should either mail a copy to the student or give clear instructions as to how the student can access a copy from the school Web site.

The Candidate Handbook is offered free to all instructors. You can order as many copies as you need by calling AMP at 800-345-6559. It can also be viewed through the following link: www.goamp.com/DOCUMENTS/pdf/HANDBOOKS/ALREP-handbook.pdf

New Instructor Orientation

All real estate instructors who become approved to teach prelicense and post license courses must attend a New Instructor Orientation prior to teaching their first class. The Commission has scheduled quarterly New Instructor Orientation sessions for 2007. The dates are on Wednesday:

- January 10
- April 18
- July 18
- October 24

The New Instructor Orientation begins promptly at 10 a.m. and is completed no later than 4 p.m. All sessions are held in the Education training room at the Commission.

The *Application for Real Estate Instructor* must be submitted to the Commission at least two weeks prior to the New Instructor Orientation. This application is found on the Commission's Web site at www.arec.alabama.gov by clicking "Forms and Applications" under the Quick Links and then selecting "Education Forms and Applications."

Please pass this information on to any colleagues who are considering becoming a real estate instructor.

Completion of Salesperson Prelicense Certificates

You will find a revised 60 hour prelicense certificate of completion enclosed in this newsletter. The same revised certificate is available on the Commission's Web site as well. Please begin using this certificate for all course completions **immediately** and make sure you record the proper date of expiration. For example, if the ending date of the course is January 12, 2007 then the certificate's expiration date will be January 12, 2008. It's as simple as that. Now, there are some Salesperson Prelicense Certificates that are being given to students without the appropriate information recorded on the certificate. We remind all prelicense instructors that it is your responsibility to completely and accurately record the proper information on the certificate. We often receive

certificates where there is no numerical score, the school/instructor codes are missing or incorrect, or there is no instructor signature. Proper school codes are important in order to have accurate records of pass rates. Schools that offer both classroom and distance education courses must record the proper school code to identify the type of course. Please refer to the "School Codes and AMP Test Sites" article in the February 2006 issue of The Educator. Instructors should remind students to use the school code on the certificate when registering for the exam. Some students may take the prelicense course through a secondary distance education provider but use the school code for the primary provider when registering for the licensing exam because the name of the

primary provider is seen in the course material. If secondary providers want credit for passed exams, you must make sure that all students purchasing distance education courses through your school use your school code when registering to take the licensing exam through AMP.

Also, some certificates have been submitted to the Commission that were originally issued to the student on colored paper. We request all prelicense certificates be issued on WHITE paper since we scan all of them when they are received. Dark colored paper prevents a readable image after scanning. Your cooperation in this matter is appreciated by both the Education and Licensing divisions.

School Administrator Training

The Alabama Real Estate Commission is in the process of developing a mandatory school administrator training course. This course will ensure that all participants are knowledgeable of the required duties of the school administrator. The course will be mandatory for every school administrator since he/she is the responsible party in the eyes of the Commission.

However, if there is an assistant or another individual who does the majority of the tasks (i.e. CMap entries), we would also welcome them to attend. This school administrator training course will be offered on several dates in 2007 to allow each administrator the opportunity to attend.

More information regarding this school administrator training course will be forthcoming so keep an eye out for future announcements.

Can I Take My Prelicense Course "On the Road"?

The short answer to this question is "No" because instructors are required to teach the prelicense and post license courses in the licensed location identified on the private school license issued by the Department of Postsecondary Education. We are aware that this has happened in the past and has even been recently discovered in a few current schools. We have since realized that this may be an area of confusion and needs to be addressed now.

The long answer to this

question is the Alabama Department of Postsecondary Education interprets their statute to require all formal classes to be held in the location identified on a school's private school license. They do allow for a one time waiver for special situations, but this cannot be done on a continual basis. The part that may be causing confusion is the fact that continuing education courses are allowed to be offered in various locations at the discretion of the instructor. This is possible because a continuing education course is considered to be a seminar in the eyes of the Department of

Postsecondary Education allowing it to be taught at various locations. The prelicense and post license courses are classified as a permanent class offering requiring them to be taught at the licensed location. If investigated and found to be in violation of this requirement, a school can end up paying hefty fines as imposed by the Attorney General's office. We know that instructors are not intentionally violating this requirement and will rectify this situation if a prelicense or post license course is currently being taught at an

unlicensed location. Since all proprietary schools approved by the Real Estate Commission must be licensed by the Department of Postsecondary Education, all prelicense and post license courses must comply with this requirement in order to retain approval. If you are in need of further assistance in securing a branch school license or just have questions regarding school licensure, you may contact Ms. Jane Turnham with the Alabama Department of Postsecondary Education at 334.242.2912.



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Distance Education Course Credit Entries

Attention all distance education providers! A question has arisen concerning the appropriate time to enter course credit into CMap for distance education courses and what the official end date of the course should be. Should the end date in CMap be the date of last activity on the course record with credit being entered at that time or should you wait until all paperwork such as the course evaluation and student affidavit have been received? After contacting all DE providers, we discovered that a majority of the providers were waiting until they had received all paperwork and this is the proper way to do it. There are three reasons why no course credit should be entered until all paperwork associated with the course has been received.

First, a course is not considered to have been successfully completed until the student has completed and submitted everything. If you have not received everything from a student that must be received and kept on file, the course has not been successfully completed.

Second, ARELLO certifies a distance education course with the understanding that the provider will verify the proper individual has taken the course. That is the reason a student affidavit is provided and must be submitted by the student. If you do not have verification of who actually took the course, which is satisfied by the signed student affidavit, you may possibly be giving false credit to an

individual and violating the certification standards set by ARELLO.

Third, Rule 790-X-1-.21(2) identifies all of the responsibilities of a secondary provider. These responsibilities include "verifying student identity." If course credit is entered into CMap before student identity is verified through receipt of the signed student affidavit, it is a violation of Alabama license law and worthy of disciplinary action.

Therefore, distance education course credit is not to be entered into CMap until the student has completed all coursework AND submitted the DE provider's course evaluation, student affidavit, and any other

paperwork required for the course. Also, the end date of the course should be the date all paperwork has been received. If a student completes the coursework on January 15 but does not submit all of the required forms until April 15, the end date for the course must be April 15 and credit cannot be entered prior to that date. All distance education providers must comply with this in order for everyone to be on the same page and comply with ARELLO certification standards and Alabama license law. All distance education schools and/or instructors must follow up with students to obtain these documents. If you have questions regarding this requirement, please contact the Education division.