

The Educator

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TRAINING



2016 INSTRUCTOR TRAINING

Our instructor trainings for 2016 have been planned. Attendance at these trainings will provide instructor CE hours for the 2017 education renewal. Detailed information for these trainings, including the registration process, will be provided soon. Go ahead and add these dates to your calendar so you will be prepared to register for the desired instructor training when it is available.

FEBRUARY 26, 2016
 AMP Examinations



Danny Breidenbach is a Program Director in Psychometrics with AMP and works with all states who contract with AMP including Georgia, Illinois, Missouri, Montana, Nebraska, New Hampshire, North Carolina, South Dakota, Vermont, Washington, and Wyoming. He will share information from the most recent job analysis survey and upcoming examination changes. This will also include performance results from Alabama examinees compared to other states using AMP.

MAY 20, 2016
 Risk Management



Anne Powell is the Director of Career Development for Roberts Brothers, Inc. in Mobile and is an approved real estate Instructor. She will offer the Risk Management training for individuals wishing to offer one or more of the required Risk Management courses. This training is open to anyone who has been approved as an instructor since the original training as well as individuals who would like to use it as a refresher.

OCTOBER 21, 2016
 Putting Students First



Mike Gamblin is the broker/owner of his own independent real estate firm as well as owner of the Idaho Real Estate School. He holds GRI and CRS designations as well as the CDEI designation from ARELLO. Mike was approved to the Idaho Real Estate Commission in 2013 and is currently the vice chairman. This training will help increase classroom engagement and keep students engaged after the training.

New Instructor Orientation Dates

The Commission has scheduled New Instructor Orientation in 2016 on the following dates:

March 10-11
July 14-15
November 17-18

If you know of anyone who is working to become a Preliminary/Post License Instructor, please share and have them contact

David Bowen at
david.bowen@arec.alabama.gov
 to develop a plan to achieve the required number of points on the Application for Preliminary/Post License Instructor. Applicants must hold a broker's license in order to be approved as a Preliminary/Post License Instructor.

Appropriate Proctors for Distance Education Exams

If you are a provider of distance education (DE) courses, you are responsible for all requirements and student assistance even though you did not develop the course. These requirements can be found in Rule 790-X-1-.21 of Alabama License Law.

One of these requirements is the proper examination at the end of a course. As a DE provider, you may have students in every area of Alabama as well as in other states. How do you offer the final examination to these students? Do you require local students to take the examination in your office/school? Do you have a list of approved proctor options throughout the state? Do you tell students to find a local real estate company so the examination can be taken there?

Alabama License Law requires a proctored final examination in an educational facility by an approved real estate instructor, administrator, or by a qualified person who is not in the real estate business. Basically, if you are the approved instructor or administrator and are not available to proctor the exam, you must find someone who does hold one of those positions or use a qualified person **not** in real estate. The qualified person can be someone with an education background even if they are not currently teaching. An educational facility is a library or local school.

Alabama License Law does **not** allow DE students to go to a local real estate company so the secretary can serve as the proctor and give them an examination. Testing must take place with appropriate proctors to avoid a conflict of interest involving potential licensees and real estate companies. Proper arrangements for course examinations must be made for all students completing prelicense and post license courses through distance education.

An educational facility is a library or local school.

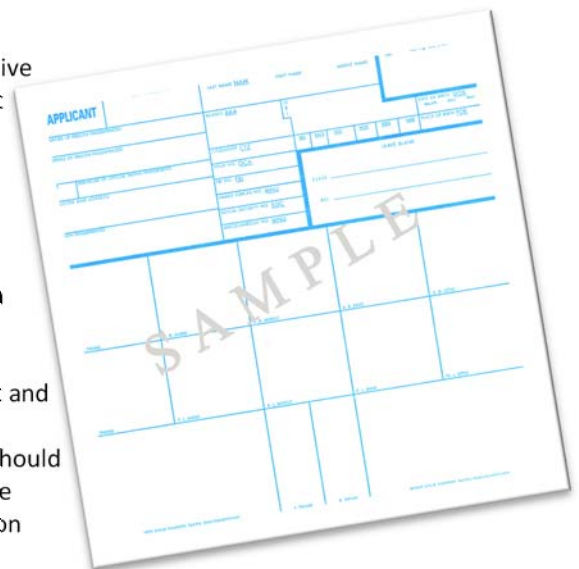
Education 

Fingerprint Card Requirement



As announced earlier in the year, **fingerprints are now required** to be submitted **with a license application** due to a required change from the Alabama Law Enforcement Agency (ALEA). The Commission is requesting that in every prelicense course, instructors spend an appropriate amount of time discussing the license application process (including fingerprints) with students.

AMP must give a fingerprint card to all license applicants passing the license examination when they receive the score report and application. Applicants should not leave the exam location without a fingerprint card. If the exam is taken in another state, a fingerprint card must be requested from the Commission. Applicants may utilize a local police or sheriff's department for fingerprints but are encouraged to contact them first since not all offices actually take fingerprints.



All fingerprint cards must contain actual fingerprints and be completed with all of the required information. The Commission will follow up with agencies if fingerprints are questionable. If there is a problem with submitted fingerprints, no real estate license will be issued until the problem has been resolved. Printouts of electronic fingerprints will not be accepted.

Please refer to the Commission's website and the Summer 2015 issue of The Update newsletter for more information.

**SALESPERSON EXAMINATION****Overall**

Taken - 2119

Passed - 790

Overall Passing % - 37.3

First Time

Taken - 1015

Passed - 463

First Time Passing % - 45.6

BROKER EXAMINATION**Overall**

Taken - 84

Passed - 78

Overall Passing % - 92.9

First Time

Taken - 72

Passed - 67

First Time Passing % - 93.1

RECIPROCAL SALESPERSON EXAMINATION**Overall**

Taken - 112

Passed - 100

Overall Passing % - 89.3

First Time

Taken - 99

Passed - 87

First Time Passing % - 87.9

RECIPROCAL BROKER EXAMINATION**Overall**

Taken - 93

Passed - 78

Overall Passing % - 83.9

First Time

Taken - 79

Passed - 65

First Time Passing % - 82.3

2016 CALENDAR OF EVENTS

JANUARY	18	MLK Jr./Robert E. Lee Day•
	21	Commission Meeting
	22	Administrator Training
	29	ACREcon 2016 Birmingham
FEBRUARY	15	Washington/Jefferson Birthdays•
	25	Commission Meeting
	26	Instructor Training-AMP
MARCH	10-11	New Instructor Orientation
	24	Commission Meeting
APRIL	13-16	ARELLO Midyear Meeting Atlanta, GA
	21	Commission Meeting
	25	Confederate Memorial Day•

•Commission Offices Closed for State Holiday

**QUESTION**

What is acceptable for making up missed hours in a prelicense course?

ANSWER

Students must complete at least 54 hours of a 60 hour prelicense course to satisfy completion requirements. If more than 6 hours are missed, a student must attend sessions covering the content that was missed. Students are not allowed to retake a session in order to get more hours. Also, students cannot attend a cram course to get hours that were missed. All prelicense courses must be scheduled for the entire 60 hours to accommodate students who may miss one or two sessions.

AMP License Examination Update

Alabama currently contracts with AMP (Applied Measurement Professionals) for license examinations. Every four years, AMP creates a national job analysis survey and sends to licensees in all 50 states. The results of this survey identify any changes that may be needed to AMP's examination items.

An updated content outline is now available on AMP's website in a summary report for the 2015 national job analysis survey. Go to www.goamp.com and select Schedule/Apply For An Exam. After entering the appropriate information, you will be taken to the Alabama Real Estate Examination Program page. The 2015 Real Estate Summary Report is available under the Additional Information heading. This report explains the survey process and Appendix A provides an updated examination content outline that will be effective on March 15, 2016.

The Commission has entered into a new contract with AMP which was effective October 1, 2015. As a result of the new contract, the examination fee is now \$73 effective through September 30, 2017. Also, the AMP Candidate Handbook has been updated due to the new examination fee but will be updated again in the near future with the updated outline. We will let you know when the Candidate Handbook has been updated so it can be ordered from AMP at no cost to provide to your students.

Please review the results of the job analysis survey to prepare for proposed changes effective March 15.

Do You Know About REEA and AREEA?

The Real Estate Educators Association (REEA) is a national organization designed to provide networking with other education professionals, cutting edge ideas, and future education opportunities for members. An annual conference is where all of the benefits of membership come together. Membership supports REEA's ability to organize and execute an annual education conference on a variety of timely topics and issues, including popular pre-conference seminars and instructor development workshops.

The Alabama Real Estate Educators Association (AREEA) is the state organization that schedules meetings and instructor trainings in an effort to improve the quality of real estate education in Alabama.

Please review the following information provided by both AREEA and REEA.

March 31-April 1, 2016

AREEA will provide an instructor training on April 1, 2016 at the Birmingham Association of REALTORS®. A general meeting will be held on March 31 as well as an evening activity. The instructor training is scheduled from 9:00 a.m. to 4:00 p.m. on April 1. More details will be available soon.

June 10-12, 2016

REEA will offer their annual conference this year June 10-12 in Denver, Colorado. Do you want to know what happens at a REEA Conference? Information can be reviewed using the following link:



REEA Conference

Registration for the annual conference will open soon. Go to www.reea.org to stay informed.

January 31, 2016

A Call for Presenters has been advertised for the 2016 REEA Conference entitled "Take Your Business to New Heights."

Are you interested or know someone that would be interested in presenting at the 2016 Annual REEA Conference? Requests for Presentations are now being accepted with a **deadline of January 31, 2016**. Programs should be designed with the goal of assisting anyone in real estate education *including*; Real Estate Instructors, Schools, Presenters, Regulators, Course Developers, Education Directors and many more. Subject matter should include:

Improving presentation skills, Enhancing ability to manage a classroom, Building engagement with students, New opportunities in growth, Introducing new education tools, Helping fellow instructors to improve course creation abilities, Industries and trends and/or any topic within the real estate industry that will help enhance REEA members.

The RFP Form *can be completed* and returned to Kris@REEA.org with a short video of your presentation no later than January 31, 2016. RFPs received after the deadline may not be considered. If you have any questions regarding your submission, please contact the REEA Office at 520-609-2380 or by email to Kris@REEA.org.

2015 Education Renewals

The final deadline for education renewals was December 31, 2015. After this date, all instructors, administrators, schools and courses that were not renewed actually lapsed. A lapsed approval or license is not able to be renewed.

Summary of the 2015 Education Renewal

	Renewed	Percent
Prelicense/Post License Instructors	143 of 166	86.1%
Continuing Education Instructors	142 of 265	53.6%
Administrators	67 of 82	81.7%
Approved Schools	79 of 99	79.8%
Licensed Schools	70 of 80	87.5%

Renewal Percentages Compared to Previous Education Renewals

	2015	2013	2011
Prelicense/Post License Instructors	86.1%	90.5%	82.8%
Continuing Education Instructors	53.6%	55.6%	53.7%
Administrators	81.7%	88.9%	87.5%
Approved Schools	79.8%	81.3%	82.4%
Licensed Schools	87.5%	98.4%	90.9%

All renewals are effective for the next two years with the next education renewal taking place in 2017.

CMap Updates for 2016

Administrators of schools are reminded that all courses must be entered into Manage Course Schedules in CMap at least one week prior to the beginning of the course as stated in Rules 790-X-1-.06 and 790-X-1-.12 of Alabama License Law. Disciplinary action may take place for courses that are not properly set up in CMap.

An Education Essentials email was sent to everyone on December 15, 2015 regarding the changing of course dates. All current distance education (DE) courses should be set up for 2016 with a beginning date of 01/01/16 and an ending date of 12/31/16. Courses that have an ending date of 12/31/15 were automatically removed from CMap on January 1. No course should have an ending date later than 12/31/16.

Also, schools that offer continuous enrollment in prelicense and/or post license classroom courses are reminded that courses with an ending date of 12/31/15 were removed from CMap on January 1. Continuous enrollment courses that will be taught in 2016 should have a beginning date of 01/01/16 and an ending date of 12/31/16.

All Administrators should go to the Commission's website periodically and use the Course Search feature in the Education section under the Professionals heading to see the courses being advertised in CMap and identify any corrections which need to be made. Course information can always be edited by Administrators in Manage Course Schedules. However, only Commission staff can edit Manage Course Credit after the credit has been submitted/committed.