

THE EDUCATOR

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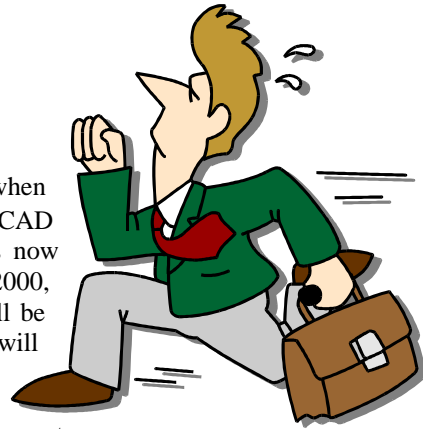
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State of Alabama
Real Estate Commission
1201 Carmichael Way
Montgomery, AL 36106-3674

RECAD Instructor Training Class

Many of you have been asking when we were going to hold another RECAD instructor training class. One has now been scheduled for May 15, 2000, from 9:00 a.m. – 4:00 p.m. It will be taught by Randy McKinney and will be held at the Commission office located at 1201 Carmichael Way, Montgomery. All instructors must take this class before being approved to teach RECAD or any courses which deal with agency.



If you have not taken it, you must take this one to continue teaching post license or the broker's 15-hour prelicense class and to begin teaching the CE course in RECAD.

Hurry! Make your plans to attend. You will find a registration form enclosed. Auburn University is handling registration for the Commission. You may telephone, fax or e-mail in your registration if you are paying by credit card. If paying by check, you must mail it.

All instructors who teach post license, the broker's 15-hour prelicense course or RECAD MUST take this class.

PowerPoint and CePc Classes

Remember that the Commission is offering both PowerPoint and CePc classes at the Commission office. Enclosed is another copy of the registration form. The Beginning PowerPoint class scheduled for March 22 was canceled due to insufficient enrollment. If you want these offerings to continue, you need to take advantage of this opportunity.



CePc: Every school needs to have someone there who can run the CePc program. You have only this year to learn and begin using this program. Beginning on January 1, 2001, we will cease taking paper certificates for completion of prelicense, post license, and continuing education.

CE and Risk Management Refresher

Let's keep talking about CE and Risk Management requirements. There is a lot of erroneous information out there. Here, again, is the correct information.

Most Frequently Asked Question About Risk Management:

Who has to take it this license period by August 31, 2000?

Answer: Everybody

EXCEPT: those who completed their full 12 hours of continuing education prior to September 1, 1999. Also

EXEMPT are those over age 65 who have been continuously licensed for the past ten years as of September 30, 2000.

Question: Do reciprocal licensees have to take Risk Management?

Answer: It depends. Section 34-27-32(b)(1) says that reciprocal licensees can show proof of completion of continuing education either by meeting the requirements of Section 34-27-35 or by showing proof that his or her other

state license remains active in that state. Therefore, only those reciprocal licensees who choose to meet CE requirements by taking the appropriate hours of CE must take Risk Management. Those who choose to meet CE requirements by showing proof that they



hold an active license in another state do NOT have to take Risk Management.

Question: Will Risk Management continue to be required after this renewal period?

Answer: Yes, Risk Management will also be required next renewal period and will continue to be required until further notice.

Question: Do all students have to buy

the required manual for Risk Management?

Answer: Preferably, yes. All students must have and use the book during class. Since it is such a good resource book, it is far better for them to take it with them for later use than to have to turn the book back in to the school.

Question: What continuing education courses are required for the upcoming renewal this year?

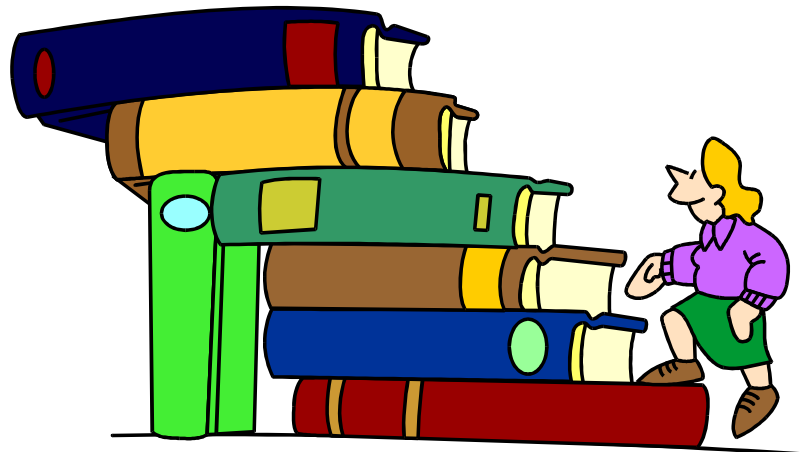
Answer: 3 hours in Risk Management, 3 hours (1 course) from the following list of mandatory courses: License Law/Trust Funds, RECAD, or Fair Housing/Equal Opportunity/ADA and 6 hours of elective courses. For licensees who wish to take more than one of the mandatory course, the additional courses can count as elective hours.

NOTE: If you still have questions about the education requirements for license renewal, contact the Education Department at the Commission. ☒

Real Estate Exam Information

Candidate Handbooks: Look in the Candidate Handbooks, page AL-1 under "Test Fees". The Late Registration Fee is \$95 and the Walk-In Registration Fee is \$105. This is a \$5 increase on both fees from last year. Make note of these so that you will give your students correct information.

Estimated Closing Statements: Exam candidates are consistently missing questions on the exam on estimated closing statements. Look at Rule 790-X-3-.04 on page 67 of the 18th Edition of the Alabama Real Estate License Law book and review this rule. Spending a little more time on this in class would be a good idea.



Attention Distance Education Providers

All distance education courses **MUST** be ARELLO certified by May 1, 2000. Past that date, courses not certified will not be recognized as approved by the Alabama Real Estate Commission. This May 1 deadline is for all courses which you submitted by the original December 31, 1999, deadline. Any other courses that you wish to offer through distance education must be certified before they can be offered to students.

All distance education providers should have a policy in place regarding how long a student can be enrolled in the course before it is completed. Commission rules require that students must complete the 60-hour prelicense course within one year. Since temporary licensees must take the 30-hour post license courses within the first year of licensure, there is no problem with this one. The problem area seems to be in continuing education. Licensees

will get a course on disk from a school and keep it for years before turning it in. In that length of time, the information on the course disk is probably outdated. You need to have a policy about how long a student can be enrolled in the course before it must be completed. Remember, under the ARELLO Standards, you must be following up with your students and keep them involved in the program. We would recommend that students be required to complete CE courses within six months. ☐

Signing and Sending Certificates



Instructors should be signing certificates. Administrators are to sign certificates **ONLY** when there are multiple instructors (although one of the instructors can do it) and for designation courses. As a general rule, the instructor should sign the certificates of completion; not the administrator.

Remember: Instructors are to take up the certificates at the conclusion of the course and mail them to the Commission office. Some instructors are still telling students to mail them. The only thing the students are to mail or fax is the separate course evaluation form. Do not forget to give every student a course evaluation form! ☐

AREC School Audits

In addition to their duties of auditing company escrow accounts, the Commission's auditors will begin auditing school records. Here is a list of items you need to have available for audit.

- List of approved instructors and the courses taught by each
- List of guest lecturers and dates and subject taught for the last six months
- List of approved courses offered by your school
- Outlines for all approved courses
- Prelicense and post license course exams
- Pretests for all mandatory and required CE courses that you offer
- Class roll books and any sign in sheets
- School calendar of scheduled offerings
- School advertising; i.e., phone book, newspaper; radio and TV, direct mail, etc.
- Access to your classroom

Audits will begin after May 1. We appreciate your cooperation.



Schools Are Responsible!

Listen up! If you are a CE provider, it is your responsibility to make sure instructors know what to do about certificates and evaluation forms. Evaluation forms **MUST** be given to every student in every course. Likewise, it is your responsibility to make sure instructors use the appropriate instructor, course and school codes on the certificates or on the CePc program.



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1201 Carmichael Way
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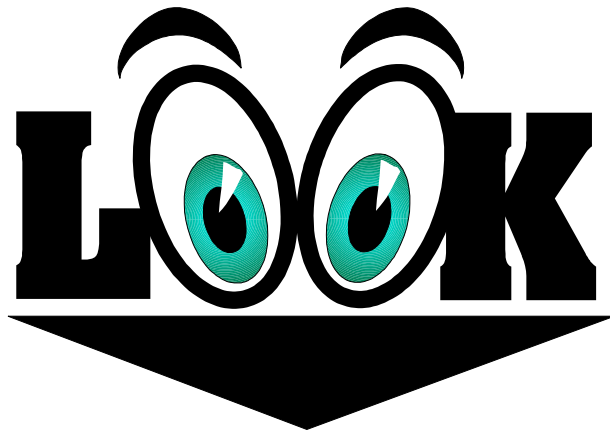
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Annual Instructors' Seminar
October 20, 2000
Auburn Hotel and Conference Center