

THE EDUCATOR

APRIL 2002

ANNOUNCING INSTRUCTOR TRAINING PROGRAMS

Fair Housing Instructor Training in Birmingham –April 23

RECAD Instructor Training in Montgomery –May 20

Risk Management Instructor Training in Montgomery –May 21

As all of you are aware, instructors must attend a six hour instructor training program for each of these CE courses before being able to gain approval to teach. Additionally, new instructors who are teaching prelicense or post license must also complete these courses the first time they are offered as all of these topics are covered in those courses. Following is a list of the last time these training courses were offered: Fair Housing – October 8, 1998
RECAD – May 15, 2000
Risk Management – April 12, 2000



See Enclosed Registration Forms

If you are currently approved to teach prelicense and/or post license and have not taken these training programs, you need to plan to attend the scheduled programs in April and May. Additionally, if you are not a new instructor but have not had the instructor training program, you must attend it before you can teach the CE courses.

All instructors are invited to attend. These will be GREAT programs! If you are teaching any of these courses or plan to teach them, you would find these very beneficial.

FAIR HOUSING INSTRUCTOR TRAINING PROGRAM

April 23, 2002
Birmingham Botanical Gardens
2612 Lane Park Road, Birmingham

This program sponsored by the Birmingham Association of REALTORS® in conjunction with the Fair Housing Center of Northern Alabama will meet the Fair Housing requirement for instructor training. It features speakers from the Department of Justice, the Atlanta Regional Department of HUD, the North Carolina Fair Housing Center, the Governmental Affairs Division of NAR, the University of Alabama, Alabama Arise and AARP. We would like to thank the Birmingham Association of REALTORS® and the Fair Housing Center of Northern Alabama for allowing the Commission to offer this for instructors.

All participants must register directly with the Fair Housing Center of Northern Alabama and make checks payable to them. See enclosed registration form for details.

RECAD AND RISK MANAGEMENT INSTRUCTOR TRAINING

RECAD — May 20, 2002
Risk Management — May 21, 2002
Montgomery Area Association of REALTORS®
4280 Carmichael Road, Montgomery

The high energy, fun and knowledgeable **Dianna Brouthers** will be here in May. Those of you who have been in Dianna's classes know what I am talking about. From South Carolina, she is a nationally popular real estate educator and trainer. She authored the CBR (Certified Buyer Representative) designation

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TWO-DAY INSTRUCTOR DEVELOPMENT WORKSHOP

May 2-3, 2002

Sponsored by the Alabama Association of REALTORS®

See enclosed flyer for description and registration information for an Instructor Development Workshop sponsored by the Alabama Association of REALTORS®. Please note that completing this workshop will count as 10 points on the Alabama Real Estate Commission's instructor's application. Additionally, it is a marvelous opportunity for Alabama real estate instructors to sharpen their teaching skills.



Combined Post License Certificate and Salesperson Original Application

Enclosed you will find a print ready copy of the post license certificate and amended salesperson's original application. These have been combined into one document. When you reproduce these for students, copy them front and back. Fill out the post license certificate. The temporary licensee who has competed the post license course must then fill out the original application on the other side and send it with appropriate fees to the Commission for license issuance.

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RECAD AND RISK MANAGEMENT INSTRUCTOR TRAINING

curriculum and has researched and designed state specific agency courses in over thirty states. Dianna holds double master's degree in education and psychology. She holds the professional real estate designations of GRI, LTG, and CBR and holds a broker's license in both North and South Carolina. She is a DREI (Distinguished Real Estate Instructor) and was recently issued authority by the U. S. Patent and Trademark Office to certify real estate agency instructors. Dianna was the Real Estate Educators Association's Educator of the year in 1998, the Educator of the Year in South Carolina for 2001, and co-designed the 2001 Program of the Year for the Real Estate Educator's Association. We are fortunate to have her back in Alabama after a highly rated program she conducted on buyer agency at the Annual Instructor's Seminar in 1999.

All participants must register directly with Auburn University for both RECAD and Risk Management and make checks payable to them. See enclosed registration form for details. 📄

NEW RULE ON SUBMITTING COURSE INFORMATION FORMS

Rule 790-X-1-.12(5) now requires those who offer continuing education courses to submit the "Course Information Form" to the Commission at least one week in advance of the course offering.

That means that if you offer a course you must submit your schedule to the Real Estate Commission within, at minimum, seven days prior to the date of the class. Your schedule can be faxed to the Commission.



Course Evaluation Forms

You must give Course Evaluation forms to students in all prelicense, post license and CE classes. Some of you have not been doing this. These forms are still required. If you do not have one, you can download it from the Commission's Web site at www.arec.state.al.us.

RECIPROcity

The Education Department has received numerous calls from instructors, students and licensees regarding the whole issue of reciprocity. First, let's define a reciprocal license. A reciprocal license is one obtained in one state based on the fact that the person holds a license in another state and has met another state's licensure qualifications. "An Alabama reciprocal license" is never determined by where the person lives or conducts the majority of his/her real estate business. Hopefully this summary will be of some assistance to you.

To obtain an Alabama reciprocal license when a person holds a license in another state, the following must occur:

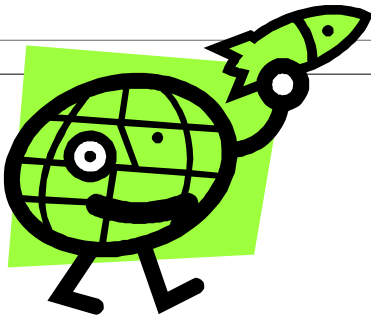
- 1- The license held in another state must be current which means that all of the fees have been paid and it is up to date. It does not matter if the license is active or inactive.
- 2- It does not matter in which state the applicant resides.
- 3- If the person holds a current salesperson's license in another state, the person may apply for a salesperson's license in Alabama by filing the "Salesperson's Reciprocal Application," submitting a Certification of Licensure which shows proof of a current license in another state and by paying the appropriate fees as stated on the application form.
- 4- If the person holds a current broker's license in another state, the person may apply for a broker's license in Alabama by filing the "Broker's Reciprocal Application," submitting a Certification of Licensure which shows proof of a current license in another state and by paying the appropriate fees as stated on the application form.
- 5- If the person holds a salesperson's license in another state and wishes to obtain a broker's license in Alabama, the person cannot obtain the license through reciprocity. The applicant must meet all the same requirements as would any salesperson regardless of the state in which the salesperson's license is held. This means the applicant must complete the Alabama 60-hour prelicense course, hold an active salesperson's license in this state or any state for the 24 months of the 36 months prior to application, meet all other general licensure requirements, take and pass the entire broker's examination and apply for a regular (not reciprocal) broker's license.

To retain an Alabama reciprocal license, the licensee must do the following:

- 1- Renew the license at the same time as all renewals are due. That is by August 31 of the even years.
- 2- Meet continuing education requirements by doing ONE of the following:



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Reciprocity

a) Either be able to show proof to the Commission that the license held in the other state was current and ACTIVE at the time your Alabama active reciprocal license was issued (October 1 of the even years);

OR

b) Complete the 15 hours of continuing education as required by Alabama Real Estate License Law/Rules and Regulations.

The Commission also receives calls from Alabama licensees who hold reciprocal licenses in other states. The most frequently asked questions are:

Q: If I take continuing education courses in another state, do the hours count for continuing education credit in Alabama?

A: Yes, they count for elective CE credit. Rule 790-X-1-.12(19) says that if any licensee (whether reciprocal or Alabama licensee) takes a course in another state it counts as continuing education credit toward their Alabama license requirements provided the course(s) is approved by another state's Real Estate Commission for CE credit. The Alabama licensee must still take the required Risk Management and one of the following mandatory courses in License Law, RECAD or Fair Housing.

Q: How do I document a course taken out of state?

A: You must have an official letter either from the Course Provider or that State's Real Estate Commission that the course is approved for credit by another state. You should then have a course certificate showing the course name, school name, date and place taken, and number of hours of credit received.

Q: What if the course approved in another state is one that would not meet Alabama's curriculum requirements? Can I still take it and receive credit?

A: Yes, as long as it is approved for CE credit by another state and you have that appropriately documented, it is acceptable for Alabama CE credit.

WHAT YOU MUST KNOW ABOUT CONTINUING EDUCATION

Forget what you have heard; forget what you already think. Here is the real story on Rules 790-X-1-.11(3) and 790-X-1-.12(3). Listed below are the new and amended paragraphs of the rules with an explanation following the respective rule.

Rule 790-X-1-.11(3) (This paragraph was added to the rules.) "If instructors offer courses listed in paragraphs (1) and (2) in increments less than three hours, students may not earn any continuing education credit for that course until the student has completed all three hours. Students must take all three hours in any one course from the same instructor in order to earn continuing education credit for that course."

Explanation: This rule is referring to the required Risk Management course and the mandatory courses in License Law, RECAD and Fair Housing. The first thing you need to know is that you cannot split up any of the 3-hour courses in these topics and offer part on one day and part on another day without the approval of Commissioners. For example, if you want to teach License Law for 1½ hours on Monday and the other 1½ hours on Tuesday, you must submit a letter of request to the Commission and rationale for why you want to teach it on two different days. Your request will be placed on the next available Commission agenda and Commissioners will review the request and make a ruling. As you will see in the following Rule, the only option for courses less than 3 hours is 1½ hours.

Rule 790-X-1-.12(3) (This paragraph was amended.) "In order to be approved for continuing education credit, courses must contain a minimum of three (3) clock hours of instruction. A licensee cannot earn more than nine (9) hours of continuing education credit in any one day. Upon special request courses which contain one and one-half (1 ½) hours may be approved by Commission."

Explanation: Continuing education courses must contain a minimum of 3 clock hours. This rule change now permits a licensee to attend and receive credit for any number of hours taken in a day up to 9 hours. If a licensee takes 11 hours of CE in a day, the licensee may get credit for only 9 hours. If a licensee takes 8 hours in a day, the licensee may get credit for all 8 hours.

How does the 1½ hours work? An instructor can make a request to the Commission to submit a course that is 1½ hours in length rather than the minimum of 3 hours. The rationale would have to be given as to why you have the need to offer a 1½ hour course and the Commission will review the request and make a decision as to whether or not to approve the request based on the special circumstances presented. This would be a stand alone 1½ hour course. You cannot take an existing 3-hour course and teach it in 1½ hour increments nor can you divide it into two stand alone

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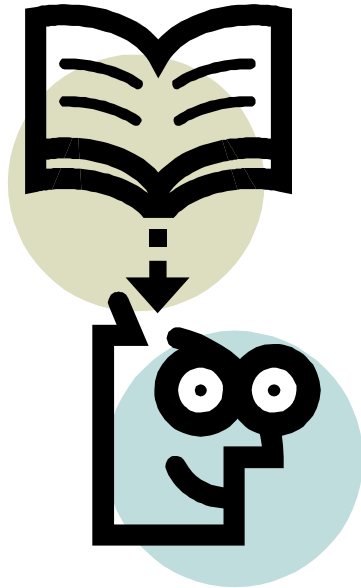
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WHAT YOU MUST KNOW ABOUT CONTINUING EDUCATION

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courses unless you do the following: a) submit a course outline for a 1½ hour course; b) pay the \$100 course application fee; and c) get it approved by the Commission at their regularly scheduled meeting. Remember, a 1½-hour course cannot be taught without the approval of Commissioners.

15 Hour Broker's Prelicense Course

Q: How do the changes to Rules 790-X-1-.11 and 790-X-1-.12 affect how instructors can offer the 15 hour broker's course?

A: The 15-hour broker's course is comprised of five 3-hour courses. They are the 3-hour required Risk Management course, the three 3-hour mandatory courses in License Law, RECAD and Fair Housing and 3 hours in Contract Writing. Rule 790-X-1-.11 will allow for the splitting of the 3-hour courses in Risk Management, License Law, Fair Housing and RECAD only with the approval of Commissioners. Unless approval is otherwise obtained, the structure of the 15-hour broker's course means instructors must teach in 3-hour increments. An instructor may teach 9 hours one day and 6 another or another option is to teach 6 hours two days each and 3 hours on the third day. These are not the only ways to offer it. They are just examples.

Q: Can instructors offer 7½ hours one day and 7½ hours on a subsequent day?

A: The only way to teach the 15-hour broker's course in a 7½ hour day is to split one of the 3-hour modules. That would require approval from Commissioners.

Q: Can instructors teach 7 hours one day and 8 hours on a subsequent day?

A: No. It would be impossible to teach the 15-hour broker's course in a 7 and 8 hour day since the course consists of five 3-hour courses. Since the only possibility (with approval from Commissioners) is to split one or more of the required or mandatory courses into 1½ hours, there is no configuration of this formula which would yield a 7 and 8-hour day for the 15-hour broker's course.

Post License Course

Q: Can a salesperson who needs the 15 hour broker's prelicense course to qualify for the broker's exam obtain the proper credit by attending the post license course?

A: Since the post license course contains all five of the 3-hour courses contained in the broker's prelicense course (Risk Management, License Law, RECAD, Fair Housing, Contract Writing), a salesperson may take those 5 segments of the post license course in order to complete the 15-hour broker's prelicense course.

Q: Can a licensee earn any of their continuing education credit by taking the post license course?

A: Licensees may take any of the required or mandatory hours (Risk Management, RECAD, License Law, Fair Housing) in the post license course and earn CE credit. They cannot take any other parts of the post license course for CE credit unless the entire course is completed.

Q: Can a licensee take the entire 30 hour post license course and earn all of their continuing education credit?

A: Anyone who takes the entire 30 hour post license course can earn 15 hours of continuing education credit. Taking the entire course will also satisfy the requirement for the 15-hour broker's prelicense course.

Continuing Education

Q: Can instructors submit a 4-hour elective CE course or a 5-hour elective CE course to the Commission? What about a 4½-hour course?

A: Yes to both questions. The rule allows any number of hours greater than three to be submitted to the Commission. Commission staff can review and approve courses 3 hours or greater if they meet curriculum requirements. Submission for approval would require the completed Course Application and \$100 fee.

Q: Is there any way to teach the 15 hours of CE in a two day period instead of spreading it over 3 days?

A: Yes. There are many ways this can be accomplished. You could teach the 3-hour Risk Management course on one day plus a 4½-hour elective course which has been approved by Commission staff. On the second day you could teach one of the three 3-hour mandatory courses in License Law, RECAD or Fair Housing plus another 4½ hour elective course that you submit and get approved.

Another scenario might be that you teach the 3-hour Risk Management course on one day plus a 5-hour elective course which you get approved by Commission staff. On the second day teach a 3-hour mandatory course plus a 4 hour elective course which you get approved by Commission staff.

Q: Must an elective course be taught all in the same day? What if it is an elective course approved for 9 hours? Can 6 hours be taught in one day and 3 hours the next?

A: This would require approval from Commissioners.

Make sure you understand the information provided in this article. It is extremely important that you carefully read and understand how these rule changes apply.

