

The Educator

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INSTRUCTOR TRAINING February 20, 2015

Become the Instructor of Change
Karel Murray

Karel Murray is a motivational humorist, a business strategist/consultant, and an author. Having presented to over 75,000 people in her career, her extensive management experience and professional speaking background combine for an incredible experience for attendees.

Karel has earned the Certified Speaking Professional (CSP) designation with the National Speakers Association as well as the Distinguished Real Estate Instructor (DREI) designation with the Real Estate Educators Association (REEA) where she is currently serving as past President. As an accomplished writer and humorist, Karel is the author of three books and an online newsletter entitled *Think Forward*[®]. She ensures her trainings will not only increase the energy of attendees, but will provide them with applicable tools and processes to positively impact their professional lives.

Karel delivers content that not only informs and educates, but provides practical suggestions mixed with a healthy dose of humor.

DATE February 20, 2015

COURSE *Become the Instructor of Change*

LOCATION Alabama Real Estate Commission Training Room

REGISTRATION 8:30 a.m.–9:00 a.m.

TIME 9:00 a.m.–4:00 p.m.

COST \$95.00 (includes lunch and breaks)

All participants must register through Auburn University's Office of Professional & Continuing Education (OPCE). Use the registration form or register online at auburn.edu/outreach/opce/re/arc.htm.

Remember, the hours for this training 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 2015. Take advantage of this great training opportunity and acquire not only hours needed for instructor renewal but also valuable information and knowledge that can be used in the classroom.



QUESTION

What ID number must be entered when someone is scheduling a salesperson exam or a reciprocal license exam with AMP?

ANSWER

Anyone who is scheduling the salesperson exam, reciprocal salesperson exam, or reciprocal broker exam must use the ID number obtained through pre-registration. All numbers must include nine digits beginning with ARO (*the 0 is a zero and NOT the letter O*). This nine-digit number must be entered during the online scheduling of an exam or when calling AMP to schedule an exam.

REGISTRATION FORM
Become the Instructor of Change
 Presented by Karel Murray

Friday, February 20, 2015 9:00 a.m. – 4:00 p.m.
 1201 Carmichael Way, Montgomery, AL
 Alabama Real Estate Commission

REGISTRANT INFORMATION

Name _____
 LAST FIRST MI

Address _____

_____ CITY STATE ZIP

Phone _____ Fax _____

Email Address _____

 NAME AND AFFILIATION PREFERENCE FOR NAME TAG

COURSE INFORMATION

Lunch will be provided.

- (\$ 95) *Become the Instructor of Change – Received by February 6, 2015*
- (\$130) *Become the Instructor of Change – Received after February 6, 2015*

FOUR EASY WAYS TO REGISTER

- FAX** this form to 334/844-3101
- CALL** in your information to 334/844-5100
- MAIL** this form to Office of Professional & Continuing Education, 301 O.D. Smith Hall, Auburn, AL 36849
- WEB** online at www.auburn.edu/outreach/arec

PAYMENT INFORMATION

- Check Money Order Purchase Order
- Visa MasterCard American Express Discover

Expiration Date _____ Card or Purchase Order Number _____

Authorized Signature _____

Registrations received via FAX, email or telephone MUST contain a credit card number or purchase order number. Otherwise, you will not be considered registered.

MAKE CHECKS PAYABLE TO AUBURN UNIVERSITY TOTAL ENCLOSED _____

CANCELLATIONS and REFUNDS

Written refund requests received no later than seven days prior to the program will result in a refund of fees less a \$15 administration charge. Refund requests received after that cannot be honored. A substitute participant may be designated in place of a registrant who cannot attend. Auburn University and the Office of Professional & Continuing Education reserve the right to cancel, postpone, or combine workshop sections, to limit registration, or to change instructors or speakers.

This program is designed to be accessible to all who wish to attend. Should you have a special need, please call 334.844.5100.

Having Problems with Scheduling the AMP Exam?

As salesperson prelicense instructors, you may have heard students complain about not being able to schedule the salesperson exam on AMP's website. Students say that either AMP does not have their ID number or the online scheduling is not working. We have confirmed that online scheduling through goamp.com is working and the only problem involves the new ID numbers given to students after they pre-register with the Commission.

You will recall the changes that were made in the Spring eliminating the use of social security numbers (SSNs) when submitting prelicense course credit and scheduling an AMP exam. An ID number is now given to an individual through pre-registration with the Commission at the end of a salesperson prelicense or reciprocal prelicense course. **That ID number must be used when scheduling the AMP exam.** The one thing to remember and share with your prelicense students is how the ID number must be entered when scheduling an exam.

The screen shot shows what all individuals will see when scheduling an exam. The **SSN OR Assigned ID#** must be entered correctly. Individuals in Alabama must enter the Assigned ID#. The SSN is only available for other states who contract with

The screenshot shows the AMP website's 'New User' registration page. The page has a navigation bar with links for 'AMP Home', 'About AMP', 'Contact Us', 'Portals', and 'E-Store'. Below the navigation bar is the AMP logo and a 'Technolog' logo. The main content area is titled 'New User' and contains a form with the following fields:

- 'Choose a user name and password' section:
 - 'Choose a user name:' (required, orange text)
 - 'Choose a password:' (8 to 20 characters in length)
 - 'Re-enter password:' (Case Sensitive, 8 to 20 characters in length)
- 'Enter your personal identification information' section:
 - 'First Name:'
 - 'Middle Name:'
 - 'Last Name:'
 - 'Zip Code:' (5 Digits, For address only)
 - 'SSN OR Assigned ID#:' (AR0104564)
 - 'Verify SSN OR Assigned ID#:' (AR0104564)

A red arrow points to the 'SSN OR Assigned ID#' field, which contains the value 'AR0104564'. The 'Continue' button is at the bottom of the form.

AMP. Someone who completed the Alabama Salesperson Prelicense Course must enter the Assigned ID# which begins with ARO (0 is the number zero and **not** the letter O) and is followed by the pre-registration ID number. This is a total of nine digits just like a SSN. Make sure your prelicense students know to use the assigned nine-digit ID number beginning with "ARO" when scheduling the exam electronically or speaking with an AMP representative on the phone.

Important Rule Amendments Affecting Instruction

RULE AMENDMENTS BECAME EFFECTIVE ON OCTOBER 1, 2014

- Rule 790-X-1-.06(5)(g) Prelicense and Post License School Approval and Requirements**

"Instructors shall offer incremental assessments including a final course exam. Students shall pass all required incremental assessments and the required final exam that adequately measures mastery of course content and make a minimum course grade of 70% to successfully complete the prelicense and post license courses."

This strategy was implemented to help improve the salesperson exam scores. Regular testing requiring a minimum passing score of 70 throughout the salesperson prelicense course increases the intensity and frequency of students' studying, which increases students' retention of content. Another benefit is that it gives the instructor continual feedback on students' progress so that you can remediate as needed. The following is an **example** of the number of quizzes/exams and their percentage of the final grade. Different units and percentages can be used based on an instructor's organization of the course.

24 Instructional Units or Chapters

Units 1-4	(5%)	Units 14-16	(5%)
Units 5-8	(5%)	Units 17-20	(5%)
Units 9-13	(5%)	Units 21-24	(5%)
Mid-term	(20%)	Final Exam	(50%)

- Rule 790-X-1-.08 Instructor Approval and Utilization**

"Each real estate prelicense, post license, and continuing education course and the instructor(s) responsible for conducting each course shall be approved by the Alabama Real Estate Commission. An approved instructor shall be present at each session of an approved real estate course. Unapproved guest instructors with expertise in particular areas may be used in a prelicense course, a post license course, and conferences at any time without limitation so long as an approved instructor is present during their respective presentations. Unapproved instructors can be used no more than one-third (1/3) of course hours in continuing education courses so long as the approved instructor is present during their respective presentations."

Basically, an approved CE instructor who submits a course for approval must teach two of the three hours that are approved or four of the six hours that are approved. **The instructor shall not let an unapproved presenter teach the entire course.**

If you are not certain if your course is compliant with this rule, please contact David Bowen at 334.353.0848.

Changes for Distance Education Providers

Updated ARELLO DE Standards and Policies and Procedures



The ARELLO documents explaining all requirements for distance education (DE) have been updated and will be effective on January 1, 2015. The revisions as well as the schedule for course submissions and renewals can be reviewed on the ARELLO website at arello.org by selecting *Distance Education Certification* under the *Programs* heading. **All approved primary and secondary providers of DE courses must review the updated Standards and the Policies and Procedures for the Distance Education Certification Program.**

Several areas were updated affecting both primary and secondary DE providers including the following:

TIME TRACKING FUNCTIONALITY

This area is addressed in Policy 7 and requires the use of a learning management system (LMS). Instructors of courses offered by both primary and secondary providers must have access to an LMS. **This means a secondary DE provider who offers courses from a primary DE provider must monitor the progress of all students who purchased the courses from them by use of an LMS.**

ASSESSMENTS WITH REMEDIATION

Policy 9 covers incremental assessments (quizzes) and summative assessments (final exams). There must be a minimum of 10-12 incremental assessment items per hour of instruction for a course. ARELLO requires a 3:1 ratio of questions stored to questions presented for an adequate assessment bank. This could be addressed in different ways depending on the structure of the course, but the exact same question is not to be asked several times until answered correctly. There must be a bank from which to offer similar questions.

CDEI REQUIREMENT FOR INSTRUCTORS

Anyone who serves as the instructor for a DE course must have the Certified Distance Education Instructor (CDEI) designation as well as the knowledge and experience needed to teach the course. Subject Matter Experts providing content or learner support must also hold the CDEI. The approved CDEI instructor must be trained in the use of the learning management system and have access to the LMS to monitor student progress. An approved instructor must have successfully completed the course and provide documentation of the completion to ARELLO.

SECONDARY PROVIDER RESPONSIBILITIES

These responsibilities include the use of the learning management system, completion of the course, and providing their own course orientation. As stated in Alabama License Law 790-X-1-.21, *"Instructors of approved distance education courses shall submit to the Commission their procedures for enrolling students, monitoring their progress, answering student questions, administering and grading exams, verifying and reporting course completion and verifying student identity"*. **In other words, even though the student is taking a primary provider's course, it is the responsibility of the secondary provider to provide a course orientation for the student, monitor progress throughout the course, and be available for any questions or problems.**

PENALTY FOR LATE RECERTIFICATION APPLICATIONS

All courses must be submitted for recertification when scheduled. If a course is not submitted to ARELLO at the appropriate time, a \$100 penalty fee will be charged for late recertification application.

One exception to the changes for Alabama providers involves Procedure 19b which requires secondary providers to submit courses for certification. A secondary provider offering a course approved in Alabama can receive course approval based on the primary provider's course certification as stated in Alabama License Law Rule 790-X-1-.21(8).

Any questions regarding these requirements can be answered by contacting Karen Gamperl with ARELLO at karen@arello.org.

Are You Using Current Documents?

Make sure you are using current documents that can be obtained in *Education Resources* on the Commission's website. Some instructors and administrators are using old documents that have been updated in the past several years. Check all documents provided to your students including the following:

- **Licensing Process and Deadlines form**
- **Prelicense Student ID Number Registration**
- **CMap Student Instructions**
- **Commission prescribed course outlines**
- **Other documents that may be included in the *Instructor Resources* section**

When copies of documents are needed, it is a good idea to print the document from the Commission's website and make copies instead of continuing to use the exact same paper document located in an office folder. Students need to receive the most current information when it is presented in a course.

CALENDAR OF EVENTS

DECEMBER

- 4 Commission Meeting
Montgomery
- 25-26 Christmas •

JANUARY

- 1 New Year's Day •
- 19 King, Jr./Lee Birthdays •
- 20-22 AAR Winter Conference
- 22 Commission Meeting
Montgomery
- 30 ACREcon
Birmingham

FEBRUARY

- 16 Washington/Jefferson Birthdays •
- 19 Commission Meeting
Montgomery
- 20 Instructor Training
with Karel Murray

MARCH

- 19 Commission Meeting
Montgomery
- 26-27 New Instructor
Orientation

APRIL

- 15-18 ARELLO Midyear
Conference
Albuquerque, NM
- 23 Commission Meeting
Montgomery
- 27 Confederate Memorial
Day •

• Commission Offices Closed
for State Holiday



Education Snapshot

July-October 2014

SALESPERSON EXAMINATION

Overall	First Time
Taken - 1,089	Taken - 536
Passed - 453	Passed - 264
Overall Passing % - 41.6	First Time Passing % - 49.3

BROKER EXAMINATION

Overall	First Time
Taken - 94	Taken - 79
Passed - 79	Passed - 70
Overall Passing % - 84.0	First Time Passing % - 88.6

RECIPROCAL SALESPERSON EXAMINATION

Overall	First Time
Taken - 66	Taken - 60
Passed - 58	Passed - 53
Overall Passing % - 87.9	First Time Passing % - 88.3

RECIPROCAL BROKER EXAMINATION

Overall	First Time
Taken - 39	Taken - 35
Passed - 36	Passed - 32
Overall Passing % - 92.3	First Time Passing % - 91.4

EDUCATION ADVISORY COMMITTEE

The Education Advisory Committee was created in the summer of 2009 as a means for the Commission to use the knowledge and experience of approved instructors to gain valuable input on various projects and assist the Commission with its goal to improve the quality of real estate education in Alabama. These committee members have shared their valuable time and expertise and have completed major tasks, including creating a Post License Instructor Manual, developing the content for the Risk Management for Brokers and Risk Management: Avoiding Violations courses, updating the Post License course outline, and creating a detailed outline for the Salesperson Prelicense course.

The Committee is currently taking a break, but will resume in a new meeting format in 2015. We are grateful for the work and accomplishments of the following Education Advisory Committee members, and we look forward to working with more of you in the future.

- James Anderson
- Everett Brooks
- Larry Carroll
- Debbie Coe
- Becky Ellis
- Rebecca Green
- Glenn Henry
- Scott Hickman
- Jeanne LaMere
- Earl Martin
- Dot Mash
- Don Mayes
- Bob McMillan
- Donnis Palmer
- Anne Powell
- John Rice
- Judi Toran
- Britt Turner
- Susan Vierkandt
- Ann Wells
- Alicia White
- Mark Yarbrough

CONTINUING EDUCATION COURSE APPLICATIONS

TIME IS A FACTOR

As most instructors know, submission of a course outline for continuing education (CE) approval requires an electronic application that is found under *Available Services* after logging in to the Commission's Online Services.

When preparing a CE course application, it is best to type the course information into a Microsoft Word document. That information can then be copied and pasted into the various boxes during the online application process. By preparing the application in this manner, two things will be accomplished. First, you will have the detailed course information saved that will also be needed to renew the course in the summer of 2015. Second, you will not encounter the time-out feature during the application process where information is lost after being entered into the application but not finalized or completed within 30 minutes.