

February 25 Instructor Training

## Using Technology Effectively



**Doug Devitre** has been hired to speak in 32 states (and counting) helping real estate professionals make sense of using the latest technology. Doug is a past Business Leader of the Year of the Maryland Heights Chamber of Commerce, Entrepreneur of the Year of the University of Missouri Business School and recent inductee into the National Association of REALTORS® Real Estate Buyer's Agent Council (REBAC) Hall of Fame.

Doug will demystify the latest technology and show how you can use it in your classroom.

In order to make this training as beneficial as possible for attendees, please complete a survey that will collect information regarding your technology desires and needs. This survey can be accessed through the following link: [AREC Instructor Technology Assessment](#).

Doug will use the information collected through this survey to tailor the training to the needs specified by attendees. The goal of this training is to equip attendees to leave with information that will help them use technology effectively in the classroom in prelicense, post license, and continuing education courses.

**DATE**  
February 25, 2011

**COURSE**  
Using Technology Effectively

**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 (includes lunch & breaks)

Completion of this course will provide six of the 12 hours needed to renew instructor approval for this year.

*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 this year. Take advantage of these great training opportunities and acquire not only hours needed for instructor renewal but also valuable information and knowledge that can be used in the classroom.*



### Presenter Change For May 6 Instructor Training

Due to unforeseen circumstances, the presenter for the Instructor Development Workshop scheduled for May 6 will not be available for this training. However, there will still be an instructor training on May 6 as we are currently communicating with other trainers who may be available to present on that day. More information will be coming so be looking for an Education Essentials email with the revised training information for May 6.

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# REGISTRATION FORM

## *Using Technology Effectively* (C110225)

Sponsored by the Alabama Real Estate Commission

Presented by Doug Devitre

Friday, February 25, 2011 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) *Using Technology Effectively* – Received by February 17, 2011

(\$130) *Using Technology Effectively* – Received after February 17, 2011

### 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](http://www.auburn.edu/outreach/arec)

### PAYMENT INFORMATION

Check     Money Order     Purchase Order  
 MasterCard     Visa     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.*

## Where On Earth Are You? by Connie Rembert



**H**ave you ever received an application from a potential student and sent an email to him or her that bounced back to you? Then you thought, "Did I type that in wrong?" or "Is this the number zero or the letter "O" in this email address?" Then you called the phone number and no one was there by that name. You sent a letter to the physical address and it came back..."Return to sender,

addressee unknown." Fairly often, we have mail and email that does not reach the instructor or school administrator at its intended destination, so we make every attempt to contact that individual. Even after all of our efforts, there are still times when the Commission receives calls after an approval has lapsed and we are told that nothing was ever received.

The Commission has a rule (790-X-1-.06) which says that "schools and

instructors...agree to be governed by rules and regulations adopted by the Commission for the orderly operation of the school." Providing the Commission with accurate, current, and up-to-date information ensures orderly operation of a school. We want to be able to reach

you as instructors and school administrators when we need you. Since education renewal is coming up this summer, we will be mailing and emailing instructions to schools, instructors, and administrators. Therefore, it is important that we have your correct contact information.

The best step to take to ensure that you will receive Commission correspondence is to periodically log in and check the contact information we have on you. Perhaps an assistant has updated your information for you and misspelled your name or transposed numbers. When you finish reading this edition of *The Educator*, click on this link [www.arec.alabama.gov](http://www.arec.alabama.gov) and then click on *Online Services* and follow the prompts to log in and check the information we have on you.

Now, I know you might be thinking, "If AREC doesn't have my correct email address, how am I reading this edition of *The Educator*?" That's a good question. Well, this confirms that we do have your correct email address, but do we have the correct school and home address? Is this the physical address or the mailing address? What about your phone number? I would suggest adding this task to your online calendar as a reminder to check the Commission's web site every six months to one year.

If you find that we have a different address for your school than what you have, then you will need to notify us in writing by mail or email. As always, feel free to contact the Commission with any questions.

### WHAT CHANGE HAVE YOU DECIDED TO MAKE IN 2011?

The Education Division has one change in mind. Look for the next *Educator* newsletter to see what change we have made!



### Education Assistant Moving to New Job

With regrets, we announce that Education Assistant Connie Rembert will be leaving the Commission on February 15.

Connie Rembert joined the Education Division in the position of Education Assistant in August of 2006 and we have been blessed to work with her for the past four and a half years. Connie will be leaving the Real Estate Commission to pursue a promising job opportunity that recently became available.

Connie is the type of employee who does not mind working behind the scenes to make sure everything is taken care of. Even though you don't see her, she is the reason our instructor orientations and training programs have been so successful. I know all of the instructors and school administrators who interacted with Connie will agree that she is a very talented individual who goes above and beyond what is expected to provide the assistance that is needed.

We will all miss Connie and wish her the best in her new job venture.



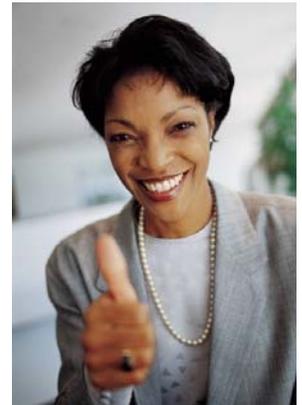
## One Size Doesn't Always Fit All



In an attempt to make our School Administrator Manual more user-friendly, we are creating four separate manuals to meet the needs of at least four different types of School Administrators. We realized that not every School Administrator has the same situation, nor offers the same types of courses. Although our School Administrator manual was created to cover EVERY possible school and course type within the same document, this sometimes made it cumbersome for some administrators to filter through all of the information that did not apply to their situation. For this reason, we are creating a separate School Administrator manual for schools offering only continuing education courses, another for those offering only distance education courses, and finally one for those offering prelicense, post license, and continuing education courses only in the classroom. For schools who offer all types of courses both in the classroom, as well as through distance education, we have the original manual which encompasses the information for all course offerings.

We believe that these manuals will be helpful and will make information much easier to locate. Although we feel that these new manuals will meet the needs of the majority of our School Administrators, we know that there will still be a few School Administrators who will have to filter through a few items that do not apply to them in order to locate the information they desire. It won't be perfect, but at least it won't be as cumbersome as the original manual. It is our hope to have the new manuals completed and available in the Instructor Resources section of our website by April 1.

## AMP EED Improved!



*AMP's EED program has recently been updated and improved and AMP is now ready for the transition to the new version. Along with the transition they will now be referring to the EED as the School Portal.*

*Current users will receive an activation email for the new School Portal on February 22, 2011.*

*As you know, AMP currently mails monthly school performance reports directly to each school. With the School Portal, enrolled users will be able to generate reports for their school on demand which will eliminate the monthly mailing.*

*The transition should be relatively seamless. Anyone needing assistance with the new login process will be directed to a specific contact with AMP.*

### AREEA SPRING RETREAT IN MARCH

The AREEA Spring Meeting will be held at the WindCreek Casino and Hotel on March 30-31. The meeting will begin at 1:00 p.m. on Wednesday, March 30. Training for instructor continuing education will be provided Thursday, March 31, from 9:00 a.m.-4:00 p.m. Cherolynne Fogarty with Walk The Talk Presentations will be the presenter.

Call and reserve your room now. The room rate is \$109 per night. Call 1-866-WIND360 (1.866.946.3360) or click [www.windcreekcasino.com](http://www.windcreekcasino.com). The code word is AREEA.

If you are not currently a member, exciting things are happening with AREEA so join the association now. Contact Alicia White at [smurfaw@netzero.net](mailto:smurfaw@netzero.net).



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# 2011 REEA Conference in Vegas

The 32<sup>nd</sup> annual conference of the Real Estate Educators Association (REEA) will be held in Las Vegas, Nevada June 12-14 at the Flamingo Hotel.

A Distance Education Seminar will be offered on Saturday, June 11, as a pre-conference event. For more information about this conference, please visit the REEA Web site at [www.reea.org](http://www.reea.org).

Everyone is strongly encouraged to join REEA. The association is now under a new management company and great improvements will be taking place in the near future.

Alabama instructors who attend this conference may obtain instructor CE hours for their 2011 instructor renewal. Registration for the conference is not yet open and a final agenda has not been published. We will notify you when these are available.

If you have questions about obtaining instructor CE hours, please contact us.



## HANDBOOK REVISED

*The AMP Candidate Handbook has been revised with updated verbiage to the security/misconduct language on page 11. The Handbook is sent to instructors at no charge, so order enough to give to your salesperson and broker prelicense students.*

*The handbook is also available on AMP's website at [www.goamp.com](http://www.goamp.com) for quick reference. This contains very beneficial information for exam candidates, so make sure your students know how to access it.*