

The Educator

**Risk Management Requirement...
REVISED & READY!**

Current Snapshot

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and Credit**

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UPDATED CMAP INSTRUCTION SHEET

The CMap Instruction Sheet must be provided to all students in approved CE courses as stated in Rule 790-X-1-.12 of Alabama License Law. This document has been updated and is currently on the Commission's website in the Education Resources area. It provides important information for licensees to check CE credit online to make sure it has been entered by the course provider and also to take advantage of evaluating the course and viewing CE credit that has been archived. It also includes the Commission's new logo.

Please replace the current form you are using with the one that is available on the website so appropriate information will be shared with all licensees.

RISK MANAGEMENT REQUIREMENT... REVISED AND READY!

An amendment to Rule 790-X-1-.11 of Alabama License Law was approved by commissioners in May 2012 changing the Risk Management requirements for CE (continuing education).

That rule is now effective requiring **ALL** licensees to satisfy the new requirements for both license activation and renewal. The previous Risk Management course, "Risk Management: That Delicate Balance," will no longer satisfy the Risk Management CE requirement.

The rule that was amended now reads:

1) To meet continuing education requirements, licensees shall complete fifteen (15) clock hours each license period as set out below beginning October 1, 2012:

(a) Three (3) clock hours in Risk Management-Level 1. In this level, brokers and salespersons shall take the Risk Management: Avoiding Violations course.

(b) Three (3) clock hours in Risk Management-Level 2. In this level, all brokers shall take the Risk Management for Brokers course.

Salespersons shall take the Risk Management for Salespersons course, the Risk Management for Brokers course, or an industry-specific Risk Management course approved for Level 2 credit by the Commission.

(c) Nine (9) clock hours in Commission-approved courses

Instructor training for these new Risk Management courses was offered last October and over 100 instructors attended to receive approval to teach the revised courses. The prescribed outlines for these new courses can be found on the Commission's website in the Education Resources area. Instructor Guides for these courses can be found in the Instructor Resources area. Another instructor training will be offered at a later date for those who were not able to attend the October training.



**NEW INSTRUCTOR
ORIENTATION 2013
COMING!**

**February 28-
March 1
&
October 17-18**

**Stay tuned for
details in future
issues of
The Educator**

The following logos represent the different Risk Management courses that are required. They will be located in the Instructor Resources area of the Commission's website. Feel free to use these for advertising and explaining the new Risk Management requirements. All licensees must have a Level 1 and Level 2 course for a total of six hours in order to satisfy license activation and renewal requirements.



Level 1 for Risk Management includes the *Risk Management: Avoiding Violations* course **required for all licensees**...both salespersons and brokers.



Level 2 for Risk Management includes the *Risk Management for Brokers* course which is **required for all brokers**...both associate and qualifying.



Level 2 for Risk Management also includes the *Risk Management for Salespersons* course and Risk Management courses in other areas approved by the Commission.

CMAP CHANGES FOR COURSE SCHEDULES AND CREDIT

Since CMap was initiated, all approved school administrators, CE instructors, and prelicense/post license instructors have been able to log in and enter information for scheduled courses and student credit. **A CMap change is being made that will allow administrators to log in using only the school code. The social security number and date of birth still must be that of the school administrator.** The purpose of this change is to prevent instructors from teaching courses and submitting credit

without the knowledge of schools that are in the instructor's list of approved schools.

This change will be effective beginning February 1, 2013. As a result, no instructor will be able to enter a course schedule or course credit into CMap unless he or she is the school administrator or asks the school administrator of the sponsoring school to enter the information.

School codes can be found on the Commission's website using the **License Search** feature in the *Licensing* section under *Professionals*.

BASIC SEARCH

- Click *Company*
- Type school name in *Company Name*
- Click *Search*

ADVANCED SEARCH

- Click *Advanced Search*
- Select *School* under *License Type*
- Select *Active* under *License Status*
- Select *Contains* under *Criteria*
- Type the school name in the *Company Name* field
- Click *Search*

QUESTION

Where do I get the license number for CE students in order to enter CE credit on the Commission's website?



ANSWER

All CE credit for licensees must be entered electronically on the Commission's website by the course provider. A large number of licensees carry their license numbers with them and can easily provide them. However, there are some licensees that do not know their license numbers and are not able to provide them to the CE provider for course credit entry. All license numbers can be found on the Commission's website through the following steps:

1. Click **Professionals** on the Commission's website and select **Licensing** in the drop-down menu.
2. Choose **License Search**. This will give you the option of searching License Status Verification or ARELLO's International Database.
3. Click **Search** next to **License Status Verification** and enter the name of the licensed individual (first and/or last names).
4. After the information has been entered, click **Search** to see Name, License Number, License Status, and License Type.

AREEA Spring Meeting Scheduled



Len Elder

The Alabama Real Estate Educators Association (AREEA) has scheduled the **2013 Spring Conference for April 4-5**. It will be held at the Renaissance Mobile Riverview Hotel at 64 South Water Street in Mobile.

Len Elder, DREI, JD, will present a very beneficial instructor development workshop entitled *The Magic of a Winning Presentation* on Friday from 9:00 AM - 4:00 PM. He has received very high remarks and compliments from Education Directors in both Oklahoma and Idaho. We have also attended his training sessions at REEA conferences in the past.

This training will provide 6 hours of instructor CE for attendees as well as information that can help all instructors find ways to improve their instruction and student feedback.

Registration through January 31 is \$114, which includes \$89 plus \$25 for 2013 membership renewal. Registration February 1 and after is \$124, which includes \$99 plus \$25 for 2013 membership renewal. Non-members must pay \$104 through January 31 and \$119 beginning February 1.

You can find this registration information and a link to reserve your hotel room at a discount price by clicking the following link:

<http://areea2010.wordpress.com/areea-2013-spring-conference/>

We look forward to seeing you in Mobile on April 4-5.



AMP IMPROVEMENTS IN 2013

Alabama's examination provider has provided a couple of changes that can benefit those scheduled to take the salesperson, broker, and reciprocal examinations.

TEXT MESSAGE REMINDERS

AMP is pleased to announce text message reminders for scheduled examination appointments, which is an added convenience for busy candidates. Candidates must provide their mobile number and "opt in" to receive a text reminder the day before their scheduled appointment. This option will be available to Alabama candidates on January 15. The Candidate Handbook is being updated to include this information.

The process is simple and allows candidates to opt "in" or "out" of text reminders when scheduling online. On the "contact information page" of the online scheduling process, the following language will be present:

Please indicate if you wish to receive an appointment reminder notice via text message.

I accept and I understand text message rates may apply.

I decline. I understand I may change my



preference by returning to AMP's website at goAMP.com

For those who schedule by phone, this feature will be offered by AMP's call center staff.

The approved text language includes the examination date, time and AMP contact information. The following is a sample text message:

Reminder: Your exam appointment is on 10/30/2012 at 9:00 a.m. Contact AMP @ 888-519-9901 or login at goAMP.com if you require more information.

LARGER MONITORS

AMP is upgrading to 23-inch monitors at AMP Assessment Center Network locations. These monitors were extensively tested internally followed by a three state trial in actual assessment centers to ensure an accurate, easy to read display for candidates. The monitor upgrades will be completed in 2013. More information to come!

Education Current Snapshot

As of December 31, 2012

Prelicense/Post License Instructors **145**
Continuing Education Instructors **220**
Licensed Schools **63**
Approved Schools **102**

Salesperson Examination*

Taken - **723**
Passed - **323**
Overall Passing % - **44.7**
1st Time Passing % - **57.1**

Broker Examination*

Taken - **117**
Passed - **103**
Overall Passing % - **88.0**
1st Time Passing % - **92.0**

Reciprocal Salesperson Examination*

Taken - **48**
Passed - **44**
Overall Passing % - **91.7**
1st Time Passing % - **93.3**

Reciprocal Broker Examination*

Taken - **44**
Passed - **38**
Overall Passing % - **86.4**
1st Time Passing % - **87.8**

**For period August-December 2012*

CALENDAR OF EVENTS

JANUARY

- 21 Martin Luther King, Jr. Day - Commission Office Closed
- 22-24 AAR Winter Conference - Montgomery
- 24 Commission Meeting

FEBRUARY

- 1 ACRE (Alabama Center for Real Estate) Commercial Conference - Birmingham
- 13-15 AAR Salesmanship Conference - Tuscaloosa
- 18 President's Day - Commission Office Closed
- 21 Commission Meeting
- 28 New Instructor Orientation

MARCH

- 1 New Instructor Orientation continues
- 21 Commission Meeting

APRIL

- 4-5 AREEA Spring Retreat - Mobile
- 5 Instructor Training with Len Elder at the AREEA Spring Retreat
- 18 Commission Meeting
- 22 Confederate Memorial Day - Commission Office Closed