

Instructor, Course and School Renewals

It's time for education renewals again! Everyone was introduced to online renewals for instructors and schools in 2003. Well, 2005 renewals will be handled the same way with some improvements to make the

School administrators must renew the school approval using the school's license number. If any school representative is unaware of who is on the Commission's record as the school administrator, contact the Commission's Education

► The next screen will show your personal information (with any corrections that were made), a list of all types of licenses on record for you, and a list of all available services.

► Select Education Renewal from the available services.

► Type your e-signature in the appropriate field on the screen revealing your license number, name, type of instructor, status, and the renewal fee and select Continue.

► Select the method of payment you will be using (e-check or credit card) and click Next.

► Enter the appropriate information for either the e-check or credit card and check the box certifying that you are aware that Alabama Interactive is an agent of the Commission and will appear on your bank or credit card statement for this transaction.

► After entering all of the correct and acceptable information, you will be taken to the receipt page which will give your confirmation number.

► Return to the menu or to the Commission's homepage. Please do not hit the Back button to take care of other services.

▷ COURSE RENEWAL

► After renewing your instructor approval, select "Course Renewal" from the list of available services on the main menu. You will be taken to the Course Renewal List which contains a list of courses that are eligible for renewal and a link to the Course Renewal Form to be used afterward.

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RENEWAL DEADLINE

Renewals must be completed no later than August 31, in order to have your approval active on October 1, 2005



renewal process more convenient. Every instructor must renew his or her own approval in order to remain on active status and continue teaching after October 1. Students and licensees may not receive credit for any course taught after October 1 by an instructor who fails to renew. Instructors must renew all courses they intend to continue offering in the next license period. A list of approved courses will be available on the Web site where you renew your instructor's approval. Revised content outlines, course objectives, and learning strategies must be submitted with the renewal fee in order for a course to be renewed. Of course, prelicense, post license, and risk management courses are exempt and require no outline or fee.

division. Beginning October 1, 2005, instructors may teach courses for credit only at schools whose approval has been renewed.

INSTRUCTORS

▷ INSTRUCTOR RENEWAL

► Go to the Commission Web Site at www.arec.state.al.us and click on Online Services at the top.

► Log in using your instructor code (without the leading zeros or single digit extension), last four digits of your social security number, and your date of birth. You will see a screen that identifies your name, home address, phone number, and email address.

► Update any incorrect information on this screen. Once corrections are made, or if no corrections need to be made, click NEXT at the bottom of the screen.

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Attention All Post License Instructors!

A problem has been brought to our attention that is hurting new licensees and needs to be solved as soon as possible. The good news is that an easy solution exists. The problem involves temporary licensees who complete the 30 hour post license course and never apply for an original license. After six months the temporary license is automatically placed on inactive status and may even progress to the point of expiring and lapsing at the end of one year. As a result, there are some licensees who may end up listing and selling property without a legal right to do so because of ignorance of the law.

This problem began with the implementation of CMap in

October of 2004. Prior to CMap, the application for an original license was on the back of the certificate of completion for the post license course. Therefore, whenever an instructor issued a certificate of completion, the application was with it. However, when instructors began using CMap to report course credit, the need for a certificate of completion no longer existed. At that point in time, the application for an original license needed to make it into the students' hands by some other means. Obviously, some in-



structors made the transition fairly easily and the students received the application. However, other instructors have left it up to the student to know the licensing process and get the application themselves.

So what is the easy solution to this problem? All post license instructors, including distance education providers, should download the original application from the Commission's Web Site (www.arec.state.al.us), make copies, and give it to every student who completes the post license course with instructions on what to do. As a

matter of fact, the Review and Test section of the post license outline (Module VIII) includes the statement, "The instructor will review instructions regarding applying for an original (permanent) license" and gives the section and rule numbers in license law that address this issue. These students are relying on instructors for all information, not just coursework. Everyone does not think to call the Commission office to ask about licensing. As the instructor, you are the main contact for these individuals. Please guide them in the right direction by making sure they know what the licensing process is and what step comes next. They will thank you and we will thank you.

Instructor, Course and School Renewals . . . Continued from page 1

► Simply complete the form by checking the box next to the confirmation statement regarding courses that do not require a content outline or renewal fee and selecting all courses you wish to renew by clicking the appropriate boxes in the RENEW column.

► Print the completed Course Renewal List. Add the individual fees and record the total at the bottom of the course list. This is the amount to be paid for course renewal. Make your check payable to the Alabama Real Estate Commission.

► Click the link to the Course Renewal Form and you will be taken to the form you will need to complete for each course that requires a fee for renewal. This form will allow you to type directly on the form and print it when finished. You also have the option to print the form and use a typewriter to enter the information. Do not submit handwritten forms. The

Course Renewal Form requires a detailed content outline with time segments, specific course objectives, and all learning strategies used in the course. Learning strategies are activities that promote student interaction such as role play, group case studies, presentations, etc.

► You may also access the Course Renewal Form in two other places. Click on Online Services at the top of the Commission's homepage at www.arec.state.al.us and select the Course Renewal Form link in the list of online services. You may also go to the list of Education Forms and Applications and select the Course Renewal Form.

► When you have completed one form per course and printed them, MAIL the Course Renewal List printed off the Web site, the Course Renewal Form for each course to be renewed, and the appropriate

fees to the Commission office.

SCHOOL ADMINISTRATORS

▷ SCHOOL RENEWAL

► Go to the Commission Web Site at www.arec.state.al.us and click on Online Services at the top.

► Log in using the school code (without the leading zeros or single digit extension), the last four digits of your social security number and your date of birth. You will see a screen that identifies the school name, address, phone number, and email address.

► Update the phone number and email address if needed. Once corrections are made, or if no corrections need to be made, click NEXT at the bottom of the screen.

► The next screen will show the school's information (with any corrections that were made) and the available service of Education Renewal.

► Select the active Education Renewal link and follow the directions above for instructor renewal. Even though there is no fee for school renewal, a payment option must still be selected to take care of the on-line processing fee.

▷ FEES

Instructors who are approved to teach must pay the fee that is identified in individual records. The instructor renewal fee for instructors approved to teach prelicense and post license courses is \$100. The instructor renewal fee for instructors teaching only continuing education courses is \$50. No fee is required for school renewal. However, an on-line processing fee is required.

IMPORTANT DEADLINE
Renewals must be completed **no later than August 31** in order to have your approval active on October 1, 2005. ☐

Instructor Training Programs



Randy McKinney will be teaching Risk Management Instructor Training on August 17 in the new training room at the Real Estate Commission in Montgomery. All instructors seeking approval to teach Risk Management must attend a six hour Risk Management Instructor Training program prior to teaching the course. If you have been approved to teach it in the past but were unable to attend the training at the Annual Instructors Seminar in

The Commission's training room is currently being equipped with impressive audio/visual equipment and will be ready to be put to good use just in time for the first of our two scheduled instructor training programs. Remember, the Commission is providing training for all instructors through quarterly

training sessions. There will be no Annual Instructors Seminar this year. We are in the process of scheduling instructors for next year and will advertise the schedule of instructor training as soon as possible. Two instructors of impressive reputation have agreed to provide instructor training for the Commission this year.

Auburn last October or if you are a new instructor teaching prelicense or post license, you must attend this training. Even if you attended the session in Auburn last October, this is a great opportunity for a refresher with new ideas from a different presenter.

Date: August 17, 2005
Course: Risk Management Instructor Training
 - Location: Alabama Real Estate Commission Training Room

[Please refer to the insert with a list of hotels and a map to the Commission office]

- Registration: 8:30–9:00 a.m.
- Time: 9:00 a.m.–4:00 p.m.
- Cost: \$95 first timer
\$57 refresher
- Both fees include the Risk Management Instructor Manual, lunch, and breaks.
- All participants must register through Auburn University's Outreach Program Office. See enclosed registration form for more details.

Amy Chorew will be offering instructor technology training on October 7. Amy received great comments and evaluations at last year's Annual Instructors Seminar. She will be offering a full day program on "Using Technology in Course Design". Make plans to attend and bring your laptop computer with PowerPoint. The XP 2003 version of PowerPoint is preferable but the 2002 version will work as well.

Date: October 7, 2005
Course: Using Technology in Course Design

- Location: Alabama Real Estate Commission Training Room
- [Please refer to the insert with a list of hotels and a map to the Commission office]
- Registration: 8:30–9:00 am
- Time: 9:00 a.m.–4:00 p.m.
- Cost: \$84.00
- Registration information will be available at a later date.



Continuing Education Audits

That's right! The Commission is still auditing for the completion of continuing education courses needed for the active renewal or the first time activation of the 2005-2006 licenses. The license renewal that took place in August of 2004 was based on courses taken between October 1, 2002 and November 30, 2004 (remember the two month extension granted by Commissioners as a result of Hurricane Ivan). Since the Commission was not tracking courses electronically at that time, we are continuing to audit for that time period.

We want you to be aware of this for two reasons. First, there is still a chance that you will be audited yourself.

You need to have your original certificates of completion on file and ready to submit to us when you receive that special audit letter. Second, even if you are not audited, some licensees who are randomly chosen to participate in this wonderful experience may not have their original certificates on hand. In that case, they will be calling schools and instructors to ask for original certificates. All you have to do is check your files to verify successful completion of the specific course(s) and issue the certificate.

These random CE audits will cease at the end of September in 2006 since courses for the 2007-2008 license period (October 1, 2006–September 30, 2008) will be in CMap.

August 17, 2005
Risk Management Instructor Training
October 7, 2005
Using Technology in Course Design
 Alabama Real Estate Commission Training Room
 Montgomery, Alabama



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15 Hour Broker Prelicense Options



January 1, 1997, may meet the 60 clock hour requirement by completing a 15 clock hour course approved by the Commission provided the applicant meets all other requirements set forth in License Law & Rules. Students enrolled in 15 hour prelicense courses can receive no more than nine (9) hours credit per day." The following three options have been made available:

15 HOUR BROKER PRELICENSE COURSE

Some instructors and schools still offer the 15 hour broker prelicense course as a stand-alone course. The outline for this course is available and will possibly see revisions in the near future. All licensees completing this course must be given credit in CMap for completing the 15

hour broker prelicense course and will receive 15 hours of continuing education credit.

EXAM REVIEW

Several years ago, at the request of instructors, this option was made available. Any instructor who offers a broker cram course or exam review may advertise it as the 15 hours needed to qualify for the broker exam as long as the cram course is a minimum of 15 hours in length. All licensees completing this course must be given credit in CMap for completing the 15 hour broker prelicense course and will receive 15 hours of continuing education credit.

POST LICENSE COURSE

A broker candidate has the option of attending Modules 2 and 3 of the post license course in order to qualify for the broker exam. As instructors, your responsibility will be to verify that these are

salespersons and not brokers who are trying to get a quick 15 hours. Absolutely no brokers may attend these two modules and receive 15 hours of continuing education credit. They would have to attend the entire course. All licensees completing Modules 2 and 3 for the reason of qualifying for the broker exam must be given credit in CMap for completing the 15 hour broker prelicense course and will receive 15 hours of continuing education credit. The previously mentioned options are the only three available. **Attending 15 hours of the 60 hour salesperson prelicense course is not an option.** Please remember that all licensees who complete any of these three options must be given credit for the 15 hour broker prelicense course. If you have questions, please contact the Education division.

There are currently **three options** for licensees who need an additional 15 hours to qualify for the broker exam. Rule 790-X-1-.06(e) states "Any applicant for the exam who completed the 45 hour prelicense course prior to