

## CMap Enhancement Update

**Well**, we are making steady progress! Since the trial version of CMap was made available in September, instructors and school personnel have been testing it and learning more about it. The presentation at the Annual Instructors' Seminar resulted in great feedback which led to some valuable enhancements. We appreciate those of you who took the time to try it out and give us the feedback we needed. Our goal has always been to make CMap as user-friendly as possible.

Access to CMap is now available in four different areas of AREC's Web site. The three options of Instructor Login, Course Information Display, and Licensee Login can be accessed by either clicking on the CMap icon under Quick Links or selecting CMap in the

scrolling information under What's New. By selecting Real Estate Course Search in the Instant Access Menu or selecting Real Estate Course Search in the drop-down menu under Education, an individual will be taken directly to the course search screen that is found under Course Information Display.

Some of the enhancements that have been implemented include Course Schedule editing, increased time of use, and Licensee Login. Instructors or school administrators are now able to edit course schedules that have already been committed to the database. All courses that have been committed now remain in your working set. You may, at any time, click on the course code to edit information regarding the course. After the course has been offered, you

also have the option of removing it from your working set to take it out of AREC's database. Remember that you must click the Commit button every time you make one of these changes or it will not be accepted. **If you ever add, edit, or remove a course, you must commit it or nothing will be changed.** The timeout session which automatically logs you out of the program has been increased to 30 minutes. A good practice is to commit every three or four entries instead of waiting to the very end to commit and risk losing the information previously added to your working set. The Licensee Login is now active and allows licensees to check the CE credit that has been submitted for them. This login works in the same way as the Instructor Login by requiring the license number,

last four digits of the social security number, and the date of birth. Qualifying brokers will soon be able to use the Licensee Login to check on the CE credit of individuals licensed under them. Qualifying brokers must enter the company's license number, the last four digits of their social security number, and their date of birth in order to access this part of CMap. This is a good way for brokers to know the courses taken by their licensees and which ones need CE credit for renewal.

We continue to look for ways to improve CMap. This program was developed for your benefit and we want to continue working to make it more user-friendly. We welcome any questions and/or suggestions for improvement.



### Attention Post License Instructors and School Administrators

Since we started using CMap to submit course credit and stopped using the 30 hour post license certificate of completion, some licensees are getting confused and being placed inactive because of a lack of information. Prior to CMap, the Salesperson Original Application was on the back of the post license certificate of completion. Since the certificate is no longer being used, students must get the application from another source. That source is you! You need to have plenty of applications on hand to give to students who complete your post license course and instruct them to complete it and send it in to the Commission. When making copies of applications, please use white paper instead of colored paper. All applications are scanned when received and colored paper does not scan well. If you are a distance education provider you may direct their attention to our Web site and explain where the application can be found, or you can download the form from our Web site yourself and email or mail it to the students. Make sure you provide written instructions regarding the requirement to submit a Salesperson's Original Application and the deadline for submittal. Some temporary licensees think that when you submit their course credit to us, they are in good shape to continue operating as a real estate licensee. That is correct until their six month deadline hits and they receive a notice from the Commission telling them they are now on inactive status. Make sure all students who complete your post license course are fully informed on what they need to do to have the original license issued.

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## Some Friendly Reminders

It has been two months since the Annual Instructors' Seminar and this is probably a good time to remind everyone of a few important things that were discussed. There are three main areas covered at the seminar that are worthy of reminders.

### ■ Revised Real Estate Course Application

This revised course application must be used for all course approval submissions (except distance education courses which now have their own course application). We will no longer accept the older version. The main differences in the two are the content outline and the learning strategies requirement. The content outline is no longer on the back of the application. The new application requires a detailed content outline with time segments and course learning objectives. Please refer to the Learning Objectives insert you received at the Annual Instructors' Seminar for guidance in writing learning

objectives correctly. A new requirement is a description of all learning strategies used in the course such as classroom activities that promote student interaction. Students need to be involved in the learning process—not just sit back in a chair and listen to a three hour lecture. Explain the methods of interaction you will use when teaching the course being submitted for credit. Remember to make sure the application is completed and has the correct information. Some instructors are still having trouble understanding the request for an explanation of how the customers and clients of the licensee attending the course will benefit. We are not asking for the benefit for the licensee. We want to know about the customers and clients. Please pay special attention to these areas of the course application prior to submission to save us the trouble of returning it with an explanation and to save you the expense of losing \$100 if the course is not approved


because of mistakes on the application.

### ■ Student Record for Continuing Education

This is the sheet that all students should complete and sign when taking your continuing education courses. **Please note that this sheet has been updated since the Annual Instructors' Seminar and is included in this mailing.** It can also be downloaded from the Commission's Web site at [www.arec.state.al.us](http://www.arec.state.al.us). It is located in the EDUCATION section under Instructor Seminar Handouts 2004. Students need to specify whether they are taking your course to activate a license for the first time in the 2005-2006 license period or taking your course to renew a license in August of 2006 for the 2007-2008 license period. This must be given to every licensee who takes a CE course between October 1, 2004 and September 30, 2006. Schools use this record to determine

whether to issue a certificate of completion or input the course credit through CMap. Schools must keep these signed sheets on file for the remainder of this license period. Neither instructors nor students are to fax or mail them to the Commission. They are only for the school's information and files.

### ■ Rule Changes

Take the time to read through all of the license law rule changes. Your folder at the Annual Instructors' Seminar contained two copies of the changes. One copy is the ~~strikethrough/underline~~ version showing all of the changes that were made. The other copy shows how the new rules read after the changes have been made. The institution of CMap has resulted in many changes such as the elimination of Course Information Forms and Rosters. Read through these changes several times so you will be familiar with the new requirements. 

## Do You Need an Education on Distance Education?

The Association of Real Estate License Law Officials (ARELLO) will be offering an expanded distance education seminar in Monterey Bay, California on Saturday, April 2, 2005 from 9:30 a.m. to 4:30 p.m. There will be live demonstrations by vendors, perspectives from industry leaders, and a look at areas such as regulatory acceptance, recent statistics, developing and marketing distance education courses, and meeting ARELLO-IDECC standards for certification. The ARELLO-IDECC Distance

Education Seminar will help course providers and regulatory agency representatives understand how to ensure professional education courses meet high standards for quality instructional design and delivery. The seminar facilitators will provide an overview of the application process for obtaining ARELLO-IDECC certification and discuss various ways in which distance education can be provided and how the standards apply to each. **Industry leading course**

**developers will participate in the seminar by demonstrating how they have chosen to meet standards in the development and delivery of their courses.** Seminar attendees will get a first hand look at how distance education facilitates the real estate brokerage and appraisal industries. Attendees will also have the opportunity to visit with vendors and learn about their products and services. For more information and registration details, visit [www.arello.net](http://www.arello.net).



*Distance Education Seminar*  
*Saturday, April 2, 2005*  
*9:30 a.m. to 4:30 p.m.*  
*Monterey Bay, California*

## A Great Opportunity

Alabama's chapter of the Real Estate Educators Association (AREEA) is busy in its efforts to improve education that is being offered in the state. A successful spring retreat was

enjoyed by all last April and AREEA's 2005 president, Emil Ankermler, would like to extend a personal invitation to everyone who is interested in becoming involved in AREEA:

"You will want to set aside April 6<sup>th</sup> and 7<sup>th</sup> to meet with AREEA to discuss the future of quality instruction in Alabama. The conference will be held at the Imperial Palace Hotel in Biloxi, Mississippi. Reduced room rates will be available to members of our conference. More details will be available in early 2005. If you have never heard of the Alabama Real Estate Educators Association, here is what we are all about. We are instructors who really care about

quality instruction. We face many of the same challenges and sometimes need some friends to share ideas. Instructor development workshops help us all to improve our teaching skills and knowledge. To find out more about AREEA and how we can work together, call me at 256.593.3434."

At the last spring retreat, a task force was formed to revise the 30 hour post license course outline. You received the outline at the Annual Instructors' Seminar in October. Suggested activities are now being added to each major topic area. This new outline will be completed and ready for use by the first of the year. By late December instructors can find it on the Commission's Web site at [www.arec.state.al.us](http://www.arec.state.al.us). Click on "Education" and select "Instructors' Seminar

Handouts" from the drop-down menu. The outline can be found in the 2004 seminar handouts. Ideas for updating the Risk Management course were also offered and used as the course was rewritten. At the most recent meeting in October, two more task forces were formed. One task force will begin working on a 60 hour prelicense course outline that will include timelines and suggested activities. The other task force will look at instructor renewal requirements and make recommendations for possible rule and/or license law changes. AREEA offers many ways for you to become more involved in improving the quality of real estate education in Alabama. You are encouraged to attend the spring retreat in Biloxi, Mississippi on April 6-7, 2005. We hope to see you there.



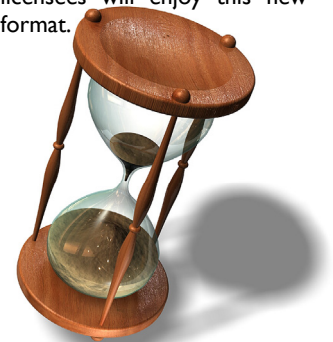
## It's Almost Time

The revised outline for the 30 hour post license course has now been completed with activities to stimulate student interaction. It is currently available for download from the Commission's Web site at [www.arec.state.al.us](http://www.arec.state.al.us) and must be used for all new post license courses beginning after January 1, 2005. The transition from the old outline to the new should have already been started since all instructors received the outline at the Annual Instructors' Seminar in October. If you are not currently using the new post license outline, do not start another course with new students until you are able to

use it. If you have students in a course using the old outline, finish that course as soon as possible. If it does not end until after the first of the year, do not, under any circumstances, merge new students using the new outline with students using the old outline. Do whatever it takes to have all of your new post license students using the new outline as soon as possible. The task force of instructors from the Alabama chapter of the Real Estate Educators Association (AREEA) has done a great job of working together to improve the post license course outline. The Risk Management

continuing education course has also been undergoing revision and is nearing the end. Continue using the second edition of the Risk Management text until the third edition becomes available. It is anticipated that the new instructor and student manuals will be available in early February. All Risk Management courses offered after its release must use the new Risk Management text with no exceptions. Course author, Dianna Brouthers has done an excellent job using recommendations from AREEA to re-write the Risk Management course. The course is geared more to real

life situations which will better serve the licensee in reducing and avoiding liability. It is in a manual or workbook form and will be available from the Alabama Real Estate Research and Education Center. We believe that both you and licensees will enjoy this new format.







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## Legal Issues

**The** Licensing Division of the Alabama Real Estate Commission has typically not accepted copies of leases as proof of residency for license application. That is because years ago a person had to live in and maintain official residency in Alabama in order to have an Alabama real estate license. Therefore, it was very important that the person prove beyond a shadow of a doubt that Alabama was his/her official state of residency. In an effort to bypass this law, occasionally individuals residing in other states rented apartments or houses in Alabama just for the sake of obtaining a real estate license while maintaining official residency in another state. The law has changed so that it no longer requires a person to live in Alabama. The requirements for obtaining a license are the same for all applicants regardless of the state of residence. The only

difference is the requirement for all nonresidents to sign an affidavit referred to as a Consent to Jurisdiction agreeing to be bound by all of the provisions of Alabama Real Estate License Law. It is for

this reason that the Commission can now allow a lease along with any other reasonable documentation to be submitted for proof of residency. This can be used when the person does not

have the typical items such as a deed, Alabama driver's license, etc.

Another change that has taken place involves a reduction in the time to pass the real estate exam after completing the 60 hour prelicense course. This change is reflected in Rule 790-X-1-.06(7). The rule now reads, "Salesperson applicants must pass the examination within 24 12 months immediately following the date of completion of

the 60 clock hour prelicense course approved by the Commission. Salesperson applicants who fail to meet this requirement shall be required to again successfully complete the prelicense course."

**NOTE:** Salesperson applicants now have only 12 months (1 year) after course completion to pass the state exam. This means that the actual date of testing and receiving of a passing grade must be within 12 months (1 year) of the reported course completion date.

### IMPLEMENTING THE CHANGE

**This change applies only to people who begin the prelicense course on or after October 1, 2004. For people who began the prelicense course prior to October 1, 2004, they will have the full 24 months between the time of course completion and passing the exam.**

