

THE EDUCATOR

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State of Alabama
Real Estate Commission
1201 Carmichael Way
Montgomery, AL 36106-3674

Risk Management Instructor Training

April 12 - Auburn Hotel and Conference Center

The second instructor training program for the newly required Risk Management course is scheduled for Wednesday, April 12, 2000, from 9:00 a.m. to 4:00 p.m. at the Auburn Hotel and Conference Center in Auburn, Alabama. Registration will begin at 8:15 a.m. The cost is \$100 which includes your instructor's manual.

This training course, taught by course author Peggy Powell, is required to be completed before instructors can teach the required continuing education course in Risk Management. Additionally, it is required for all instructors who teach post license or the 15-hour broker's prelicense course. Both courses contain the 3-hour class in Risk Management.

If you missed the first training program last October, you must take this one in order to continue teaching the brokers prelicense course and the post license course or to begin teaching the required continuing education course. This is your last chance to take the course before licenses are renewed this year. Complete the registration form included in this issue of *The Educator* or go to www.auburn.edu/outreach/riskmgmt online. The registration deadline is April 4, 2000. Registrations received past April 4 will increase by \$25 making the cost \$125.

Risk Management Course Manuals



Instructors: All students in your post license, brokers prelicense and continuing education classes must have the Risk Management Manuals during class. The Commission recommends that all students purchase this manual to have as a resource. The manual contains a lot of risk management information that cannot be covered in a 3-hour class. The purpose of developing this material was so licensees would have access to it on an ongoing basis; not just during class time.

This is the only required course manual. All other manuals have been discontinued. You may use License Law books in continuing education classes but they are not required.

2000 Annual Instructors' Seminar

Mark your calendars now!
The 2000 Annual Instructors' Seminar will be held on
Friday, October 20 at the
Auburn Hotel and Conference Center

How it Works: Post License, Broker's Prelicense, CE

OUTLINES

POST LICENSE - 30 HOURS	15-HOUR BROKERS PRELICENSE
3 hrs. License Law/Trust Funds	License Law/Trust Funds
3 hrs. RECAD	RECAD
3 hrs. Fair Housing/Equal Opportunity/ADA	Fair Housing/EO/ADA
3 hrs. Risk Management	Risk Management
2 hrs. Working with Sellers	
4 hrs. Pricing of Property and Preparation of C.M.A.'s	
3 hrs. Contract Writing	Contract Writing
1 hr. Contract Clauses	
2 hrs. Negotiation of Contracts	
2 hrs. Working with Buyers	
2 hrs. Property Inspections, Defects, Environmental Concerns	
1 hr. Anti-Trust/Co-Brokerage/Compensation Agreements	
1 hr. Review and Test	

are limited to the mandatory courses of License Law/Trust Funds, RECAD, Fair Housing/Equal Opportunity/ADA and the required course in Risk Management. Licensees may **NOT** earn elective credit by taking the post license and broker prelicense courses unless they take the entire course. Report these using course codes as follows:

Classroom Courses

- 100 Fair Housing/Equal Opportunity/ADA
- 700 RECAD
- 990 License Law/Trust Funds
- 500 Risk Management

Distance Education Courses

- 992 Fair Housing/Equal Opportunity/ADA
- 996 RECAD
- 994 License Law/Trust Funds
- 998 Risk Management

Make sure you use the appropriate course code. You received a list at the Annual Instructors' Seminar in October.

Instructors: Go back and read this again. **Make sure you understand how this works.** If you do not, contact Chris, Gloria or Pat in the Education Department at the Real Estate Commission.

NOTE: Advertising and forms must bear the complete and accurate names of the courses, not abbreviated versions. Also, remember that no CE can be offered in September this year.

Important: The first four 3-hour sessions in the post license course are obviously the three mandatory CE courses and the required Risk Management course. These four courses also represent the first 12 hours of the 15-hour broker's course. The 3-hour session in **contracts** in the post license course completes the 15-hour broker prelicense course.

Post License Students: They must take this as a complete 30-hour course. In other words, post license students must take the course from one school. They cannot take 3-hour blocks here and there. We want one certificate with 30 hours on it for post license students. Report it as Course Code 006 for classroom courses and 001 for distance education courses. *Also, instructors must give every temporary license holder who completes the post license course an application for an original (permanent) license.*

15-Hour Broker Prelicense Students: There are two ways to take

the 15-hour course. Students can take it as part of the post license course or as a separate 15-hour course. They cannot take the course as 3-hour blocks here and there. We want one certificate with 15 hours on it for broker prelicense students. Report it as Course Code 003 for classroom courses and 008 for distance education courses.

Continuing Education: For licensees, who want to earn CE credit, they **MAY** take 3-hour blocks in both the post license and broker prelicense courses. *However, those 3-hour blocks*

Risk Management, Post License and Distance Education

Post License Taken Through Distance Education: At the present time, the only post license course approved to be offered via distance education is CompuTaught's computer based training course. Additionally, only the schools who have submitted their application for ARELLO certification can offer it. The current problem is that the Risk Management course is not yet included on the disk although CompuTaught is working on it. Until the disk is updated, those students who begin the course on computer after February 18, 2000 **MUST ATTEND YOUR CLASSROOM COURSE IN RISK MANAGEMENT.** You may not certify post license students as successfully completing the 30 hours until the risk management course has been completed.

CePc and PowerPoint Classes

The Commission will be offering classes on how to use the CePc electronic filing system for student attendance and completion of your classes as well as PowerPoint classes for instructors. Almost 80 instructors indicated on the survey taken at the Annual Seminar in October that you would be interested in taking a PowerPoint class. Here is your chance!

All classes will be held at the Alabama Real Estate Commission office located at 1201 Carmichael Way in Montgomery. CePc classes will be 3-hour classes from 9:00 a.m. – 12:00 noon. PowerPoint classes will be 5-hour classes from 9:00 a.m. – 12:00 noon and 1:00 p.m. – 3:00 p.m. The registration fee for CePc classes is \$30.00 and the registration fee for PowerPoint classes is \$40.00 with lunch on your own. Classes are limited to 15 students per session. Auburn University will handle registration. (See the enclosed registration form.) The schedule is as follows: Note: The fee for each class increases by \$20.00 for registrations received past the registration deadline.

Date	Class	Deadline
March 22	Beginning PowerPoint	March 15
April 20	CePc	April 13
May 25	Beginning PowerPoint	May 18
June 28	CePc	June 21
July 19	Intermediate PowerPoint	July 12
Aug 17	CePc	Aug 10
Sept 21	Intermediate PowerPoint	Sept 14

(Dates are subject to change)

Instructors should bring their laptops if they have one. If you do not have one, try to borrow one to use that has PowerPoint on it. Regarding the CePc program, disks will be available for \$10.00 or the Commission will load the program onto your laptop free of charge. You can also download it free of charge from the Commission's Web site at www.arec.state.al.us.

Branch School Licenses

As renewal time approaches and more CE courses are being offered, several have called to ask if a branch school license is required to hold a CE course in a location other than the one listed on the school license.

The answer is "no." If you want to go to another location to offer courses for a particular group or company, a branch license is not required. If you regularly plan to offer courses at another location then the answer would be "yes." Intent of frequency is what makes the determination.

Some CE Changes Not Effective Until October 1, 2000

There still seems to be some confusion about when the 15-hour requirement and the elimination of the 65-year-old exemption begin. They are both effective on October 1, 2000. Here is how they will work.

Increase in CE Requirements from 12 to 15 Hours:

Licenses must complete 12 hours to renew for the upcoming renewal period. That is, 12 hours are needed to obtain an active 2001-2002 license. The license currently on your wall (or wherever you keep it) is for 1999-2000. On October 1, 2000, the Commission will issue the 2001-2002 licenses. Twelve hours of CE are required for an active 2001-2002 license.

What if a licensee renews for 2001-2002 by the August 31 deadline but does not complete 12 hours of continuing education? Does the requirement go to 15 hours on October 1? The answer is "no." The requirement runs with the license period. Even if the licensee has an inactive license on October 1 and does not take the continuing education until later – say July of 2001 for example – the requirement is still 12 hours because it is to activate the 2001-2002 license.

When does the 15 hours become effective? The answer is for all course

work applied toward the 2003-2004 license. Licensees may begin taking that course work on or after October 1, 2000 and it is due by August 31, 2002.

Is everybody clear? If not, we need to talk. Do not give out erroneous information. The simple answer is 12 hours are required for this renewal and 15 hours for the next renewal.

Elimination of the 65 year old exemption:

This requirement runs with the October 1, 2000 date and not with the license period. Licensees who are 65 years old before October 1, 2000, and who have been licensed continuously for the past ten years are exempt from continuing education now and forever or until the law changes. They are grandfathered under the law change. Beginning October 1, 2000, no one can any longer qualify for exempt status. Those who do not turn 65 before October 1, 2000, will not be exempt from meeting continuing education requirements.

For example, John will celebrate his 65th birthday on September 22, 2000, and has been continuously licensed since 1980. Since John has over 10 years continuous licensure and turned 65 before October 1, 2000, he is exempt from meeting continuing education requirements for this and all future renewals (unless the law changes in the future).

An example in contrast: John turns 65 years old on October 2, 2000 but does not renew until October 10. Is he exempt? Too bad, John is not exempt from meeting continuing education requirements because it simply does NOT matter when he renews his license. What matters is WHEN he turned 65 years old. End of story. Questions? Call the Commission or e-mail us at education@arec.state.al.us.

Instructors, it is extremely important that you understand these changes and how they will be implemented. We are not fishing for more questions to answer but just know that we would much rather spend time with you on the front end than to deal with hundreds of confused licensees later. ☺



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COMMISSIONERS

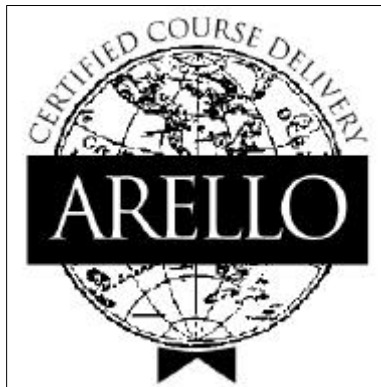
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ARELLO Certification Required for Distance Education Courses

Subsequent to the Distance Education Workshop held in September 1999 and in accordance with Rule 790-X-1-.21(13), all prelicense, post license and continuing education courses offered through distance education by colleges, universities or proprietary schools must be submitted to ARELLO (Association of Real Estate License Law Officials) for certification. Distance education courses are those where instructors and students are apart for instruction. If you offer distance education courses and have not submitted an application to ARELLO for certification, your students will not receive credit. If you have submitted your courses to ARELLO, you may



continue to offer the distance education courses. You will receive a review back from ARELLO in approximately 30 days either awarding certification or asking you for additional or clarifying information. Whenever certification is issued, you are to submit a copy of

the Summary Sheet and a copy of the Certificate to the Real Estate Commission for our file.

Distance Education Instructors

Remember, you must be complying with the ARELLO Standards in the administration of your courses. This includes but is not limited to providing an orientation session for students, monitoring student progress, providing interaction with students, providing them with the appropriate evaluation form, and letting them know the times of the day and manner in which you are available to answer questions for them. These students are as much a part of your school as your classroom students.