

Risk Management Instructor Training July 18, 2006

Dianna Brouthers, DREI, will be offering our next instructor training on July 18, 2006. A dedication to continuing education and professionalism has helped Dianna become one of the nation's leading resources in the field of professional real estate practice. She is currently developing programs for the practical incorporation of technology for real estate educators, is an author for Real Estate Education Company/Dearborn Financial Publishing, and is an approved continuing education instructor in more than a dozen states. She has authored award-winning curriculum, has designed state-specific real estate courses for licensing authorities, and has served in an advisory capacity to regulators on a variety of topics, including distance education. In fact, Dianna authored the revised Risk Management: Red Flags and Paper Trails course for Alabama. Her programs provide participants with practical, workable solutions that have relevance to the agent's everyday business life. Her background in real estate brokerage allows Dianna to design her courses to teach skills as opposed to theory. She continually updates courses with the latest research and technology. Dianna's presentations continuously receive the highest marks,

averaging 3.86 out of 4.0 for the past eight years. Her formal training in adult learning theory and curriculum design allows her to custom design programs to meet the specific needs of her clients.

Dianna has received numerous awards from the Real Estate Educators Association (REEA)



including being named Educator of the Year in 1998 and 2003, having the Education Program of the Year in 2001 and 2003, and serving as the National President in 2004-2005. Dianna was also named the Educator of the Year in 1995 and 2001 by the South Carolina Association of REALTORS®.

Completion of this course will result in the approval to teach Risk Management if you have not

yet attended a Risk Management instructor training session and will also provide six of the twelve hours needed to renew instructor approval in 2007. 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. The CE hours that will be applied toward your broker license renewal must be taken from other instructors and completed by September 30, 2006. Take advantage of this great training opportunity and acquire hours needed for instructor renewal. We look forward to seeing you on July 18, 2006.

◆ **Location:** AREC Training Room

◆ **Registration:** 8:30 a.m.–9:00 a.m.

◆ **Time:** 9:00 a.m.–4:00 p.m.

◆ **Cost:** \$75.00 (includes lunch and breaks)

REGISTRATION

All participants must register through Auburn University's Outreach Program Office. See the enclosed registration form for more details.

NEXT INSTRUCTOR TRAINING

October 13, 2006
Course Development Workshop
Diane Simpson, DREI Emeritus

AREC Contact Information Change

In the September 2005 issue of The Educator we notified you of the change in the Commission's Web site address and the change in the email addresses for the Commission Education staff. That period of time is coming to an end so please make sure you have updated your address book with the following addresses:

COMMISSION WEB SITE
www.arec.alabama.gov

EDUCATION STAFF EMAIL
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David Bowen
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Ryan Adair
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AREEA Spring Meeting Notes

AREEA (Alabama Real Estate Educators Association) held its spring meeting in Montgomery at the Commission office on May 4. Members shared their favorite teaching techniques and heard an update from Commission Education Director Ryan Adair. Members were also treated to a presentation by Debbie Long, DREI entitled "Lights, Camera, Action: Movies and TV in the Classroom."

Officers for 2006-2007 were elected and include President Bo Goodson from Montgomery, President-Elect Anne Powell from Mobile, Vice President Selena Daniel from Opelika, and Secretary/Treasurer Lucinda Cannon from Opelika. National Directors include Emil Anker Miller from Lacey's Spring, Harriett Isaacson from Birmingham, and Donnis Palmer from Orange Beach.

The national organization, REEA (Real Estate Educators Association), will hold its annual meeting in Las Vegas, Nevada from June 9-14. More information about this meeting may be obtained by going to the REEA website at www.reea.org.

If you are not an AREEA member and wish to join this chapter, please contact Lucinda Cannon at Lucinda@cannonventures.com.

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INSERTS
Training Registration Form
Act 2006-601



Important CMap Reminders

Due to an increasing number of courses being offered, the amount of activity in CMap is increasing as well. Therefore, please be reminded of some of the basics of CMap.

1. All course schedules must be entered into CMap at least 7 days prior to the beginning of the course. If you have a course offering continuous enrollment, choose a future ending date such as 12/31/2006. You may then use 01/01/2007 as the next start date and 12/31/2007 as the next end date. Use the "Comments" section to state the fact that the course offers continuous enrollment and let the student know on which nights they can begin the course.
2. If you are teaching a class that is closed to a particular group, you must still put the course in CMap. However, in the "Comments" section you should state that the course is closed to individuals of a specific group.
3. For the location of any course, make sure you include the city and spell it out since the Real Estate Course Search feature will not recognize abbreviations. The exact address may be entered into either the "Location" field or the "Comments" section.
4. If you make any changes to your published schedule, you should immediately update the information in CMap.
5. Remember if you ever make changes to an entry, Code 003 –Broker Prelicense is the "Default" in the drop-down course menu box and will reappear without you realizing it. Always double check your work before committing it to the system. We often get courses that appear as Broker Prelicense when they should appear as another type of course.
6. There should never be a course set up in CMap under Code 333. This code is for course credit reporting purposes only. (See article on page 3)
7. Each week instructors and school administrators should do a "Real Estate Course Search" as if they were a potential student and see what information is displayed in CMap.
8. You should **never** report credit in CMap prior to a student completing a course. The Commission eliminated rosters October 1, 2004. Course credit should only be entered after the course has been successfully completed.
9. Credit should be entered

for the Salesperson Prelicense, Post License, and Broker Prelicense courses within 3 days of the conclusion of the course. Credit for Continuing Education courses should be entered within 10 days of the conclusion of the course.

10. For the Post License and all Continuing Education courses you must inform the student how to check his or her course credit and leave an evaluation. This can be done by using the Commission's "CMap Instructions" which can be found on the Commission's Web site under "Education Forms and Applications." The Salesperson Prelicense course is the only course in which a paper evaluation is used and sent to the Commission.
11. If at any time you have corrections to course credit entries, please contact Gloria Ingram with those corrections.

School Codes on Prelicense Course Certificates

This subject was first addressed in the January 2006 edition of *The Educator*. The codes located at the bottom of a prelicense certificate of completion are very important for calculation of exam statistics. The proper code is very important, especially for those individuals who take a distance education course from a secondary provider. They may get confused when registering for the exam and record the school code for the DE provider instead of the code for the school that actually registered the student to begin with. Secondary providers of distance education courses must definitely make sure their students understand this.

The separation of classroom exam statistics and distance education exam statistics is the

main point that we want to communicate as a reminder. The Commission would like to be able to compare classroom course results to distance education course results in determining if there is any significant difference in the two. This cannot be done if we receive one set of exam results from schools who offer both types of courses. Therefore, an additional school code was created for those providers. **Classroom courses will have an A at the end of the school code and distance education courses will have a B at the end. It's as simple as that!**

All schools affected by this change were contacted earlier, but we would like to remind everyone that this is being done. Remember, this is only for those schools that offer

both types of courses. All other schools will maintain the school code that has always been used. The ideal manner of handling this change is to have two certificates already prepared with the school name, address, and all codes. Then you would just have to give the correct certificate to a student upon completion of the course with instructions to identify the school code located on the certificate when registering for the exam. As a result, the instructors and Commission will be able to see how classroom students and distance education students are performing on the exam in comparison with each other. Please help us by paying special attention to these matters so we can all receive accurate exam results.

Instructor Login Change

In order to login as an instructor to enter course schedules and course credit into CMap, you now click on the CMap button in the *Quick Links* and select "Instructor Login". That will change in the near future. You will notice a new button under *Quick Links* labeled "Online Services". This is where you will need to go to reach the login screen to access CMap. The CMap button will then be changed to "Real Estate Course Search". We will send an email to all instructors and school administrators when the change actually takes place. We just wanted to give you advanced notice so you will not be taken by surprise.

License Law Rule and Statute Changes

There are several rule amendments that are in the process of being approved. The proposed approval date is July 14 making the effective date October 2. Any exam questions affected by these rule amendments will be changed and effective by October 2 as well. To view and/or download the rule amendments in their entirety, go to the Commission's Web site at www.arec.alabama.gov. The link can be found in the scrolling marquee titled "What's New." The following is a synopsis of the proposed rule amendments.

RULE 790-X-1-.10

Instructor, school and course renewals currently expire on September 30 in the odd years and lapse one year later on September 30 of the next even year. The proposed rule change would move the lapse date to December 31 of the first year of the following license period. This basically reduces the grace period for late renewal from 12 months to 3 months.

RULE 790-X-1-.12

This rule first identified the instructor as the individual who

is responsible for entering course credit into CMap. However, since many CE instructors are approved to teach a course only once or twice during a license period, they are not familiar with CMap in order to make the required entries. This responsibility now falls on the school administrator since this is the person who is responsible for keeping the required records and files in the first place. Another change specifically identifies the types of courses taken in other states that are acceptable for continuing education credit for Alabama licensees.

RULE 790-X-1-.16

This amendment simply adds real estate schools to the entities that will be audited by the Commission.

RULE 790-X-1-.17

The amendment to this rule adds language to discipline instructors and schools who fail to furnish any required documentation within the time frame specified by the Commission.

RULE 790-X-2-.07

This amendment concerns

proper signage and company advertising.

RULE 790-X-2-.17

This amendment makes qualifying brokers responsible for ensuring that all licensees working for their company have current licenses.

RULE 790-X-2-.21—Repeal

Paragraph 1 regarding the transfer fee is stated in the statute and does not need to be restated here. Repealing paragraph 2 will eliminate the need for the return of licenses for transfers except as stated in the statute. The statute requires that the license be returned when a qualifying broker wishes to terminate his or her status as a licensee's qualifying broker. The repeal of the rule is to help facilitate online transfers. In lieu of the return of licenses in other cases of transfer, the qualifying brokers would now be responsible to ensure they have current licenses on everyone working for their company. (See *Rule change in 790-X-2-.17*)

RULE 790-X-3-.03

It has come to the attention of commissioners that some

qualifying brokers do not have signature authority on escrow bank accounts. These brokers allow or rely on others to manage the accounts, but are still responsible under the law for their company's escrow accounts. To add to the broker's responsibility a proposed amendment will require that the qualifying broker be a customer of the financial institution holding the escrow accounts. It will further require that the qualifying broker shall have full authority to deposit and withdraw funds and to write or make checks as necessary on all such accounts.

Comments can be presented at the public hearing scheduled for 9:00 a.m. on June 23, 2006 at the Gulf Shores City Council Chambers located at 1905 West First Street, Gulf Shores, Alabama. Written comments may be sent to D. Philip Lasater, Executive Director, Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama 36106. Written comments must be received in the Commission office no later than 4:30 p.m. on July 7, 2006.

Course Code 333

Course Code 333 was established so we could distinguish which students were taking the post license course and broker prelicense course for continuing education credit only instead of for its original intent. It also allows us to track if requirements for each are being fulfilled. The bullet points below will identify the items associated with the course code 333.

- The course (post license or broker prelicense) is taken for continuing education credit only.
- No course exam is needed.
- No minimum course grade of 70% is required.
- 100% attendance is required because it is taken for CE credit.
- The *Student Record for Continuing Education* must be completed by the student.
- Credit is entered into CMap if the course is taken for license renewal.
- A certificate of completion is given if the course is taken for license activation.
- This is not a stand alone course and cannot be put into CMap Course Schedule as a continuing education course.

Code 333 is only a reporting code for course credit and not an actual course code. Therefore, determining the student's intent for taking these courses is crucial to knowing what is expected and how to report the credit.



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Prelicensure Tidbits

CELL PHONES

It is not unusual to hear cell phones ring in any situation in which we find ourselves today and we all have been aggravated by them from time to time. Class disruption and instructor distraction from electronic devices or student behavior are reasons we have Rule 790-X-1-.14.

It is our goal to provide a distraction free environment for all classes. We know that if a phone rings during a continuing education class, the individual should not receive CE credit for that class. This isn't a surprise and it is possible that it has happened to you or someone else in one of your classes. As instructors, you have been made aware of the rule and have been reminded to diligently inform your students to turn off their cell phones. The majority of you do a wonderful job of enforcing the rule, but this sometimes seems to slip through the cracks.

Because of the length of the prelicense and post license courses, some instructors forget that this rule should also be applied there

as well. You, as the instructor, have the right to withhold credit from individuals who consistently violate this rule. The whole purpose of the prelicense and post license class is to educate and prepare individuals to become licensees. This rule will come up in future continuing education classes so why not prepare them early in the process?

A notice should be displayed in the classroom that addresses this rule and the instructor has the responsibility to address it at the beginning of each class session as well as after each break.

The first class session is a wonderful opportunity to open the License Law book and examine the various rules that address the expectations of the students including attendance requirements, license eligibility requirements and student behavior. This will allow your students to become familiar with License Law and what you the instructor, as well as the Real Estate Commission, expect from them.

SALESPERSON COURSE OUTLINE CHECKLIST

The salesperson prelicense checklist is to be given out to students at the beginning of the course and used throughout to ensure all material is covered. It is also a good idea to give every student an *AMP Candidate Handbook* at the beginning of the course and explain the contents, which include the exam content outline reflected on the checklist. Advise your students to check off topics after each class as they are covered and this will eliminate the claim that topics were not addressed. This checklist can also be used to help you structure your course outline. Remember, the topics do not have to be covered in the order that they appear on the checklist as long as they are covered at some point during the course. The checklist can also be used as a review tool as you prepare your students for your course exam. You worked hard on that checklist so use it!

SALESPERSON PRELICENSE EXAMS

Be reminded that all prelicense instructors should have multiple

versions of their course exams. In the event that someone fails your course exam it is important that they do not take the exact exam over and over until they pass. Having just one exam allows the student to merely recognize questions instead of learning the material. Exams should also be kept in a secure location to alleviate the possibility of an exam getting into the hands of a student before the scheduled test date.

SALESPERSON PRELICENSE COURSE EVALUATIONS

At the conclusion of your prelicense course a *Prelicensure Course Evaluation* form should be given to your students. **These evaluations should be sent in by mail or fax to the Commission by the student.** Please encourage your students to submit them and do **not** accept these evaluations yourself from your students. If you would like to give out a separate evaluation of your own, we encourage you to do so. This will allow you to gather comments and suggestions from your students that may be beneficial as you look for areas of improvement.