

## “PRESENTATIONS THAT DAZZLE” INSTRUCTOR TRAINING – APRIL 25, 2008

**P**resentations that Dazzle will cover presentation techniques to make your delivery just as beneficial as the course content and help students remember what was taught. Students in the classroom have a variety of learning styles, and an instructor needs to know how to address all of these styles to effectively reach all students. Standing behind a podium and lecturing will reach a small percentage of students. This training will identify various ways of delivering content in order to effectively communicate with all participants and make the course a memorable experience.



**KAREL MURRAY**  
GRI, CRS, ABR, CRB

professional speaking and training company which is also recognized as an Iowa continuing education school. She continues to build her presentation expertise through membership with the National Speakers Association, Meeting Professionals International, and the Iowa Society of Association Executives. Karel doesn't just say she delivers meaningful content in a highly entertaining program, her evaluations prove it. As an accomplished humorist, speaker, writer, and instructor, she is consistently ranked "outstanding" by organizations who utilize her services.

During her time as a multimillion dollar real estate agent, Karel received many honors including being named one of the top 100 Metropolitan Eastern Jackson

County, Kansas licensees in 1997. Karel holds the GRI, CRS, ABR, and CRB designations in addition to being e-PRO certified. In 2004, Karel was awarded the prestigious Distinguished Real Estate Instructor (DREI) designation by the Real Estate Educators Association.

Completion of this course will provide six of the twelve hours needed to renew instructor approval in 2009. Remember, these hours are not interchangeable with CE hours that are needed to renew your broker's license. These CE hours are only applied toward the renewal of your instructor approval that will take place in August of 2009. The CE hours that will be applied toward your next broker license renewal must be taken from other instructors and completed by September 30, 2008. Take advantage of these great training opportunities and acquire hours needed for instructor renewal. We look forward to seeing you on April 25.

**DATE**  
April 25, 2008

**COURSE**  
Presentations that Dazzle

**LOCATION**  
Alabama Real Estate  
Commission Training Room

**REGISTRATION**  
8:30-9:00 a.m.

**TIME**  
9:00 a.m.-4:00 p.m.

**COST**  
\$95.00  
(includes lunch and breaks)

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

**FUTURE INSTRUCTOR TRAINING PROGRAMS**

**August 1, 2008**  
*Brokerage Management*  
Roger Turcotte

**October 31, 2008**  
*New Risk Management*  
Jim Lawrence

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## REEA CONFERENCE 2008

The 29<sup>th</sup> annual conference of REEA (Real Estate Educators Association) will be held in Bonita Springs, Florida from June 21 to June 25. For more information about this conference, please visit the REEA Web site at [www.reea.org](http://www.reea.org).

Instructors who attend this conference may obtain instructor CE hours for their instructor renewal in the summer of 2009. Hours will be given for attending the following:

- **6 hours**  
**Saturday, June 21**  
IDW Course I – Building Instructional Skills:  
Teaching Adults Using GAPE
- **6 hours**  
**Sunday, June 22**  
IDW Course II – Customizing Course Presentations: Evaluating and Adapting Teaching Materials to Personalize Course Delivery
- **6 hours**  
**Monday, June 23 and Tuesday, June 24**  
attend all 5 concurrent sessions offered.

To receive credit for attending these courses, you must send in verification of attendance to the Education division. A conference registration verification will not suffice. If you have any questions about receiving instructor credit at the REEA conference, please contact the Education division.

## TEACHING STRATEGIES

BY JULIE NORRIS, EDUCATION SPECIALIST

Someone once defined a professor as “one who talks in someone else’s sleep.” We are certain this does not apply to real estate instructors! However, if you are an instructor spending almost all of your class time lecturing, you may see students who appear to be sleeping with their eyes open. Lecture is necessary, but incorporating various activities into your instruction keeps students alert and helps them to better comprehend and retain information.

**CROSSWORD PUZZLES** are simple and fun to use in class. They offer an effective means of reviewing factual information. A Web site is available that enables you to easily put together your own crossword puzzle. This Web site is [www.variety-games.com/cw](http://www.variety-games.com/cw). You can follow the directions and print out a blank copy and a filled-in copy of your puzzle.

**GAMES** are also fun and effective. You can make up



your own games, use ideas from game shows you grew up watching, or get ideas from various Web sites. Games interest students and motivate them to learn the material to perform well in a game. At our last New Instructor Orientation, participants played Family Feud, Flash Card Matching, and Game Show Presenter. We received a lot of positive feedback from that session.

**ACTIVITIES THAT GET STUDENTS OUT OF THEIR SEATS** help students maintain focus. You can give students sticky notes and have them write down specific information and place the notes in different

areas around the room where you have posted a category. For example, in a Risk Management course you could have students give their own example of a risk involved in real estate and stick it under Control, Avoid, or Transfer depending on how that situation should be handled. For deeper levels of learning, you can use role play activities, case studies, discussion groups, and problem-solving task groups.

Planning activities other than lecture is not very time-consuming and will help you to be a more successful instructor as your students are challenged and educated in creative and memorable ways. For more information on teaching strategies, you may go to the Commission Web site at [www.arec.alabama.gov](http://www.arec.alabama.gov). Click on Education at the top of the home page and select Instructor Resources. Go down to Instructor Training Sessions and select New Instructor Orientation – Teaching Strategies.

## ARELLO CERTIFICATION FOR SECONDARY PROVIDERS

**A**s stated in Rule 790-X-1-.21 (8), secondary providers of distance education (DE) courses are not required to obtain ARELLO certification for courses. The primary providers of DE courses are responsible for getting certification and the secondary providers only have to submit a copy of that certification to the Commission.

Even though secondary providers are not required to

be ARELLO-certified, they may still receive recertification notices because ARELLO does not know the states in which the secondary providers are offering DE courses. For example, if a secondary provider offers DE courses in Georgia as well as Alabama, they may need to be ARELLO-certified as required by Georgia law.

ARELLO does have a provision for removing people from their contact list. If Alabama

secondary providers no longer wish to receive the ARELLO recertification notices, they may inform ARELLO that they only offer courses in Alabama and ask to be removed by utilizing the contact information on [www.arello.net](http://www.arello.net).

## TIPS FOR TEACHING THE NEW BROKER PRELICENCE COURSE

BY PAM OATES, EDUCATION SPECIALIST

We are seeing an increased interest in the new 60 hour broker prelicense course, both from licensees and prospective instructors of the course. Many instructors are seeking confirmation that what they have planned is appropriate while others are at square one and are seeking direction on how to get started. For this reason, we felt it would be a good idea to share some thoughts about how to approach the course and pass along the following helpful tips:

**Make sure that you really want to teach the course and have the time and energy to commit to a long-term course.** This broker prelicense course is designed to provide a great deal of information and service to potential brokers and if taught effectively, will require time and effort to prepare your curriculum, materials, and discussion plans.

**Review the course outline thoroughly and gather your resources for the various topics.** As a broker, many of the topics are ones that you work with on a daily basis and you will only need to develop handouts or make the appropriate copies of material or forms you currently use. For the topics where you feel your knowledge is limited, find professionals in that field to assist you with the information or who will agree to be a guest speaker in your class. Use the expertise of people in the field to offer your students the content knowledge that you might not possess. There is no required textbook for the course; however, there are textbooks available through real estate publishers that address brokerage management which may be

reviewed and found to be useful.

**Use the knowledge and experiences of your students to offer other viewpoints or to contrast differences.** Remember, these students are potential brokers and have a working knowledge of real estate which can create opportunities for discussion, interaction, group work, and peer teaching which is more fulfilling than simply teaching terminology and basic concepts. Many instructors who were initially apprehensive about the course have reported to us how enjoyable the course was to teach and how much they received from the discussions of the topics. Depending on your students and the number of years that they have been licensed, you may find during your review and discussions that many have forgotten some of the terminology and concepts from their salesperson prelicense course. It may be necessary to have a salesperson prelicense textbook available as a resource when those subjects arise that require a jog in memory.

**Familiarize yourself with the new broker exam and the simulation format.** There are three free simulation samples on the AMP Web site ([www.goAMP.com](http://www.goAMP.com)) that can be worked through to get an understanding of how your students will be tested. The sample simulations allow you to see the results and how the specific selections are weighted, which will give you insight as to what line of reasoning is considered more or less appropriate. We would suggest that you go through the samples and select

as many answers as possible and then evaluate the point value for those selections which will help when you review them with your class. The point values can be found under the **Responses** link on the results page, which you can review at the end of each simulation. A review of the total scoring system for that simulation is also located on this same page. We would definitely suggest that you work the samples with your class and even take advantage of the feature which allows you to purchase additional sample questions. Purchasing the additional questions from the site will allow your students more practice working through the simulation problems which can only benefit their preparation for the exam.

Wouldn't it have been great to have someone to pass along their wisdom to you when you first became a broker? Your students will have the benefit of learning from your experiences which will be invaluable to them as they begin their potential broker careers.

The main thing we hope you get from this article is that instructors of this course have a wonderful opportunity to make a difference in the quality and knowledge base of our future brokers and, with the proper planning, can enjoy the teaching experience.



## DON'T FORGET YOUR CDEI!

Distance education instructors are reminded that in order to continue to offer distance education courses after September 30, 2008, the CDEI (Certified Distance Education Instructor) certification must be obtained. Instructors who do not obtain the certification by September 30 will not be allowed to offer distance education courses until they obtain the certification.

The CDEI consists of two courses of approximately four hours each. Courses are available by going to [www.idecc.org](http://www.idecc.org). Before enrolling, call the Education division to receive a code that will allow you to receive a discount on both courses.

Instructors who successfully complete both courses and submit the certification to the Commission will receive 6 hours of instructor CE credit to be applied toward the 2009 instructor renewal. No partial credit will be given for completing one of the courses.

Instructors who currently do not teach distance education courses but who would like to do so in the future must first obtain the CDEI certification before submitting distance education courses to the Commission for approval.

If you have any questions concerning the CDEI, please contact the Education division.



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## CE COURSE APPLICATION REMINDERS

As this summer's renewal deadline draws closer, the volume of continuing education course applications coming into the Commission has greatly increased. Here are a few important reminders about continuing education courses:

- Course applications must be submitted to the Commission at least 30 days prior to the planned course offering.
- A course review fee of \$100 is required for each course application submitted.

- A detailed content outline must be submitted with the application showing time segments of 30 minutes or less.
- Learning objectives must be submitted with the application either by time segment on the content outline or for the course as a whole. These should be measurable and should be in the following format: "At the conclusion of this course (section) the licensee will be able to....."



- Learning strategies must be submitted with the course application. Tell us what you will do to enhance student interaction in the class other than lecture.
- The ultimate goal of the course must be to benefit the public. On the application, instructors should clearly state how the customers/clients of a licensee will benefit from the licensee taking the course. The explanation

should not be about how the licensee will benefit.

- Do not submit your PowerPoint slides, handouts, manuals, or other course material.
- Courses may not be advertised until approval is granted by the Commission.

Following the procedures set out above will enhance your chances of having the course approved in a timely manner.

If you have any questions about course approvals, please contact the Education division.