

# THE EDUCATOR

## Special Seminar Edition Registration Form Enclosed

September 2000  
Volume 2, Issue 4

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

### Instructor Development Workshop Thursday, October 19, 2000

*Sponsored by the Alabama Real Estate Educators Association*  
9:00 a.m. – 4 p.m.

### Annual Instructors' Seminar Friday, October 20, 2000

*New Starting Time!*  
Registration begins at 7:45 a.m.  
Seminar begins at 8:30 a.m.

**Auburn Hotel and  
Conference Center**

### WHO SHOULD ATTEND

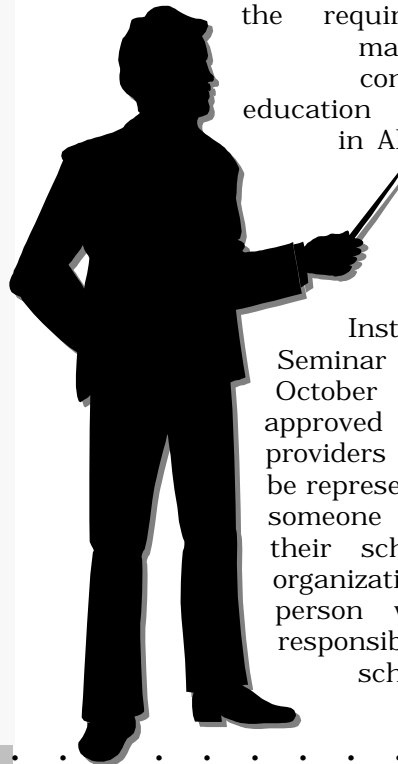
#### Annual Instructors' Seminar

If you are approved to teach prelicense, post license or any of the required or mandatory continuing education courses in Alabama, you must attend the Annual Instructors' Seminar on October 20. All approved course providers must be represented by someone from their school or organization. The person who is responsible for scheduling

courses and reporting course credits to the Commission should attend. The program is open to all school personnel, real estate educators from other states, potential instructors, and others who have an interest in any of these sessions. Price includes continental breakfast, lunch and breaks.

#### Instructor Development Workshop

Move away from standard teaching methods and move toward enhancing the learning environment with visuals, student involvement, and creative techniques for capturing and holding the attention of today's student. Develop a plan for your presentation which makes it flow smoothly from start to finish, and keeps them coming back for more! This is a fun way to fine-tune those important delivery skills from one of the best in the business, Kay Evans, DREI and REEA's 1999 Educator of the Year. Includes continental breakfast and breaks. Lunch will be dutch treat at the conference center or on your own. *(Continued Page 2)*



*The block of rooms for  
the program will be  
held until  
September 18*

*Make Your Hotel  
Reservations Today!*

## FEES, DEADLINES & SCHEDULE

October 19, 2000

### Instructor Development Workshop

Sponsored by the Alabama Real Estate Educators Association (AREEA)

Fee: \$75.00 Deadline: **Received** by October 6

\$100.00 if **received** past October 6 (includes \$25 late fee)

Registration: 8:15 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

### AREEA Chapter Meeting:

4:00 p.m. – 5:00 p.m.

October 20, 2000

### Annual Instructors' Seminar

Fee: \$84 Deadline: **Received** by October 6

\$134 if **received** past October 6 (includes \$50 late fee)

Registration: 7:45 a.m. – 8:30 a.m.

Program: 8:30 a.m. – 3:30 p.m.

☞ **Seminar Starts At 8:30 A.M. Sharp!** ☞

**The block of rooms for the program will be held until September 18.** After September 18, reservations can be made on a space available basis.

### CANCELLATIONS and REFUNDS

Written refund requests received by October 12 will result in a refund of fees less a \$15 administration charge. Refund requests postmarked or received after October 12 will not be honored. A substitute participant may be designated in place of a registrant who cannot attend.

Auburn University and the Outreach Program Office reserve the right to cancel, postpone, or combine workshop sections, to limit registrations, or to change instructors or speakers.

### CREDIT

Both the Instructor Development Workshop and the Annual Instructors' Seminar will count at 6 hours of elective CE credit. Each will also count for 5 points on an instructor's application.

### REGISTRATION INFORMATION

You can register by phone at (334) 844-5100; fax at (334) 844-3101; by mail at Auburn University, Outreach Program Office, 100 Mell Hall, Auburn University, Alabama 36849-5608; online at [www.auburn.edu/outreach/arec2000](http://www.auburn.edu/outreach/arec2000). **Registrations received via fax, email or telephone REQUIRE a Visa or MasterCard number or purchase order number for payment. Auburn University must receive both the registration form and fee from participants in order to be considered registered.**

Participants who register less than five working days prior to the conference date should do so by phone to ensure confirmation of registration.

### LOCATION and LODGING

Both programs will be held in the Auburn University Hotel and Conference Center located at 241 South College Street on the Auburn University Campus. Ample parking is provided adjacent to the Conference Center.

Rooms may be reserved at the Auburn University Hotel by calling 1 800 2-AUBURN. Please identify yourself as a program participant with the "Alabama Real Estate Institute" when making reservations. Once registered, you will receive a confirmation package with directions and other information. The room rate is \$68.00 plus 10% tax for up to four people per room.



# **ANNUAL INSTRUCTORS' SEMINAR AGENDA**

## **Friday, October 20, 2000**

**7:45 – 8:30 a.m.**

**Registration**  
**Continental Breakfast**  
**Opening Session**

**8:30 – 9:30 a.m.**

**Welcome**  
**Overview of the Day and Introduction of Speakers**  
Pat Anderson, Education Director  
**Update from the Alabama Real Estate Research and Education Center**  
Dr. Leonard Zumpano, Director, AREREC  
**License Law on CD and other AREREC Products**  
Dennis LeBlanc, Research Center  
**Overview of CePc and the Commission Web site**  
Pat Anderson

**9:30 – 9:45 a.m.**

**Break**

**9:45 – 11:30 a.m.**

**Concurrent Sessions (Choose One)**

**1 "The Right Stuff" for Today's Real Estate Office**

In today's competitive environment, real estate agents are searching for offices with "the right stuff". Brokers are searching for agents with "the right stuff". This session will identify elements necessary to create an environment that promotes professionalism and profitability for all. Participants will examine the qualities and characteristics of successful agents and brokers and the duties required of brokers under Alabama real estate licensing law. Walk away with a 3 hour elective course outline and practical tips for presenting a dynamite brokerage management course. A complete PowerPoint presentation for the class will be available on CD for only \$10. Overhead transparencies can be made from the PowerPoint slides.

**Kay Evans, DREI, CBR, ABR, CRB, GRI**  
**Regional Director, Keller Williams Realty, Atlanta, GA**  
**REEA's 1999 Educator of the Year**

**2 Making Flyers to Promote Your School or Company**

What's more important – the content of your message or the way it looks? Obviously both are important, but for your message to be effectively communicated, the flyer or brochure needs to be attractive. This class is intended to teach you to produce good-looking printed material to promote your school or company. This is a beginner's class for making flyers, postcards or brochures. However, to get the most from this class you must have basic knowledge of Microsoft Word.

**Donnis Palmer, Instructor and Technology Trainer**  
**RealtySouth Real Estate Institute, Birmingham**

**3 Exam Review and a Look At Computer-Based Testing**

As in previous years, participants in this session will have an opportunity to review a typical examination used for real estate licensing in Alabama. During this year's session, however, a demonstration of computer-based administration of a national salesperson and broker examination will also be provided. If enabling legislation is secured in the 2001 session to rework the fee structure, the Commission plans to move toward computer administered licensing examinations. As a part of this session, information about some of the general procedures related to computer based testing will be provided. As always, you cannot take any notes regarding the content of the questions.

**Larry Fabrey, Ph.D., Applied Measurement Professionals**  
**Lenexa, Kansas**

**4 "Distance Education: Applying the ARELLO Standards"**

This is a required session for all instructors who offer ARELLO certified distance education courses. You will receive information regarding what the Commission expects you as a distance education instructor to do. The session is open to all instructors who have an interest in how technology is changing real estate education.

**Robert A. Meyer, Ph.D, ARELLO's Distance Education Consultant**  
**St. Petersburg, Florida**  
**Pat Anderson, Chair, ARELLO's Distance Education Council**

**5 CePc: The Paper Will Be Gone**

Beginning January 1, 2001, the paper will be gone! Instructors will then electronically file course information, attendance and credit for prelicense, post license and continuing education courses. You will never need to mail in a form or have students fill out certificates again. All you need to do is install CePc on your computer. Commission staff will present this session and will install the program for you on your laptop. Alternatively, you can purchase a copy of the program on CD for \$10. They will give you all the information you need in this session to be able to install and use CePc. Laptops are welcome but not required. (Limited to 20 participants per session in the Computer Lab.)

**Brett Scott, Assistant Manager of Information Systems**  
**Gloria Ingram, Education Assistant, AREC**

**11:30 a.m. – 12:30 p.m. Luncheon (Included)**

*(Continued Page 4)*



State of Alabama  
REAL ESTATE COMMISSION  
1201 Carmichael Way  
Montgomery, Alabama 36106-3674

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D. Philip Lasater, *Executive Director*  
Pat Anderson, *Education Director*  
Chris Porter, *Education Specialist*  
Gloria H. Ingram, *Education Assistant*  
Vernita Oliver-Lane, *Editor*

Phone 334.242.5544  
Fax 334.270.9118  
E-mail [education@arec.state.al.us](mailto:education@arec.state.al.us)  
Web site [www.arec.state.al.us](http://www.arec.state.al.us)

**12:35 – 2:15 p.m. Concurrent Sessions (Choose One)**

**1 “The Right Stuff” for Today’s Real Estate Office (Repeat of the AM Session)**

If you missed REEA’s 1999 Educator of the Year, Kay Evans, present a dynamic session on broker management in the morning, you have another chance to catch this informative and enjoyable session in the afternoon.

***Kay Evans, DREI, CBR, ABR, CRB, GRI***

**2 Advanced Tips and Tricks for Microsoft Programs**

There are a lot of terrific features in Microsoft Word, PowerPoint and Excel that nobody has bothered to tell you. Wouldn’t a chart or graph be helpful sometimes? Learn how to create it in Excel and move it into Word or PowerPoint for use in a handout, flyer, slide or transparency. Some of the little known features in the Microsoft programs can help you work more efficiently and create time saving shortcuts. Also, the session may solve some mysteries for you about things you cannot get to work well for you. All in all, a must for those who know who to use any of the Microsoft programs.

***Donnis Palmer, Instructor and Technology Trainer***

**3 Exam Review and a Look at Computer-Based Testing (Repeat of AM Session)**

As the Commission looks to move toward computer based testing for the licensing examinations, this is a good opportunity to see a demonstration of how that would work. There will also be time for review of test items. As always, you cannot take any notes regarding the content of the questions.

***Larry Fabrey, Ph.D., Applied Measurement Professionals***

**4 Ways to Improve Your Teaching – Let’s Talk**

As the title implies, this will be a time to share with each other. Facilitated by Randy McKinney, you will discuss presentation skills and ways to engage the audience, use of available technology – when to use it and when not to use it, how to develop better speaking skills, and anything you want to discuss that helps instructors improve the quality of classes. What has worked for you? Perhaps you just want to gather ideas from the group. Look for a fun, upbeat, and informative session.

***Randy McKinney, JD, GRI, CRB, CCIM  
National Speaker and Trainer, Gulf Shores, Alabama***

**5 CePc: The Paper Will Be Gone (Repeat of the AM session)**

Remember, use of CePc is required for all schools beginning January 1, 2001. You may bring your laptop but you are not required to have one to attend this session. (Limited to 20 participants per session in the Computer Lab.)

***Brett Scott, Assistant Manager of Information Systems, AREC  
Gloria Ingram, Education Assistant, AREC***

**2:15 – 2:30 p.m.**

**Break**

**Closing Session**

**2:30– 3:30 p.m.**

**Changes in License Law and Rules**

***Pat Anderson and Charles Sowell***

**Adjourn**