

The Educator

New Instructor Orientation Dates

For brokers planning to get approval to teach prelicense and post license courses, New Instructor Orientation sessions will be held on the following dates in 2022:

April 28 - 29

August 4 - 5

November 3 - 4

Please contact David Bowen at david.bowen@arec.alabama.gov or 334-353-0848 if you plan to become a prelicense instructor and would like to attend one of these sessions.

End Dates for Prelicense and Post License Courses

Please remember that a student has not completed the prelicense or post license course until **ALL** course requirements have been satisfied. This includes having **ALL** required documents and forms submitted. Simply attending the last classroom session or completing the last online lesson in a course does not mean that is the end date of the course. The student may still need to pass the course exam or may be required to submit certain documents such as the Licensing Process & Deadlines Form.

The end date of an online course is only when **ALL** course requirements have been satisfied. That is the date that should be entered in CMap.



Anne Powell will be presenting a Risk Management Instructor Training for instructors who did not take the October 16, 2020 training to receive approval to teach the current *Risk Management: Initial Contact to Accepted Offer* course. **Due to the number of instructors who need the training, it will be offered on two different dates. Only one must be attended for approval to teach Risk Management. The May 13 training is full. There are some instructors who need to attend the May 13 training due to a conflict with the June 17 training. If you are currently registered for the May training and are available and willing to attend in June, please contact Auburn University to transfer your registration.** Instructors who did attend the previous training and would simply like a refresher will be welcome.

Anne is the Senior Vice-President of Business Development for Roberts Brothers, Inc. and is a Certified Real Estate Instructor. She specializes in real estate education, consulting, motivational training, and coaching. She has taught in multiple states, is a GRI instructor and has taught a variety of REBAC courses. Anne has served on the Education Advisory Committee for the Alabama Real Estate Commission, is a Senior Council Member for the ACRE Leadership Council (Alabama Center for Real Estate), and is a past President of the Alabama Real Estate Educators Association. She assisted in writing the outlines for Alabama's Post License and Broker Pre-license courses. In 2012, the Mobile Area Association of REALTORS® honored her by naming her REALTOR® of the year. She also received the Harriette Isaacson Excellence in Education Award in 2018. In her position, Anne has the opportunity to connect personally with each new licensee, and she takes great interest in his or her first steps toward success. She is known throughout the state as someone who will willingly offer wise counsel on a variety of real estate issues. Anne's practical real estate

Instructor Training | May 13 or June 17

experience began over 35 years ago. Her courses and coaching have assisted many agents, salespersons, and managers in moving their business to the highest level of success while enjoying their careers in real estate.

Completion of this training on May 13 or June 17 will provide six of the twelve hours needed to renew instructor approval in 2023. 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.

Date: May 13 or June 17

Course: *Risk Management: Initial Contact to Accepted Offer*

Location: Alabama Real Estate Commission Training Room

Time: 9:00 a.m. – 4:00 p.m.

Cost: \$129 for early registration and \$159 for late registration

Registration

Registration is currently available on Auburn University's Office of Professional & Continuing Education website at auburn.edu/outreach/opcel/re/arec.

Instructors who are only approved to offer CE courses are **not** required to have the 12 hours of instructor CE to renew their instructor approval. Those hours are only required for prelicense instructors.

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REGISTRATION FORM

Risk Management: Initial Contact to Accepted Offer Presented by Anne Powell

Friday, May 13, 2022

9:00 a.m. – 4:00 p.m.

1201 Carmichael Way, Montgomery, AL
Alabama Real Estate Commission

REGISTRANT INFORMATION

Name _____
LAST FIRST MI

Address _____

CITY STATE ZIP

Phone _____ Fax _____

Email Address _____

NAME AND AFFILIATION PREFERENCE FOR NAME TAG

COURSE INFORMATION

Lunch will be provided.

- (\$129) *Risk Management: Initial Contact to Accepted Offer – Received by April 29, 2022*
- (\$159) *Risk Management: Initial Contact to Accepted Offer – Received after April 29, 2022*

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Office of Professional & Continuing Education, 301 O.D. Smith Hall, Auburn, AL 36849

WEB online at www.auburn.edu/outreach/opce/re

PAYMENT INFORMATION

- Check Money Order Purchase Order
 Visa MasterCard American Express Discover

Expiration Date _____ Card or Purchase Order Number _____

Authorized Signature _____

Registrations received via FAX, email or telephone MUST contain a credit card number or purchase order number. Otherwise, you will not be considered registered.

MAKE CHECKS PAYABLE TO AUBURN UNIVERSITY

TOTAL ENCLOSED _____

CANCELLATIONS and REFUNDS

Written refund requests received no later than seven days prior to the program will result in a refund of fees less a \$15 administration charge. Refund requests received after that cannot be honored. A substitute participant may be designated in place of a registrant who cannot attend. Auburn University and the Office of Professional & Continuing Education reserve the right to cancel, postpone, or combine workshop sections, to limit registration, or to change instructors or speakers.

This program is designed to be accessible to all who wish to attend. Should you have a special need, please call 334.844.5100.

REGISTRATION FORM

Risk Management: Initial Contact to Accepted Offer Presented by Anne Powell

Friday, June 17, 2022

9:00 a.m. – 4:00 p.m.

1201 Carmichael Way, Montgomery, AL
Alabama Real Estate Commission

REGISTRANT INFORMATION

Name _____
LAST FIRST MI

Address _____

CITY STATE ZIP

Phone _____ Fax _____

Email Address _____

NAME AND AFFILIATION PREFERENCE FOR NAME TAG

COURSE INFORMATION

Lunch will be provided.

- (\$129) *Risk Management: Initial Contact to Accepted Offer – Received by June 3, 2022*
- (\$159) *Risk Management: Initial Contact to Accepted Offer – Received after June 3, 2022*

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Office of Professional & Continuing Education, 301 O.D. Smith Hall, Auburn, AL 36849

WEB online at www.auburn.edu/outreach/opce/re

PAYMENT INFORMATION

- Check Money Order Purchase Order
 Visa MasterCard American Express Discover

Expiration Date _____ Card or Purchase Order Number _____

Authorized Signature _____

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2022 Instructor Training Opportunities

ALABAMA REAL ESTATE COMMISSION

***Risk Management: Initial Contact to Accepted Offer** - Anne Powell | May 13—Commission Training Room

***Risk Management: Initial Contact to Accepted Offer** - Anne Powell | June 17—Commission Training Room

**This is the same training being offered twice. Only one must be attended to teach the current Risk Management course.*



Spice it Up: Engagement Strategies, Trends, and Tech Tips - Juanita McDowell | October 21—Commission Training Room

Go to Auburn University's Office of Professional and Continuing Education (OPCE) website (auburn.edu/outreach/opce/re/) for details and registration.

REEA (REAL ESTATE EDUCATORS ASSOCIATION)

The Real Estate Educators Association (REEA) annual conference will be in San Antonio, TX on June 20-24. REEA Gold Standard IDWs will be offered on June 20, 21, and 24. The conference sessions will be offered June 22-23. This instructor CE credit can be used for the current education renewal by those who do not have their 12 hours prior to the deadline. **Go to REEA's website (reea.org) for details and registration.**

CDEI (CERTIFIED DISTANCE EDUCATION INSTRUCTOR)

Instructor CE hours can also be earned by completing CDEI courses offered by ARELLO (Association of Real Estate License Law Officials) in the proper order. **Go to ARELLO's website (arello.org) for details and registration.**

RULE AMENDMENTS

A couple of License Law rules have been amended and adopted. These rules became effective on March 17, 2022.

790-X-3-.15

Broker Supervision

Responsibilities for qualifying brokers are identified in detail. Failure of a qualifying broker to adhere to these responsibilities and properly supervise everyone licensed in his/her company will result in a formal complaint.

790-X-2-.02

Applications for Examination and Licensure

Determination of an applicant's qualification to hold a real estate license can be made by the Commission's Legal Division without requiring a hearing in front of commissioners. This depends on the type of crime, if probation or parole is involved,

and if money is owed.

Also, a new rule was approved for the amendment process at the Commission's January 2022 meeting and is scheduled to become effective on July 15, 2022.

790-X-1-.11

Course Content for Continuing Education

A broker CE course is in the stages of final development and will be a mandatory CE course for the license renewal in 2024. Beginning October 1, 2022, any associate broker or qualifying broker who needs CE to either activate or renew a license must complete this new broker CE course in addition to the mandatory Risk Management course and 9 hours of elective CE.

Previous rule amendments related to education can be found in *Instructor Resources on the Commission's website.*

Things to Remember

By Pam Oates

It is that time again when so many of you will be offering continuing education (CE) courses to those who have waited until this year to complete their CE requirements. Here is a reminder of things to remember between now and the September 30 CE deadline.



1. Make sure your course is approved before you begin advertising it.
2. If you are offering a course through your school for another organization, make sure you approve any advertising the organization may do on your behalf.
3. Enter course information into CMap at least one week before the scheduled course date. Check accuracy from the Commission's course search feature after you post a course date.
4. Make sure the course location has writing surfaces that every student can use while facing the instructor.
5. If a time, date, or location changes, please update the information in CMap.
6. If you cancel a course, **definitely** remove it from CMap so an Education auditor does not waste time and expenses traveling to audit the course.
7. Make sure there are plenty of course materials and check any technology being used prior to the day of the course.
8. Have a plan for how late arrivals will be handled.
9. Have a plan for how inappropriate student behavior will be handled.
10. Control the personal conversations between students to avoid others from being distracted from your instruction.
11. Keep all attendees involved. No one wants to pay for a boring course.
12. Remind all students to check their CE credit and complete the online course evaluation on the Commission's website.
13. Enter all course credit into CMap within 10 days of the completion of the course.
14. Double-check and cross-reference the course credit through *Course Credit History* using the sign-in sheets to make sure you did not overlook anyone. Licensees are upset when they are forced inactive due to an instructor or administrator forgetting to submit their course credit.
15. All course credit must be entered in CMap by midnight on September 30, so be careful if you schedule courses on those last days, remember that the CE deadline overrides the 10-day deadline to submit course credit.

If you follow these 15 items, you should have several great months of teaching. We know these will be grueling months as you travel the state or simply teach the same courses many times in your hometown. The Commission depends on you for proper education delivery and your students depend on you for beneficial education. You have a lot of responsibility, but we know you are up to the challenge.

4 Practices of Impactful Instructors

By Julie Norris

Do your students view your classes as exciting events or dreaded obligations? You determine that by how well you plan instruction and activities. By keeping your students' needs and desires foremost and by taking the time to prepare wisely for effective instruction, your students and you will enjoy the benefits of engaging and meaningful class sessions. Below are four practices of impactful instructors:

1. Impactful instructors research and study course content.

Make the time to know your content thoroughly. Read, study, and review your class material to make sure you are completely comfortable with it. Anticipate questions that students may have in class. Make sure your information is current, and, when

appropriate, share recent news articles relevant to your topic. Your experience combined with a deep knowledge of your content will give students confidence in you and confidence that the knowledge you are sharing will help bring them success.

2. Impactful instructors set clear expectations for students.

Students usually rise to the level of your expectations. If you expect them to read ahead and become familiar with content before a class session in prelicense courses, they will. If you expect them to be on time to class, and they know that you start on time, they will be less likely to be late. If you establish behavioral rules, and you let them know they will not receive credit if they are not paying

attention, they are more likely to be engaged. Be clear, fair, and firm with your expectations. Students respect that.

3. Impactful instructors create a positive and exciting environment.

The minute students walk into a classroom, they get an impression of how important teaching is to you and how important students are to you. The room should be clean and inviting, and you should appear excited to see them there. Fill the room with your positive energy. (Sometimes you may have to fake excitement and energy, but authenticity is sure to follow!)

4. Impactful instructors engage students and implement meaningful and effective activities.

Be disciplined with your

planning. Do not plan to "wing it." You impact your industry, your company, and your personal reputation with how you teach your classes. Do not make your students just listen to you talk for three hours. Plan engaging activities, such as case studies and group tasks/discussions, to keep your students focused and your instruction more valuable and meaningful.

It is not too late to change your teaching habits! Use these practices to help you step up your instruction. You will love the outcome, and so will your students!

If you have implemented engaging activities in your classes that have worked well for you, please share them with me at julie.norris@arec.alabama.gov. They may show up in a future *Educator* article!

THE PATH TO GETTING VIRTUAL CLASSES ACCREDITED AND APPROVED

We thank you and appreciate the fact that you found ways to continue to offer education at a distance through a pandemic. We understand that some would like to continue offering "classroom-structured" courses in a virtual format for licensees who have found these platforms helpful in meeting their needs. We also understand that there are concerns with the current waived extension date and with gaining distance education certification. We would like to offer encouragement and as much assistance as we can to help you meet the law which requires that courses offered at a distance be certified.

Certification Facts

Research has been conducted for you and here is helpful information regarding distance education certification:

1. Some schools are referring to courses that are simultaneously taught to a live classroom and broadcast via some platform such as Zoom as "hybrid" courses. However, certification addresses the students' circumstances; for those taking them remotely, these courses are technically distance education courses rather than a hybrid. They will be reviewed as synchronous distance education courses.
2. The certification fees for virtual (or synchronous) distance education have been drastically reduced (by 50%). Whereas the prior cost of certification was \$825 per course, the Commission worked directly with ARELLO® to reduce those costs. As a result, a synchronous distance education course can now be certified for a period of three years at a cost of only \$435.
3. We inquired about the time it would take to certify a synchronous course and were told the timeframe could range between 5-7 business days (assuming all requested course submission requirements are delivered to the certifying authority). Currently, the certification timeframe is on the shorter end of that scale.***Caveat: The 5-7 business days for course certification rely on all submission requirements being complete.**
4. The following are common problems that can cause a delay

in certification:

- Missing documentation that is identified in the Distance Education Policies & Procedures
 - Insufficient substance to justify the hours of credit being sought
 - Lack of the required student interactivity per credit hour
5. The certifying authority does not outright reject certification applicants. They work with them to attain certification; it is a collaborative effort.

We hope that you have found these facts to be reassuring. Certification certainly is doable, especially by those of you who have carefully considered and invested in the proper equipment and design to maintain the integrity of your education. You've got this. Unfortunately, there are those who have been less forthright, less professional, and who have compromised the quality of education being provided. We need to get back to certification so that your courses can be clearly distinguished from those and recognized for the quality you have put into them.

Why is certification important? Because it allows specialists in the field of distance education to verify the technical soundness of the delivery system, the availability of student support, the compatibility of course design to delivery method, and the instructor's ability to effectively teach via the technology.

All information can be found on ARELLO's website at arello.org. Look under the *Programs* heading and you will see the *Distance Education Certification* option. This is where all Standards, Policies & Procedures, certification requirements, applications, and FAQs can be located.

We are happy to help you pursue certification so that you may continue to use Zoom and similar platforms for your classroom-structured courses. The Commission is willing to assist anyone with questions regarding the DE certification requirement, just call our office (334) 242-5544 for assistance.



QUESTION

How can I verify a student's license number before entering course credit?

ANSWER

If a student has given you a license number that is unrecognizable in our system, you can find the correct number on our website. Go to www.arec.alabama.gov and click on *Professionals* on the home page. Click on *License Search* under the *Licensing* heading and search by name.

A common error that licensees make when sharing their license number is to include the number after the dash e.g., 000012345-0 as 123450. The number after the dash should not be included in the license number because that number is mainly used internally to identify those licensees who have been licensed more than once. Other examples include a salesperson getting a broker license, a broker becoming a multiple broker, and a licensee getting approved as an instructor. The correct number that should be used is 12345 or 000012345.

Calendar of Events

Dates and events are subject to change

MAY

- 13 Risk Management Instructor Training
- 18 Coffee With The Commission
- 19 Commission Meeting
- 30 Commission Office Closed

JUNE

- 6 Commission Office Closed
- 17 Risk Management Instructor Training
- 20 Commission Office Closed
- 20-24 REEA Conference (San Antonio, TX)
- 22 Coffee With The Commission
- 23 Commission Meeting

JULY

- 4 Commission Office Closed
- 20 Coffee With the Commission
- 21 Commission Meeting

AUGUST

- 4-5 New Instructor Orientation
- 17 Commission Meeting



Education Snapshot

January 2022-March 2022

SALESPERSON EXAMINATION

Overall	First Time
Taken - 1,689	Taken - 913
Passed - 742	Passed - 501
Overall Passing % - 43.9	First Time Passing % - 54.9

BROKER EXAMINATION

Overall	First Time
Taken - 123	Taken - 104
Passed - 103	Passed - 91
Overall Passing % - 83.7	First Time Passing % - 87.5

RECIPROCAL SALESPERSON EXAMINATION

Overall	First Time
Taken - 221	Taken - 205
Passed - 210	Passed - 195
Overall Passing % - 95.0	First Time Passing % - 95.1

RECIPROCAL BROKER EXAMINATION

Overall	First Time
Taken - 99	Taken - 83
Passed - 84	Passed - 71
Overall Passing % - 84.8	First Time Passing % - 85.5

Education Quality Emphasis

We have some of the best real estate instructors in the country who work hard to stay informed, revise and update their content, respond to questions, and research subject matter. However, not all of our instructors are in this category—some not even close. The Commission is concerned about the amount of damage one instructor can do to anywhere between 10-30+ students per hour. The License Law allows for corrective due process of school administrators and instructors in order to maintain a sound cadre of qualified, capable instructors and a reliable and responsible education system.

These concerns will remain a focus of the Commission as we continue to provide the instruction and tools instructors need. We will also encourage and follow up on evaluations of courses and instructors. While it is our hope that everyone can achieve excellence, we suspect that some may have to realize that teaching is not for them and that it is a talent and a skill that not everyone is willing or able to maintain.

The Real Estate Commission's goal of protecting the public interest relies on a solid education system that produces knowledgeable and competent licensees. We appreciate our educational partners in that endeavor and will ask more of those who have room for improvement.