

Alabama Real Estate Instructor Training Programs

Marie Spodek in May

Today's competitive and rapidly changing market dictates that real estate educators deliver high quality, high impact courses to students who are usually short on time and already



overloaded with information. Factor in the challenges of the newest students: English as a second language, diverse multicultural backgrounds, students of various age groups, and students with disabilities. Finally, instructors must analyze the differing needs of students just beginning their studies (prelicense) and those who are more advanced (post license and continuing education). Marie Spodek's IDW (Instructor Development Workshop) employs a range of teaching methods to assist instructors in personal and course development. It provides participants with simple guidelines and handy templates for developing their own seminars that can be used to customize purchased courses by providing continuity within the presentation: outline, learning objectives, visuals and student materials.

Marie Spodek is a nationally

regarded real estate educator, author and former real estate agent. She brings a wealth of energy, enthusiasm and "practical experience" to her seminars. She has held the Real Estate Educators Association's DREI designation since 1988, and was awarded its "Jack Wiedemer Distinguished Career" award in 2001. Marie's "Caught on Camera" antitrust course was named REEA's 2004 Course of the Year. She is a senior instructor of REEA's IDW, RealNet's CBR (Certified Buyer Representative) course and she authored REEA's CDW (Course Development Workshop). Marie has also authored or contributed to numerous books and supplements for Dearborn Real Estate Education including topics such as mortgage fraud, predatory lending, property management, and environmental issues.

- **DATE: May 11, 2007**
- **COURSE: Instructor Development Workshop**
- **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)
- **HOW TO REGISTER**

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

Terri Murphy in June

Terri Murphy began her real estate career when interest rates were at an all time high, but this did not stop her from listing and selling 100 homes a year for over 20 years before the Internet or team selling. Everybody wanted to know how she was so successful in such tough times and the speaking invitations started pouring in. Terri eagerly shares her systems and strategies and has to date addressed over 1,200 REALTOR®, loan, and title company audiences nationwide.

Terri has authored four books, produced and hosted both television and radio programs, and been featured on ABC, NBC and CNBC News as a real estate industry expert. Terri is also an accomplished trainer of real estate instructors. As Chief Information Officer of U. S. Learning in Memphis, Terri figured out how to create new relationships by adding value and support systems that enhance the network between agents, their customers and ancillary services that build true clients for life. She will help you learn how to develop powerful instructing skills that support working smarter not harder.



- **DATE:** June 12, 2007
 - **COURSE:** Dynamics of a Winning Presentation
 - **LOCATION:** Embassy Suites, Montgomery
 - **REGISTRATION:** 8:30-9:00 a.m.
 - **TIME:** 9:00 a.m.-4:00 p.m.
 - **COST:** \$95.00 (includes lunch and breaks)
 - **HOW TO REGISTER**
- All participants must register through the Alabama Association of REALTORS®. See the enclosed registration form for more details.

FUTURE INSTRUCTOR TRAINING PROGRAM

August 10, 2007
Real Estate Law

Chuck Jacobus
Charles Sowell

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Completion of either of these courses will 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 that will take place in August of 2007. 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.

REGISTRATION FORM

Instructor for Development Workshop

Sponsored by the Alabama Real Estate Commission

Presented by Marie Spodek

Friday, May 11, 2007

9:00 a.m. – 4:00 p.m.

Held at the Training Room of the Alabama Real Estate Commission

1201 Carmichael Way, Montgomery, AL

REGISTRANT INFORMATION

Real Estate License Number _____

Name _____
LAST FIRST MI

Address _____
CITY STATE ZIP CODE

Phone _____ Fax _____

Email Address _____

NAME AND AFFILIATION PREFERENCE FOR NAME TAG

COURSE INFORMATION

Lunch will be provided.

(\$ 95) Instructor Development Workshop – Received by April 27, 2007

(\$130) Instructor Development Workshop – Received after April 27, 2007

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Outreach Program Office, 301 O.D. Smith Hall, Auburn University, AL 36849

WEB online at www.auburn.edu/outreach/arec

PAYMENT INFORMATION

Check Money Order MasterCard Visa Purchase Order

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 Outreach Program Office 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.

Alabama Association of REALTORS®
and
Alabama Real Estate Commission
Present an
INSTRUCTOR DEVELOPMENT WORKSHOP - TUESDAY, JUNE 12, 2007
Registration Form

This Instructor Development Workshop is open for existing real estate instructors as well as those who have an interest in becoming a real estate instructor.

Registration Details:

Please remember that you are not registered until the Alabama Association of REALTORS® (AAR) receives the registration fee and registration form.

1) REALTOR® members can register on AAR's secure web site. Visit www.alabamarealtors.com and click on the Education tab then click on the Education calendar. OR 2) REALTOR® members and Non-Members may complete the following form. 2) Fax this form (with credit card number) to (334) 262-7598, or mail this form in to AAR 522 Washington Avenue, Montgomery, AL 36104 with check or money order made out to AAR. 3) AAR will confirm your registration after receiving payment by return fax, mail, or email. Seating is limited.

Name as it appears on License: _____

Real Estate License Number and or (SSN#): _____ / _____

Firm Name: _____

Board / Association: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Work Phone #: _____ Fax #: _____

E-mail Address: _____ # of Years in Real Estate: _____

Pre-Registration is strongly encouraged as seating is limited.

() *THE DYNAMICS OF A WINNING PRESENTATION*

By: *TERRI MURPHY*

On site registration starts at 8:30 a.m. Class begins promptly at 9:00 a.m. Tuesday, June 12, 2007
Embassy Suites Hotel, 300 Tallapoosa Street, Montgomery, AL 36104 — (334) 269-5055

IDW Fee: \$95.00 per person

METHOD OF PAYMENT: () CREDIT CARD () CHECK () MONEY ORDER
() MasterCard () VISA () American Express

CREDIT CARD #: _____

Exp. Date: _____ Last three numbers in the signature box on the back of your VISA card: _____

AUTHORIZED SIGNATURE: _____

Deadline for pre-registration is 5:00 p.m. Thursday, June 7, 2007. There is a penalty for cancellation. Advance registration is encouraged as seating is limited. You are not registered until AAR receives your registration form and fee.

If you have a disability, which will require special services during this course, please let us know in advance, in writing, so we can provide reasonable accommodation for you.

Alabama Association of REALTORS® 522 Washington Ave., Montgomery, AL. 36104
Phone: (334) 262-3808 or 800-446-3808 or Fax (334) 263-9650

SCHOOL ADMINISTRATOR TRAINING DATES



- May 23
- June 20
- July 25
- August 29
- September 26
- October 31
- November 28
- December 12

Please be reminded that all school administrators are required to attend School Administrator Training at the Commission training room during 2007. There is one training scheduled every month for the remainder of the year. There is limited seating at each session. Do not wait until the November or December sessions to sign up since those two sessions could easily reach maximum capacity. Register for one of the upcoming training sessions in the next several months to be assured of a space. Schools may also bring other staff members along with the school administrator to the training.

School administrators of schools that teach the 60 hour salesperson prelicense course should bring a copy of the Salesperson Prelicense Course Checklist.

To register, contact Connie Rembert at 334.242.5544 extension 433 or email connie.rembert@arec.alabama.gov.

Did You Know?

By Pam Oates, Education Specialist

Did you know that you can edit the courses you have entered into CMap? Do you know how? As a result of the first two School Administrator trainings we have found that many people think that once a course has been entered into CMap it can not be changed. We have also discovered that many people **think** they know how to edit or delete a course but soon realize that they do not once they attempt to do it. So let me share a quick tutorial on some general CMap procedures that may be of some help.

1. Are you sure that ALL your courses, both classroom and distance education, have been entered into CMap? (Go right now and check so you know for a fact that I am not talking to you.)
2. Are you sure that all your dates and times are correct? (If not, keep reading because I am about to tell you how to fix it.)
3. Did you put the EXACT location of the course in the space provided? (What

if Ed McMahon and the Publisher's Clearinghouse were trying to find you at class time?)

4. Is there any information that you want the students to know that needs to be entered into the "Comments" box? (This is where you could tell them how GREAT you are!)

Okay, now that we know that something needs to be changed, let's take it step by step.

- Go to "Online Services" from the Commission's Web site and click "Online Services" again, which is where we have "hidden" CMap. (We now have CMap under the heading of "Education Management" if you still can't find it.)
- Log in the same way as always and select "Education Management" under "Available Services" (Yea! You found it!)
- Once you select your school, all the courses that you have entered into CMap will appear at the bottom of the page in the working set. Click on the course number of the course you want to edit or remove and that course information will appear. (Make sure you

select the correct course the first time so you don't have to go back and do this again.)

- Make the necessary changes to the date/time/location or add something in the "Comments" box. When everything is correct, click "Add" and then once it has been added to the working set in its new form, click "Commit" to finalize the change. (You read it correct... "Commit". I know that it's hard for some people to commit but trust me, it is a good thing.)
- If you want to delete a course just click on the box to the right of the course in the working set that is marked "Remove" and then click the "Remove" button that is above the working set. Once it has been removed from the working set, click "Commit" and the course will be removed from CMap. (Don't forget, you must "Commit".)

Now you know exactly what to do and if you come to School Administrator training, you will look like the smartest person in the room.

Online Course Evaluations

The Commission eliminated paper evaluations for all courses except the Salesperson Prelicense course on October 1, 2004. At that time, all instructors were required to give instructions in every course as to how the licensee could submit an online evaluation. We are still receiving a large number of calls concerning online course evaluations.

You are reminded that we have "CMap Student Instructions" in the "Education Forms and Applications" section of our

Web site that can be given to each student. This form not only tells how to submit an evaluation but it also gives instructions on how a licensee may check CE credit.

Currently, the course evaluation link is good for only 30 days and will expire if the course is not evaluated during that period of time. This is confusing licensees and leading them to think the course credit has expired. They should be reminded that as long as the course name is listed, the credit

is given. If the words "Course Evaluation has Expired" appear, that simply means that the licensee can no longer submit an evaluation and has nothing to do with the course credit. Therefore, along with your obligation as an instructor to tell all students how to access the optional course evaluation at the end of each course, please reduce their anxiety and our phone calls by telling them the expiration of a course evaluation in no way affects the credit they will receive for the course.

A Renewed Respect for Deadlines

We have all faced deadlines in our lives. As a matter of fact, many people stared a deadline right in the face this month as they attempted to file their taxes by April 17. As difficult as it may be for some people to accept, deadlines are a necessity in life. As all instructors are aware, Alabama real estate license law contains many deadlines that must be met. However, there seem to be more and more people who are failing to meet those deadlines and asking Commissioners for extensions. The number continues to grow and the time of hearing applicants say they do not know and have not been told must draw to a close. A concerted emphasis needs to be made in assuring deadline responsibilities are received and acknowledged. Our school audits, among other items, will assess how instructors convey critical application compliance information. This being done, our responsibility to the applicant that they have been exposed through the text and by instruction will leave no excuse for just plain missing a

deadline and will enable Commissioners to more firmly hold the line where there are not relevant extenuating circumstances that Commissioners may wish to consider if a deadline has been missed. In other words Commissioners want to eliminate inadequate instruction and direction as a source for failing to meet deadlines and then they will be prepared to deal with the other pleas made to them accordingly.

The following are current deadlines and the license law references where they can be found.

- The salesperson prelicense course must be completed within one year of the date of course enrollment—*Rule 790-X-1-.06(5)(d)*
- The licensing examination must be passed within 12 months immediately following the date of the completion of the 60 hour salesperson prelicense course—*Rule 790-X-1-.06(6)*
- Application for a temporary salesperson or broker license must be made within 90 days

of passing the licensing examination - *Section 34-27-33 (b)* and *Rule 790-X-2-.02(3)*

- The 30 hour post license course must be completed and application for an original salesperson license submitted within 6 months or the temporary license will automatically be placed on inactive status—*Section 34-27-33 (c)(2)* and *Rule 790-X-2-.02(3)*
- The 30 hour post license course must be completed and application for an original salesperson license submitted within 12 months or the temporary license will automatically expire and lapse - *Section 34-27-33(c)(2)*
- 15 hours of continuing education must be completed for license renewal by September 30 of every even year. The 15 hours must include 3 hours of Alabama Risk Management and 12 hours of elective courses— *Section 34-27-35(j)(1)* and *Rule 790-X-1-.11*
- Salesperson, broker, and company licenses must be renewed by August 31 of every even year to avoid the penalty fee and by September 30 to avoid expiration - *Section 34-27-35(g)(h)(i)*
- Instructor, school, and course renewals must be completed by August 31 of every odd year. Any instructor, course or school that is not renewed by December 31 of that year will expire and lapse—*Section 34-27-6* and *Rule 790-X-1-.10*

All of these deadlines must be given to students in prelicense and post license courses and discussed to make sure everyone understands their responsibility in completing the application and licensing process and the deadlines associated with them. This will reduce the number of requests for deadline extensions being addressed at Commission meetings.

AREEA Meeting May 10, 2007

The Alabama Real Estate Educators Association (AREEA) will hold its 5th Annual Spring Retreat on May 10, 2007 at the Commission office in Montgomery. Please note this date is different from the dates previously advertised.

The meeting will start at 1:00 p.m. and will conclude at 5 p.m. Officers will be elected and an update on law changes will be presented by Charles Sowell. Ryan Adair will present information on the new 60 hour broker prelicense course. A round table discussion will also take place giving all present an opportunity to discuss major issues of interest to instructors. This meeting is on the afternoon prior to the Instructor Development Workshop with Marie Spodek.

Current members may attend the AREEA meeting at no charge and non members are welcome to attend for a nominal fee of \$25. Everyone is encouraged to attend even if you will not be attending the IDW on Friday. For more information on the May 10 meeting and how AREEA can benefit you as an instructor, please contact Bo Goodson at 334.221.2883.

REEA's 28th Annual Conference

The 28th annual conference of REEA (Real Estate Educators Association) will be held in St. Louis from June 9 to June 13. For more information about this conference, please visit the REEA Web site at www.reea.org.

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

6 hours—Saturday, June 9—Course 1: *Building Instructional Skills: Teaching Adults Using GAPE*

6 hours—Sunday, June 10—Course 2: *Customizing Course Presentations: Evaluating and Adapting Teaching Materials to Personalize Course Delivery*

6 hours—Monday, June 11 and Tuesday, June 12—attend all 5 of the concurrent sessions offered

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





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60 Hour Broker Prelicensure Course

The amended rules requiring the completion of the 60 hour broker prelicensure course are scheduled to become effective on June 1. The amended rules

require any broker candidate taking the broker exam October 1 and afterward to have successfully completed the 60 hour broker prelicensure course in order to qualify for the exam. The course may be offered beginning June 1 allowing plenty of time for broker candidates to complete it if they plan on taking the broker examination after October 1. The course may be offered for up to 9 hours per

day. It is recommended that the outline be covered in the order in which it was organized by the task force. However, if you find a more convenient way to cover the material to meet your schedule, you may alter the order of the five sections. If you choose to offer this course on a continuous basis, students may not be allowed to start the course in the middle of a section. All students must begin taking the course at the beginning of a given section.

A certificate of completion will be issued to every student who completes the broker prelicensure course. Those candidates who take the broker exam October 1

and afterward will not be admitted to the exam without a broker prelicensure certificate of completion.

The outline for the 60 hour broker prelicensure course is nearing completion and will be available on the Commission's Web site at www.arec.alabama.gov. It will be located in the Education section under Instructor Resources. If you are interested in offering this new course, you may access the outline on the Web site and begin developing your course when notified of its availability.

