

# The Educator

**Temporary License Required for the Post License Course**  
**Proper Identification for Pre-Registration and Exam Sites**  
**License Law Amendments**  
**Updated Instructor Resources**  
**2017 REEA Conference**  
**AREEA Instructor Training**  
**Q & A**  
**New Instructor Orientation**  
**Education Snapshot**  
**2017 Calendar of Events**

Coming  
This Summer  
Education

# Renewal

*All instructors, administrators, schools, and courses must be renewed this summer by September 30. Renewal instructions will be mailed in June explaining the online renewal process which should be available in early July.*

*Preliminary/Post License Instructors must pay the renewal fee AND complete 12 hours of instructor training by the September 30 deadline. The Commission will hold instructor trainings on May 12 and August 18. AREEA will hold an instructor training on September 15. Instructor CE hours may also be earned by attending the REEA Conference in June.*

*If you are currently a Preliminary/Post License Instructor and you wish to teach only CE courses in the future, you can request that your approval be converted to a Continuing Education Instructor.*

*There are no training requirements for the renewal of a Continuing Education Instructor. If you would like to change your instructor status, contact David Bowen at david.bowen@arec.alabama.gov.*



**Juanita McDowell**

In an attention-deficient, entertain-me-now kind of world, the “typical” presentation needs a boost. Let’s face it, we live in a digital world and the resources that instructors have available are constantly changing and can be overwhelming. Instructors are sometimes hesitant to incorporate technology into a course for fear that it may not work. This one-day workshop will help you navigate your options with ease. You will leave with new strategies, tools, and tips to take your training game to the next level.

Juanita McDowell is a seasoned speaker delivering keynotes and workshops on

## Instructor Training May 12

Presenting with Power: Bold Communication for Innovative Instructors and Presenters

topics like mobile technology, social media, communication, time management, and personal growth/development. She owns a training company that delivers over 200 workshops and seminars each year. She has offered previous trainings for both the Commission and AREEA. Juanita has won numerous

awards for her training including the Georgia Real Estate Educators Association 2013 Instructor of the Year and the 2011 and 2012 GAR Partner in Education Instructor of the Year.

Completion of this training will provide six of the twelve hours needed to renew instructor approval in 2017. 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. Make plans to attend this instructor training and acquire not only the hours needed for instructor renewal but also valuable information and knowledge that can be used in the classroom.

The next instructor training offered by the Commission will take place on August 18 with Len Elder.

### DATE

**May 12, 2017**

### 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 Office of Professional & Continuing Education (OPCE)**

## REGISTRATION FORM

*"Presenting with Power: Bold Communication for Innovative Instructors and Presenters"*

Presented by Juanita McDowell

Friday, May 12, 2017 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.*

(\$ 95) *Presenting with Power* – Received by April 28, 2017

(\$130) *Presenting with Power* – Received after April 28, 2017

### 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](http://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.*

## Temporary License Required for the Post License Course



As stated in Rules 790-X-1-.06(l) and 790-X-2-.03(1), an individual **must** have a temporary license prior to taking a post license course. Basically, that is where the term “post license” originates. It is a course that is taken after the license has been issued, just like prelicense courses must be taken prior to the salesperson or broker license being issued. Therefore, all schools must advertise the temporary license requirement for a post license course.

Temporary licenses can be confirmed by using the

Commission’s website. Select the *Professionals* heading on the home page and you will see a *License Search* link in the *Licensing* area. Simply search the *License Status Verification* for all individuals to confirm possession of a temporary salesperson license. An advanced search is available allowing you to specify “Temporary” as the License Type as well as specifying an active license, inactive license, or both. This could narrow down the results for individuals with very common first and last names. All schools must confirm the temporary

licensure of all students prior to the start of a post license course.

This can be more challenging for distance education providers who have individuals purchasing the course on a website and wanting to begin it immediately. There will still be the need for confirmation of a temporary license for every person who purchases the course. Appropriate wording in a bold font identifying the license requirement can be on the page where the course is explained and purchased. However, the need to confirm the licensure of individuals who purchase the course still exists. Always know who is purchasing an online post license course so you can confirm the temporary license of those individuals.

Bottom line: individuals who do not have a temporary salesperson license cannot receive credit for any portion of a post license course that has been completed.



## License Law Amendments

*Alabama License Law must be amended on occasion and it is important for instructors to be familiar with the advertised changes. Instructors who are teaching any prelicense course must be current with the state specific information that is shared with students. All proposed amendments to License Law are always advertised on the Commission’s website and shared with licensees and instructors. This allows time for comments on the proposed changes to be submitted.*

*Make sure you are teaching current License Law information. Whenever amendments are advertised as approved, make sure appropriate changes are made to your course content. This is important for all courses but is especially important for distance education courses since written course content must be updated. Classroom instructors can share this information with students and must revise any printed course material/tests to reflect license law changes.*

*There is a list of rule amendments in Instructor Resources on the Commission’s website. Log in to access these changes and make sure the course content that you are teaching is current.*

## Proper Identification for Pre-registration and Exam Sites

We are still hearing about problems with identification at the PSI/AMP exam sites. To help eliminate this situation, all prelicense students must enter the name on their official identification into the Commission’s record when pre-registering. Prelicense instructors and administrators can help by making sure this information is provided to students while enrolled in the course.

We are also seeing an issue with students who were

previously licensed in Alabama and now have outdated information in our system. If you have current prelicense students that previously held a real estate license in Alabama, it is extremely important that they update their contact information in our system as soon as possible. The contact information sent

to AMP for their examination eligibility should be current, and this information could have changed since their previous licensure.

Basically, these issues can be avoided if students will ensure that the name in our system matches the name on their identification and that the Commission has their current contact information.



## Updated Instructor Resources

Salesperson  
Prelicense

Post License

Broker  
Prelicense

CE

Reciprocal  
Prelicense

Everyone should be familiar with the *Instructor Resources* section of the Commission's website. This is the area requiring a login since it contains more specific information than the general *Education Resources* area, such as student handouts,

checklists, and instructor tools.

A recent update was made to *Instructor Resources* which involved the creation of folders for each type of real estate course. The folder contains course documents and information that is required for that specific course. This can

make it easier for instructors and administrators of schools to identify the needed documents and make sure the ones being used are current. It is better to print documents from these folders when needed instead of having a hard copy that was printed several years ago. These

documents continue to be updated when necessary to make sure they are current. Please make a special effort to use the most current of all documents.

Please refer to the *Instructor Resources* area of the Commission's website to access all needed documents for the various types of education courses.

## 2017 REEA Conference

The 2017 Annual Conference of the Real Estate Educators Association

(REEA) is scheduled for June 23-26 in Miami, Florida. An Instructor Development Workshop (IDW) will be offered on June 23 presented by Bruce Moyer from North Carolina and Theresa Barnabei from Arizona. If you attend the IDW on June 23, you may also attend the IDW being held on June 26. The Commission will grant 6 hours of Instructor CE credit for attending each of the IDWs (12 hours by attending both).

June 24 and 25 will provide roundtables for education directors, instructors, school owners, and regulators as well as breakout sessions for all attendees. Presenters include several instructors who have taught for the Commission such as Terri Murphy, Len Elder, Mike Gamblin, and Karel Murray as well as many other nationally known speakers. The Commission will grant 12 hours of Instructor CE credit for attending all education sessions on June 24 and 25.

Conference registration can be found at [www.reea.org](http://www.reea.org) under the *Events* heading. Take advantage of this opportunity to visit beautiful Miami and learn from other real estate instructors and professionals.



## TRAINING

### AREEA Instructor Training

The Alabama Real Estate Educators Association (AREEA) has developed a certification program entitled *Certified Real Estate Instructor*. The first of three trainings, entitled *Content Creation*, was offered on March 31 and was Part 1 of the three-part series offered by Karel Murray. Attendees of Part 1—*Content Creation* received six hours of instructor CE to be used for the 2017 education renewal. Part 2—*Content Delivery* will be offered September 15, 2017.

#### Certified Real Estate Instructor

Presented by

**Karel Murray, DREI**

(A three-part series)

#### PART I—CONTENT CREATION

Offered March 31, 2017

#### PART I—CONTENT DELIVERY

September 15, 2017

#### PART III—CHANGE AND CONNECT

March 30, 2018

Contact an AREEA representative to get more information on this new certification.



**QUESTION**

How do I know when required education documents have been updated?

**ANSWER**

The best way to guarantee current education documents are being used is to access them in *Instructor Resources* each time a prelicense, post license, or continuing education course is being offered. Courses are now divided into folders in Instructor Resources containing the required documents for each course.



## Education Snapshot

December 2016-March 2017

**SALESPERSON EXAMINATION**

<b>Overall</b>	<b>First Time</b>
Taken - 1,442	Taken - 873
Passed - 771	Passed - 572
Overall Passing % - 53.5	First Time Passing % - 65.5

**BROKER EXAMINATION**

<b>Overall</b>	<b>First Time</b>
Taken - 73	Taken - 68
Passed - 65	Passed - 61
Overall Passing % - 89.0	First Time Passing % - 89.7

**RECIPROCAL SALESPERSON EXAMINATION**

<b>Overall</b>	<b>First Time</b>
Taken - 79	Taken - 78
Passed - 76	Passed - 75
Overall Passing % - 96.2	First Time Passing % - 96.2

**RECIPROCAL BROKER EXAMINATION**

<b>Overall</b>	<b>First Time</b>
Taken - 54	Taken - 45
Passed - 45	Passed - 38
Overall Passing % - 83.3	First Time Passing % - 84.4

## New Instructor Orientation

The next New Instructor Orientation will be held July 13-14 in the Commission's training room. If you know of anyone who is working to become a Prelicense/Post License Instructor, please have them contact David Bowen at david.bowen@arec.alabama.gov to discuss acquiring the required number of points on the Application For Prelicense/Post License Instructor.

Applicants must hold a broker license in order to be approved as a Prelicense/Post License Instructor.

## 2017 CALENDAR OF EVENTS

- APRIL** 20 Commission Meeting - Montgomery
- 24 Commission Office Closed - Confederate Memorial Day
- MAY** 4 ACRE Residential Real Estate Conference - Birmingham
- 12 Instructor Training with Juanita McDowell - Montgomery
- 25 Commission Meeting - Montgomery
- 29 Commission Office Closed - Memorial Day
- JUNE** 5 Commission Office Closed - Jefferson Davis' Birthday
- 22 Commission Meeting - Montgomery
- 23-26 REEA (Real Estate Educators Association) Annual Conference - Miami
- JULY** 4 Commission Office Closed - Independence Day
- 13-14 New Instructor Orientation - Montgomery
- 27 Commission Meeting - Montgomery

### KEEP UP WITH THE LATEST



**FACEBOOK**



**TWITTER**



**INSTAGRAM**



**YOUTUBE**

**@arecalabamagov**

**arec.alabama.gov**

