

The Educator

New Scheduled Mandatory Training
August 7 Training Postponement
Change to License Exam Schedule
Reminder to Check the License Examination Performance of Students
Temporary Salesperson and Broker License Applications
Q & A
Current Education Snapshot
Calendar of Events

RISK MANAGEMENT INSTRUCTOR TRAINING MAY 1, 2020



Due to current restrictions associated with the COVID-19 pandemic, this training will be offered by video conference using the Zoom app instead of the usual classroom setting at the Commission's office. Participants must have access to the Zoom app and participate in all six hours of the training.

- A maximum of 25 participants will be able to participate in this training and it will only provide approval to teach **current** Risk Management courses through December 31, 2020. This December 31 deadline date is based on a CE deadline extension approved by commissioners on April 2, 2020. If you are already approved to teach the current Risk Management courses or you do not plan to teach them this year, please do not register for this training.
- A new required Risk Management course is currently being developed and is planned to take

effect in October following the required rule amendment process for License Law. Therefore, all instructors who desire to teach the new mandatory courses during the next license period beginning October 1, 2020 must attend an instructor training currently scheduled for October 16. Please reserve that date. More details will be provided soon.

- Completion of this training on May 1 will provide six of the twelve hours needed to renew instructor approval in 2021. 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.

All participants must register through Auburn University's Office of Professional & Continuing Education (OPCE).

DATE

May 1, 2020

COURSE

Risk Management

LOCATION

Zoom Meeting Application

TIME

9:00 a.m.–4:00 p.m.

COST

\$129



ANNE POWELL

will be presenting a Risk Management Instructor Training for instructors who have not previously taken the training to receive approval to teach the current required courses. Anne is the Director of Career Development for Roberts Brothers, Inc. in Mobile and is an approved real estate instructor who assisted in the original training offered for the current Risk Management courses.

REGISTRATION FORM

Risk Management

Presented by Annie Powell

Friday, May 1, 2020

8:30 a.m. – 3:30 p.m.

Online: Delivered Via Zoom

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 – Received by April 28, 2020

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.



New Scheduled Mandatory Training

The Commission organized two task forces to develop required CE courses as a result of organized strategic planning with commissioners. The current plan is to begin the proper rule amendment process to have proposed changes effective in October.

The current Risk Management courses will be discontinued and the CE requirement will be changed to the following:

- **3-hour Risk Management course**
- **12 elective hours.**

The 3-hour Risk Management course will focus on License Law like the current *Risk Management: Avoiding*

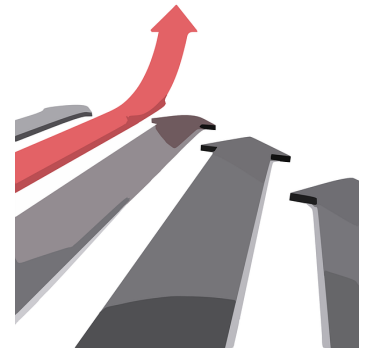
Violations course. A detailed outline will be provided to instructors upon completion.

Another course in the process of development would be required for all qualifying brokers and qualifying broker applicants. Any salesperson or associate broker desiring to become a qualifying broker would be required to complete this 3-hour CE course prior to applying for the license. All existing qualifying brokers would be required to complete the course to satisfy the CE requirement for license renewal. This will not be a required course until the proper statutory change is made in 2021.

This training is scheduled to be offered on October 16 at the Hyundai Training Center located at 700 Hyundai Boulevard in Montgomery. This is the same location where the previous training was offered in 2004 for the current Risk Management courses. Registration will be made available soon on the website of Auburn University's Office of Professional & Continuing Education. **This training will qualify instructors to teach the two new mandatory courses, so all instructors who plan to teach required CE courses beginning with the next license period must attend this training.**

August 7 Training Postponement

The instructor training scheduled for August 7 [Ed Hatch] has been postponed until 2021 due to the need for a required training for approval to teach newly developed required CE courses.



Change to License Exam Scheduling

Previously, anyone needing to schedule a salesperson, broker, or reciprocal license examination was required to contact PSI two days prior to the day he or she would be able to schedule the exam. Now, exams can be scheduled one day in advance of the desired time instead of two days. This will help those who are closely approaching their deadline.

With this change, contacting PSI by 3:00 p.m. on Monday can open the door for an examination to be scheduled beginning Tuesday instead of Wednesday.

The revised Candidate Handbook is available to be ordered from PSI.

Here is the **OLD** policy, which can be seen on page 4 of the **November 2019** Candidate Handbook.

If you contact PSI by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Here is the **NEW** policy, which can be seen on page 4 of the **March 2020** Candidate Handbook.

If you contact PSI by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday/Saturday
Friday	Monday

Reminder to Check the License Examination Performance of Students

All prelicense instructors have previously been strongly encouraged to check their students' performance on the license examination. This can easily be accomplished by setting up a username and password with PSI for a special login that will reveal your students by name and how they performed on the license examination. Frequently accessing this information allows instructors to identify former students who may need a refresher or special assistance to pass the examination before their multiple failed scores negatively affect the school's pass rates.

If you have not set this up, send an email to portalsupport@psionline.com or call 800-345-6559 and ask to be forwarded to the correct person to request a username and password.

QUALITY CONTROL

Once the username and password have been assigned to you, simply go to goamp.com and select *Portals* at the top of the screen. A list of portals will appear on the left side of the screen. Select *School User* to access the login screen and enter your username and password to see the exam performance of your

individual students. Checking your school's examination statistics often is one step toward improving your school's pass rates.

The Commission provides general statistics regarding your school's examination pass rates on our website, but you can easily check on individual students by logging

in to PSI's website. Do not forget about your students as soon as they walk out of your classroom. You can easily see how they are performing on the examination without expecting them to tell you. Take advantage of this and you will find how much you and your students will appreciate it.

Temporary Salesperson and Broker License Applications

As you explain the license examination and provide the PSI Candidate Handbook to salesperson and broker prelicense students, remind them to make sure that a complete license application is attached to their score report when they pass the license examination. They should request any missing pages before leaving the examination site to avoid having to return later to try to obtain the missing pages or calling the Commission to ask for missing pages. There are three (3) pages in the Salesperson and Broker license applications and four (4) pages in the Reciprocal license applications. Instructors can simply direct students/applicants to the Commission's website to see sample applications.



COVID-19 UPDATE

For Contingency Plan Visit
arec.alabama.gov

**QUESTION**

When should a school collect the social security number for students?

ANSWER

Never! A potential salesperson or reciprocal license applicant enters their social security number into the Commission's system when pre-registering. That is the only time a social security number is shared. There is no reason for an instructor or a school to request a social security number.

Calendar of Events

Dates and events are subject to change

APRIL

- 23** Commission Meeting (Teams App)
- 27** Commission Office Closed — Confederate Memorial Day

MAY

- 1** Risk Management Instructor Training with Anne Powell
- 21** Commission Meeting — Montgomery
- 25** Commission Office Closed — Memorial Day

JUNE

- 1** Commission Office Closed — Jefferson Davis' Birthday
- 12-14** REEA Conference — Atlanta
- 25** Commission Meeting — Mobile

JULY

- 3** Commission Office Closed — Independence Day Observed
- 23** Commission Meeting — Montgomery

**SALESPERSON EXAMINATION****Overall**

Taken - 1,110
Passed - 516
Overall Passing % - 46.5

First Time

Taken - 612
Passed - 363
First Time Passing % - 59.3

BROKER EXAMINATION**Overall**

Taken - 75
Passed - 63
Overall Passing % - 84.0

First Time

Taken - 64
Passed - 54
First Time Passing % - 84.4

RECIPROCAL SALESPERSON EXAMINATION**Overall**

Taken - 87
Passed - 83
Overall Passing % - 95.4

First Time

Taken - 86
Passed - 83
First Time Passing % - 96.5

RECIPROCAL BROKER EXAMINATION**Overall**

Taken - 38
Passed - 33
Overall Passing % - 86.8

First Time

Taken - 36
Passed - 31
First Time Passing % - 86.1



**Log in to Online Services at
arec.alabama.gov to find
Instructor Resources under
Available Services.**