

The Educator

Instructor Training: NEW Risk Management

October 11-12, 2012

Featuring Jim Lawrence & Anne Powell

New Risk Management Courses

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and Twitter**

Current Snapshot

New Commission Website

Calendar of Events

AREEA Meeting & Get-Together October 11 / Hyundai Training Center

In conjunction with the Instructor Training being held at the Hyundai Training Center on October 11-12, AREEA would like to have a meeting and enjoyable evening on Thursday, October 11, in Montgomery.

After a short business meeting to be held at the end of the training on Thursday afternoon, plan to join AREEA members in historic downtown Montgomery for cocktails and dinner at one of several attractive venues. AREEA membership information, dinner details and directions will be available at the meeting.

RISK MANAGEMENT REVISED

Instructor Training October 11-12 / Hyundai Training Center

The time has come to revise the content of the Risk Management course that is required for all real estate licensees. As a result of a ruling by commissioners and an amendment to Rule 790-X-1-.11 of Alabama License Law, the CE requirements for the next license period will be 6 hours in Risk Management courses (Levels 1 and 2) and 9 hours in other Commission-approved courses.

As shared in a June 29 memorandum, the new Risk Management courses consist of the following:

- **Risk Management: Avoiding Violations (3 hours)**—Level 1 course required for all salespersons and brokers.
- **Risk Management for Salespersons (3 hours)**—Level 2 course available for all salespersons.
- **Risk Management for Brokers (3 hours)** – Level 2 course required for all brokers and available for all salespersons who are interested.

When 6 hours of Risk Management have been completed, the remaining 9 hours of CE can be any Commission-approved courses.

All instructors who plan on teaching Risk Management next license period must attend this instructor training. You must attend all 12 hours of the training to receive approval to teach one or all of the courses. Those who do not attend will not be able to teach Risk Management until the training has been offered again. All three Risk Management courses will be covered in this training.

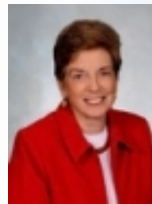
The two days of training will provide attendees with all 12 hours required for instructor renewal in 2013. Remember, these hours are not interchangeable with CE hours that are needed to renew your broker license. These CE hours are only applied toward the renewal of your instructor approval. Make plans to attend this instructor training and acquire not only the approval and knowledge to teach the new Risk Management courses but also the hours needed for instructor renewal.

LOCATION	Hyundai Training Center
REGISTRATION	8:30-9:00 a.m. (Thursday)
TIME	9:00 a.m.-5:00 p.m. (Thursday) 8:00 a.m.-5:00 p.m. (Friday)
COST	\$95 (includes lunches and breaks)

All participants must register through Auburn University's Office of Professional & Continuing Education (OPCE). Use the registration form or register online at auburn.edu/outreach/opce/re/arec.htm.

INSTRUCTORS

Anne Powell and Jim Lawrence will be presenting the information and helping everyone prepare for instruction since they were involved in the development of the new courses.



ANNE POWELL is the Director of Career Development at Roberts Brothers Company in Mobile and is a senior member of the Alabama Center for Real Estate's (ACRE) Leadership Council. She has also served on the Commission's Education Advisory Committee for two years.



JIM LAWRENCE is the Education Director for the Alabama Center for Real Estate (ACRE) in Tuscaloosa and has been busy developing and offering education for ACRE since accepting that position last year. Since January of 2012, ACRE has offered over 60 CE courses teaching over 4,000 licensees.

DIRECTIONS & HOTEL INFORMATION

The training is being held at the Hyundai Training Center in Montgomery just off of I-65 at Exit 164 (Pintlala/Hope Hull). After exiting, follow the road signs to Hyundai Boulevard. Take a right at the Pace Car onto Hyundai Boulevard and cross over the interstate. Take a left into the Hyundai Training Center with the white fence and fountain in front.

A block of 80 rooms is available at the Fairfield Inn & Suites (334-281-6882) and the Hampton Inn (334-280-9592) at the same exit for a group rate of \$75 per night for the nights of October 10 and 11. You must reserve a room within two weeks of the training to get the special room rate. Tell them you are with the "AREC Risk Management" group.

HYUNDAI PLANT TOUR

A Hyundai plant tour is available for those who are interested. A tour accommodating up to 32 people will be offered each day at lunch. The time required to drive to the Hyundai plant, take the 30 minute tour, and return to the Training Center will involve most of the lunch hour. Participants must still attend the training when the afternoon session begins, but will be able to eat during instruction if needed. If you would like to take the tour, let us know when registering online or using the registration form. The tour will be closed when 64 registrants have identified their desire to take the tour.

REGISTRATION FORM

Risk Management: Avoiding Violations

Risk Management for Salespersons

Risk Management for Brokers

Sponsored by the Alabama Real Estate Commission

Thursday, October 11, 2012 9:00 a.m. – 5:00 p.m.

Friday, October 12, 2012 8:00 a.m. – 5:00 p.m.

Hyundai Training Center

900 Hyundai Boulevard, Montgomery, AL 36105

REGISTRANT INFORMATION

Social Security Number _____

Name _____
LAST FIRST MI

Address _____
CITY STATE ZIP CODE

Phone _____ Fax _____

Email Address _____

NAME AND AFFILIATION PREFERENCE FOR NAME TAG

Hyundai Plant Tour Option: 32 person maximum for each tour (check your preference)

I want to take the plant tour on Thursday, October 11 at 12:30 p.m.

I want to take the plant tour on Friday, October 12 at 12:30 p.m.

COURSE INFORMATION

Lunch will be provided.

(\$ 95) Revised Risk Management Courses – Received by September 28, 2012

(\$130) Revised Risk Management Courses – Received after September 28, 2012

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/arec.htm

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.

SCHOOL ADMINISTRATORS

CMap is Not Like Facebook and Twitter

- Does your school have a long list of approved instructors in CMap?
- Is it sometimes difficult for you to locate the correct instructor while searching through your extensive list?
- Why not have some of them removed?

If there are instructors on your list that have not taught for your school for a long period of time or maybe they taught on only one occasion, they can be removed from your list of approved instructors just as easily as they were added. Not only would this reduce the number of instructor names you have to search through when adding a course in CMap's *Manage Course Schedules*, it would actually reduce your liability.

How could this list create liability? We have had a couple of incidences of individual instructors offering classes without the school's knowledge or active sponsorship. When entering the course credit and selecting a school, the instructor was able to select any of the schools for whom he or she had been approved to teach without the school administrator's knowledge. As a result, the school and school administrator are now held responsible. If this situation occurs, what if the instructor doesn't give you the records and that is discovered during a school audit? What if that instructor neglects to put a specific licensee's credit in CMap and that licensee goes inactive on October 1 of a license renewal year? That student would be advised to call you because you were identified as the sponsoring school.

The Education Division wants to help you avoid these types of occurrences by removing all unnecessary instructors from your list. Please take the time to review your list of instructors and send us a list of those that you would like removed. We do suggest that you wait at least a month after an instructor has taught for you to have them removed so that you can confirm that all credit for that course has been entered into CMap. You will be unable to enter credit into CMap for a course in which the instructor has been removed. Therefore, if mistakes are found at a later date, the Education staff will have to then enter the credit for you.

If you want an instructor added back at some point in the future, a simple email sent to the Education Division will get them added back within minutes. This isn't Facebook or Twitter where you are trying to get as many friends and followers as possible. Trim your list and make your life easier.

CALENDAR OF EVENTS

AUGUST

- 24 Commission Meeting
- 31 Deadline for License Renewal to Avoid \$150 Penalty Fee

SEPTEMBER

- 3 Labor Day*
- 18-20 AAR Annual Convention (New Orleans, LA)
- 27 Commission Meeting
- 30 Deadline for 15 Hours of Continuing Education

OCTOBER

- 8 Columbus Day*
- 11-12 New Risk Management Instructor Training
- 25 Commission Meeting

NOVEMBER

- 12 Veteran's Day Observed*
- 15-16 New Instructor Orientation
- 22 Thanksgiving Day*
- 29 Commission Meeting

*Commission Offices Closed

Education Current Snapshot

Prelicense/Post License Instructors **141**

Continuing Education Instructors **211**

Licensed Schools **61**

Approved Schools **100**

Salesperson Examination (January-July 2012)

Taken - **967**

Passed - **430**

Overall Passing % - **44.5**

1st Time Passing % - **54.7**

Broker Examination (January-July 2012)

Taken - **111**

Passed - **94**

Overall Passing % - **84.7**

1st Time Passing % - **89.0**

Reciprocal Salesperson Examination (January-July 2012)

Taken - **73**

Passed - **68**

Overall Passing % - **93.2**

1st Time Passing % - **93.8**

Reciprocal Broker Examination (January-July 2012)

Taken - **64**

Passed - **59**

Overall Passing % - **92.2**

1st Time Passing % - **96.6**

The Commission Has A New Website!



The website has been updated with our new Commission logo and brand information. The documents on the website remain the same, but any links to specific pages on the site that you have established need to be reestablished. Therefore, update your connections to the Commission's website by deleting the old Favorites, Bookmarks, Browser Start Page, Shortcuts, Links, etc. that reference information on the website.

The Education section is now found under Professionals on the website. Education Applications are located in the Education section. The Consumer section has been expanded and now contains information on obtaining a license as well as the *Prelicense Course Evaluation* (since prelicense students are not yet real estate professionals). The Educator newsletter and License Law can now be found under Media.

The new website still contains all of the information that was provided on the previous website and the Commission staff will continue to expand the site to include videos, tutorials, and other information for instructors, licensees, and consumers.

QUESTION What must my school do to be able to offer Distance Education (DE) courses?

ANSWER The approval process is very detailed and more involved than classroom courses. A brief summary of steps include the following:

- The instructor you plan to use for the DE courses must obtain the Certified Distance Education Instructor (CDEI) designation prior to being approved to offer the course(s). For more information on the CDEI, go to www.idecc.org.
- Choose between offering DE as a primary provider or a secondary provider. Primary providers develop their own courses and can offer them directly to licensees. Secondary providers sell the courses that have been developed by primary providers.
- All DE courses that you wish to offer must be certified through ARELLO.
- Submit the course to the Commission for review and approval after obtaining ARELLO certification.

Rule 790-X-1-.21 in Alabama License Law provides more information regarding distance education courses.

