

The Educator

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INSTRUCTOR TRAINING SCHEDULED AUGUST 28, 2015

10 Ways to Skyrocket Your Pass Rate on the AMP Exam with Mark Barker, DREI

Mark Barker DREI, owner of Career Education Systems in Kansas City and founder of ExamSmart, has answers that should help any instructor raise license exam pass rates. Mark teaches prelicense courses in two different states and has impressive pass rates for two different exam providers (including AMP).

If you have not changed your material significantly from what you taught four years ago, your students may be walking into the exam unprepared and you might not even know it. If you are using the same teaching approach as four years ago, that could also be part of your students' problem. We will analyze what topics you should consider adding into your course and, even more importantly, what topics you need to remove. This course will deal with the material/questions you use PLUS the way you are teaching it. Mark will show you how to incorporate new material,

throw out old material that is no longer being tested, and teach content using the same techniques taught in the DREI

With Alabama pass rates declining on the AMP real estate exam, instructors keep asking "Why? We haven't changed our material or teaching approach but pass rates continue to fall."

(Distinguished Real Estate Instructor) program. This will be very beneficial as AMP is in the process of using a new job analysis survey to update information used on the examination.

Mark Barker has earned the DREI designation and is the owner of Career Education Systems, Inc., the largest real estate school in the Mid-West, with offices in Kansas City, St. Louis, and Wichita. Mark has taught real estate in 49

states, and his company has taught over 75,000 real estate licensees. Mark has been a broker for 30 years and is a past national President of the Real Estate Educators Association (REEA). He also was the original developer of ExamSmart, which is used in many states for real estate exam preparation. Mark teaches GRI courses for many state associations of REALTORS®, as well as ABR courses for REBAC and PMN classes for the Women's Council of REALTORS®. He has a Master's degree in adult education that allows him to make complex issues easy for people to understand.

DATE: August 28, 2015

COURSE: 10 Ways to Skyrocket Your Pass Rate on the AMP Exam

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)

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](http://register.online.at.auburn.edu/outreach/opce/re/arec.htm).

Remember, the hours for this training 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 2015. Take advantage of this great training opportunity and acquire not only hours needed for instructor renewal, but also valuable information and knowledge that can be used in the classroom.

renew

EDUCATION RENEWALS

It is that time again! All instructors, administrators, schools, and courses must be renewed by September 30 according to Rule 790-X-1-.10 of Alabama License Law. As with the education renewal in 2013, all renewals must take place online through the Commission's website, and payments must be made by e-check or credit card.

As you prepare for renewals, please remember important expectations:

- On course renewals, you will be asked to give a detailed explanation of how your course benefits the *client or customer* of the licensee that will take the course, not the actual individual taking the course. You will then write your course objectives and timed outline based on that explanation.
- Do not submit the same course outline that was submitted for initial approval or for renewal in 2013 if you have made changes in the content and delivery of the course.

The Education Division will be available to answer any questions you have during the renewal process.

REGISTRATION FORM

10 Ways to Skyrocket Your Pass Rate on the AMP Exam

Presented by Mark Barker

Friday, August 28, 2015

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) 10 Ways to Skyrocket Your Pass Rate – Received by August 14, 2015

(\$130) 10 Ways to Skyrocket Your Pass Rate – Received after August 14, 2015

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/arec

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.



Administrator Responsibilities and Training

An article on the responsibilities of both Administrators and Instructors was published in the January 2014 issue of *The Educator* newsletter. Regarding these responsibilities, various school audits have identified both lack of execution and lack of knowledge for Administrators. As a regulatory body, we expect everyone to maintain a current knowledge of the rules and laws that are published and take appropriate steps to follow them. However, this is not being done by everyone. An Administrator's responsibilities are just like those of a Qualifying Broker. You may ask someone else to do things for you, but **YOU** are the responsible party and can face disciplinary actions for mistakes.

An *Administrator Responsibilities Record* was sent to all Administrators at the beginning of July. This document identifies all responsibilities and requires the signature of the Administrator.

A summary of Administrator Responsibilities is below:

- Post correct information for course schedules and student credit in CMap
- Monitor attendance (including the number and length of breaks)
- Manage student behavior
- Ensure the students' use of electronic devices is related to instruction
- Provide student credit and course evaluation instructions using the CMap Student Instructions Sheet
- Maintain permanent records
- Provide licensure requirements to students (original application/ID registration/Licensing Process and Deadlines Form)
- Ensure compliant advertising
- Maintain school surety bond if applicable
- Meet renewal requirements
- Confirm the temporary license number of individuals prior to the post license course
- Provide information for prelicense student ID number registration

IMPORTANT

A required Administrator Training will be offered in the Fall. All Administrators must complete this training. If an assistant helps you with preparation for courses and entry of course credit, that assistant must complete the training as well. More information with specific dates will be provided in the near future.

Instructor Training Attendance

Instructor CE is very similar to Licensee CE. There are three groups of attendees: some who want to attend as many trainings as possible, some who attend trainings that really interest them, and those who only want to attend trainings at the end of the two-year period to get the required number of hours by the deadline.

There are some licensees and instructors who wait until the very end of the license period to start taking CE and experience problems satisfying the requirement by the deadline. Licensees and instructors should take advantage of courses and trainings early in the two year period. That would help check it off a "To Do" list and prevent problems such as not being able to find the

ATTENDANCE COUNTS!



needed courses by the deadline. The Commission tries to offer at least six instructor trainings every two years. Only two of them need to be attended to receive the number of hours required for active renewal. It is not a good idea to wait until the last two trainings to satisfy the instructor CE requirement. Instructors could cause themselves unnecessary worry trying to get their hours when the Commission has offered more trainings than are needed.

AREEA Instructor Training September 18, 2015 *Instructors Renew and Regenerate*

The Alabama Real Estate Educators Association (AREEA) will be offering an instructor training on September 18 entitled *Instructors Renew and Regenerate*. The three main topics that will be discussed include the following:

Tricks & Tips for PowerPoint International Real Estate Using Technology in Live Classrooms

This training will be held in the Commission's training room. More information regarding cost and registration will be shared in the near future. All participants must register through AREEA instead of Auburn University.

To get the six hours of instructor CE credit, 100% attendance is required.

Fingerprint Requirements

Criminal History Record Information (CHRI) is required of all applicants for an Alabama real estate license. The Commission has been informed by the Alabama Law Enforcement Agency (ALEA) that CHRI will now be fingerprint-based since it is more reliable than utilizing identifying information only.

An application for real estate licensure must now include a set of professionally rolled fingerprints along with the *Application to Review Alabama Criminal History Record Information* among other things. **A specific fingerprint card must be used for this requirement. The Commission has sent these cards to AMP so they will be available at all exam sites. Therefore, an applicant will receive both a score report and fingerprint card after passing the exam. Applicants taking the exam at an AMP test site located outside the state should contact the Commission's Licensing Division to have a card sent to them.** While the Commission is providing this information to applicants, we believe that prelicense instructors may be asked about this process as well and need this information to share with students before they complete a prelicense course.

Those persons passing the state exam prior to July 1, 2015 are **not** required to submit the fingerprint card with their application. Although not required for applicants meeting this criteria, if a fingerprint card is submitted with an application it will be accepted. Applicants passing the state exam on or after July 1, 2015 **are** required to submit the fingerprint card with their application.

Any questions regarding these new fingerprint requirements can be directed toward the Commission's Licensing Division. The following is Applicant information on procedures for fingerprinting:

Where to Go: You must have your prints *professionally* rolled at a law enforcement agency. The ALEA office in Montgomery will print you without requiring an appointment or a fee for printing. You may also utilize a police or sheriff department more convenient to you (including out-of-state), but not all offices actually take fingerprints. Find out if the location you choose requires an appointment and be prepared if they charge a fee for printing. These policies vary from location to location.

What to Take: You must have proper ID in order to get printed such as one of the following:

- A valid unexpired U.S. state-issued photo driver license or photo ID (non-driver) card;
- A valid unexpired Active Duty, Retiree, or Reservist military ID card (DD Form 2 or 2A);
- A valid unexpired U.S. Military Dependent ID card (for spouse or children of Active Duty Military personnel);
- A valid unexpired U.S. Citizenship and Immigration Service Documentation, which may include:
 - Certificate of Naturalization N-550, N-570, N-578; *or*
 - Certificate of Citizenship N-560, N-561, N-645
- A valid unexpired U.S. Passport; *or*
- A valid unexpired Foreign Passport which meets the following requirements:
 - A foreign passport must contain a Valid U.S. Visa or I-94 to be used as a primary proof of identification; *or*
 - A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.

What to do with the Fingerprints: Take the fingerprints with you as you leave the printing location. The fingerprints **MUST** be submitted to the Commission with your license application materials as instructed in the license application information.

90-Day Deadline: The completed application materials, *which include the fingerprints*, **MUST** be submitted to the Commission within 90 days of your examination date. The 90-day timeframe is measured from examination date to postmark for those applications mailed to the Commission. Failure to meet this deadline will mean your exam score is null and void.

Notice: Occasionally, there is trouble with the fingerprints. Should that occur, you will be contacted by the Commission and required to submit another set of prints.



Education Snapshot

March-June 2015

SALESPERSON EXAMINATION

Overall	First Time
Taken - 1543	Taken - 717
Passed - 592	Passed - 334
Overall Passing % - 38.4	First Time Passing % - 46.6

BROKER EXAMINATION

Overall	First Time
Taken - 60	Taken - 49
Passed - 50	Passed - 43
Overall Passing % - 83.3	First Time Passing % - 87.8

RECIPROCAL SALESPERSON EXAMINATION

Overall	First Time
Taken - 73	Taken - 64
Passed - 64	Passed - 57
Overall Passing % - 87.7	First Time Passing % - 89.1

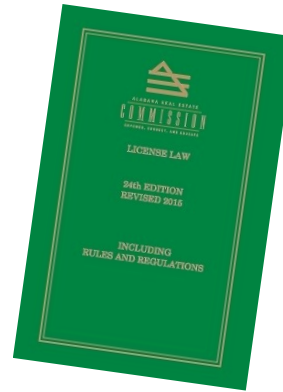
RECIPROCAL BROKER EXAMINATION

Overall	First Time
Taken - 55	Taken - 53
Passed - 53	Passed - 51
Overall Passing % - 96.4	First Time Passing % - 96.2

CALENDAR OF EVENTS

AUGUST	20	Commission Meeting Montgomery
	28	Instructor Training with Mark Barker
SEPTEMBER	7	Labor Day•
	9-13	ARELLO Annual Conference Washington, D. C.
	13-16	AAR Annual Convention Grand Hotel Marriott Resort
	17	AREEA Meeting
	18	AREEA Instructor Training
	24	Commission Meeting Montgomery
	30	Deadline for Education Renewals
OCTOBER	12	Columbus Day•
	22	Commission Meeting Montgomery
NOVEMBER	5-6	New Instructor Orientation
	11	Veterans' Day•
	18	Commission Meeting Montgomery
	26-27	Thanksgiving•

•Commission Offices Closed for State Holiday



New License Law Book

A new License Law book is now available. This is the 24th edition and contains all amended statutes and rules since the last book was published. This book can be purchased from the Alabama Center for Real Estate (ACRE) through their website at acre.cba.ua.edu.

QUESTION

Where can I get Salesperson Prelicense Course Evaluation forms to give my students?



ANSWER

The Salesperson Prelicense Course Evaluation forms were discontinued in 2014. Instructors do not need to give those to students. **Evaluations are now available under AVAILABLE SERVICES when students set up a username and password and log in to Online Services.** The evaluation will be available for 30 days after prelicense course completion.

AVAILABLE SERVICES

- [Change Username and/or Password](#)
- [View Prelicense Course](#)

Log Off

Pre-License Courses.

Course Name (Click on course name for course information.)	Course Hours	Course End Date	Course Evaluation
<u>SALESPERSON PRELICENSE</u>	60	07/13/15	28 day(s) to submit evaluation.