

The Educator

Remote Or Virtual Course Examination Proctoring Guidelines

Instructor Training Opportunities

Access To ID Numbers and Exam Results

What Is The Original Salesperson Application?

Cancelled Courses In CMap

Q & A

Calendar Of Events

Education Snapshot

EDUCATION RENEWAL
DEADLINE

SEPTEMBER 30, 2021

RENEW ONLINE TODAY

Instructor Training ■ September 17, 2021



Ed Hatch was previously advertised to offer this instructor training, but he will not be available. Therefore, Betsy Coyne has agreed to offer an IDW entitled *ZOOM In And Magnify Your Virtual Classroom* on September 17. This training will be offered virtually due to the Delta variant of COVID-19.

Are you wondering what all of the buttons do on the Zoom toolbar and how to use these tools to make teaching more interactive in a virtual classroom? If so, this course is for you. Learn how to up your game and lead dynamically using engaging tools such as polls, screen share, white boards, timers, Google forms and breakout rooms. Whether you are looking to improve your virtual presentation skills, incorporate interactive techniques in class or stay connected with your students, this course guarantees you the comfort level you need to manage your virtual world from start to finish.

With over 30 years of experience, Betsy is known for her ability to explain technology in a concise yet patient way. After 8 years with corporate America, she started PCMAC Technology, helping business professionals become tech savvy. As a global ZOOM instructor, she's trained thousands on managing business in a virtual world. In 2020, she created Technology For Real Estate, a learning community for Real Estate professionals looking to incorporate technology into their life and business. While conducting thorough train-the-trainer workshops for real estate educators, she is recognized as one of the most effective technology instructors for real estate associations nationwide. Betsy has offered several trainings through REEA and is scheduled to present at the annual conference in Atlanta in October.

Registration is currently available on Auburn University's Office of Professional & Continuing Education website at

auburn.edu/outreach/opce/re/arec.

Please remember that all prelicense instructors who do not have their 12 hours of instructor training by September 30 will automatically be placed on inactive status on October 1 and will have limited opportunities to obtain the required hours prior to the December 31 deadline.

Instructors who are only approved to offer CE courses are **not** required to have the 12 hours of instructor CE to renew their instructor approval. Those hours are only required for

Education Renewal Reminder

Online education renewals began June 15, and a notice with instructions was mailed to all instructors and administrators. An email was also sent in case there was a problem with a mailing address. The deadline for renewals is the end of September, and the following licenses and approvals must be renewed:

- Prelicense Instructors
- CE Instructors
- CE Courses (with the exception of *Risk Management: Initial Contact to Accepted Offer*)
- Administrators
- Schools

Anything that is not renewed by the September 30 deadline will automatically be placed on inactive status. Instructors who did not renew cannot teach and courses that were not renewed cannot be taught. Do not punish students by teaching a course that was not renewed, which will result in no course credit. It is important to make sure all renewals have been successfully completed prior to the deadline. If you submit a CE course for renewal, do not assume it will be renewed with no problem. Changes may possibly be required. Always check on submitted courses for renewal confirmation.

Currently, a low percentage of renewals has been completed. Do not wait until the last minute. If you have questions about renewal or have misplaced the instructions, feel free to contact the Education Division.

Remote Or Virtual Course Examination Proctoring Guidelines



Rule 790-X-1-.21(15) allows remote or virtual online proctoring using a live proctor for prelicense and post license course exams. These proctors include organizations such as Monitor EDU and Proctor U.

There have been several instances where an exam proctor caught a prelicense or post license student cheating on a course exam. However, proper action could not take place by the Commission because appropriate information could not be provided as confirmation that the proctored exam requirements were shared with the student. The school relied on the remote proctor to provide the guidelines and the remote proctor could not provide confirmation that the guidelines were shared.

ATTENTION
All Prelicense
Instructors Who Offer
Remote or Virtual
Online Proctoring for a
Prelicense Course Exam

Therefore, schools who use a remote proctoring organization for course examinations must provide a written statement to students when they are ready to set up the proctored exam and that statement must be provided to the Commission when needed. That statement will include much of the same wording as the online proctor which must mention being alone, using no course materials, using no headphones or other devices, seeing hands at all times, and getting no screen captures of the exam. This will allow the school to have confirmation on record that the information was shared with the student prior to taking the proctored exam. Documentation of these warnings are necessary for appropriate disciplinary action to be taken for students who are caught cheating.

Instructor Training Opportunities

AREEA (ALABAMA REAL ESTATE EDUCATORS ASSOCIATION)

AREEA will be offering an instructor training virtually via Zoom on August 27. This training is entitled "How to Deal with Annoying People" and will be taught by Cynthia Matheny from Boise, ID. She has previously presented this training through the North Carolina Real Estate Commission. Cynthia began her real estate career in late 2009 and after being awarded rookie of the year, went on to grow a top-performing real estate business by doing what she calls "failing forward" at a high level. After winning multiple sales awards, her primary focus shifted to impacting the lives of others through teaching the keys to empowerment and productivity utilizing the DISC concepts. Cynthia is a master certified behavior strategist as well as a distinguished national trainer, keynote speaker, business coach, and consultant. She is passionate about sharing what she has learned with others and has a mission to empower people while helping them grow personally and professionally.

Go to AREEA's website alabamareea.org for details and registration.

REEA (REAL ESTATE EDUCATORS ASSOCIATION)

The Real Estate Educators Association (REEA) annual conference will be in Atlanta, GA on October 7-11. REEA Gold Standard IDWs will be offered on October 7, 8, and 11. The conference sessions will be offered October 9-10. This instructor CE credit can be used for the current education renewal by those who do not have their 12 hours prior to the deadline. It can also be used for the 2023 education renewal by those who have satisfied all renewal requirements prior to the deadline.

Go to REEA's website reea.org for details and registration.

CDEI (CERTIFIED DISTANCE EDUCATION INSTRUCTOR)

Instructor CE hours can also be earned by completing various CDEI courses offered by ARELLO (Association of Real Estate License Law Officials). Feel free to speak to someone in the Education Division regarding this option.

Go to ARELLO's website arello.org for details and registration.



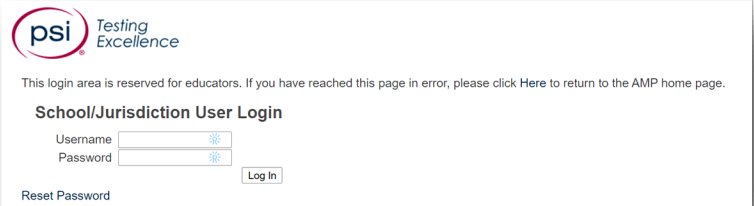
Access To ID Numbers And Exam Results

Last March, we advertised the need for schools to acquire a **new** unique link because of a change in our system. If schools are still using an old link that they acquired a few years ago, it is not working and needs to be replaced. The importance of obtaining a unique link for your students is the prepopulated school number which results in a student's ID number being emailed to the school when it is received. This program eliminates the school having to wait on the student to provide the ID number and improves the chances that the number the school receives is correct. If you are not currently using this feature, please log into *Available Services* on the Commission's website, click on "Acquire Unique Prelicense Pre-registration Link," and start providing it to your students. Additionally, an email with the ID number can be sent to the Administrator when the student uses the website version if the student includes the school's license number in the requested field. The system cannot be updated with the school number after the fact because the email feature is triggered only upon the initial submission.

Another important feature that prelicense schools should be using is the *School/Jurisdiction User Login* on PSI's website, which provides the ability to review the

license examination results of prelicense students. Once login information is obtained from PSI, prelicense instructors are not only able to review students' pass/fail results, they can also see how each student performed on examination items from the individual content areas of the prelicense outline. There is valuable information in these reports that can help prelicense instructors identify a student's individual areas of weakness or identify areas in which multiple students struggle, which may signify a change is needed in the instruction of this material in future prelicense classes. To obtain a login from PSI for this information, send an email to **portalsupport@psionline.com** and request login information for your school.

If you have any questions about either of these two features, please contact the Education Division.



psi Testing Excellence

This login area is reserved for educators. If you have reached this page in error, please click [Here](#) to return to the AMP home page.

School/Jurisdiction User Login

Username

Password

[Reset Password](#)

Where Is The Original Salesperson Application?

The Post License course outline has always had a statement at the end regarding giving each student instructions on completing the *Application for Real Estate Salesperson's*

Original License. There has been a recent change regarding this application that all instructors need to share with students. The application is no longer listed in the *Forms* section of the website where it can be printed and mailed with a check to the Commission. The application is now an online application that is located in *Available Services* on the Commission's website.

Therefore, a student must log in to *Online Services* and access the electronic application there.

Please make sure that all post license students are aware of the location and the requirement for this application.



Cancelled Courses In CMap

This is a strong reminder to remove all cancelled courses from CMap. Our education auditors continue to waste time and money traveling to audit a cancelled prelicense, post license, or CE course because the course information was never removed from CMap. Administrators of schools add courses to CMap when they are initially planned so proper advertising can take place. The same administrator must immediately remove courses from CMap when they are cancelled to prevent auditors and potential students from wasting time and money in efforts to attend. This requirement is in Rule 790-X-1-.06(3) and Rule 790-X-1-.12 (5) of Alabama License Law.



**QUESTION**

How do I advertise my school's license examination pass rates?

ANSWER

Rule 790-X-1-.15 states "no reference whatsoever shall be made in any newspaper, advertising brochures, etc. as to 'pass/fail ratio'...with the exception that administrators and instructors may advertise that pass/fail rates can be viewed on the Alabama Real Estate Commission's website." Also, no advertising can guarantee or allude to a guarantee of passing the state examination. A link to the Commission's website can provide current pass rates.

Calendar of Events

Dates and events are subject to change

AUGUST

- 5-6 New Instructor Orientation
- 11 Briefly Legal
- 18 Coffee With the Commission
- 19 Commission Meeting
- 27 AREEA Instructor Training with Cynthia Matheny

SEPTEMBER

- 6 Commission Offices Closed
- 17 Instructor Training with Ed Hatch
- 22 Coffee With the Commission
- 23 Commission Meeting
- 30 Deadline for Education Renewals

OCTOBER

- 7-11 REEA Conference (Atlanta, GA)
- 11 Commission Offices Closed
- 20 Coffee With the Commission
- 21 Commission Meeting

NOVEMBER

- 4-5 New Instructor Orientation
- 11 Commission Offices Closed
- 17 Coffee With the Commission
- 18 Commission Meeting
- 25 Commission Offices Closed

**Education Snapshot**

May -July 2021

SALESPERSON EXAMINATION**Overall**

Taken - 1,818
Passed - 785
Overall Passing % - 43.2

First Time

Taken - 1,026
Passed - 540
First Time Passing % - 52.6

BROKER EXAMINATION**Overall**

Taken - 83
Passed - 73
Overall Passing % - 88.0

First Time

Taken - 75
Passed - 65
First Time Passing % - 86.7

RECIPROCAL SALESPERSON EXAMINATION**Overall**

Taken - 180
Passed - 161
Overall Passing % - 89.4

First Time

Taken - 171
Passed - 154
First Time Passing % - 90.1

RECIPROCAL BROKER EXAMINATION**Overall**

Taken - 122
Passed - 89
Overall Passing % - 73.0

First Time

Taken - 96
Passed - 72
First Time Passing % - 75.0

Stay Connected

**FOLLOW US ON
SOCIAL MEDIA!**

Follow us @ARECalabamagov on all platforms
or visit our website AREC.alabama.gov

See You There!

