

The Educator

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2018 Instructor Training Schedule

Three instructor trainings for 2018 have been planned, and attendance at these trainings will provide instructor CE hours for the 2019 education renewal. Detailed information for these trainings, including the registration process, is available on Auburn University's Office of Professional and Continuing Education website. Go ahead and add these dates to your calendar so you will be prepared to register for the desired instructor training when it is available.



February 23, 2018

Terri Murphy—Present with IMPACT!

Terri Murphy is an author, speaker, consultant, and coach producing/hosting television and radio programs, as well as being featured on ABC, NBC, and CNBC News as a sales industry expert. She will share the blueprint to rock star presentation skills with engagement strategies as well as keys to mental and emotional connection and successful transformation of content to a memorable learning experience.



April 20, 2018

Jim Lawrence—Risk Management

Jim Lawrence is a real estate teacher/consultant/independent contractor who has served as president of a successful real estate company and assisted the Commission in developing outlines for required CE courses. He will offer the Risk Management training for individuals wishing to offer one or more of the required Risk Management courses. Training is open to anyone who has been approved as a Risk Management instructor since the original training as well as individuals who would like to use it as a refresher.



October 19, 2018

Richard Flint—How to Build an Effective Presentation

Richard Flint has been successfully mentoring and quietly helping professional organizations, large and small businesses and individuals for over 30 years. This training will address all of the parts that make up an effective presentation and the skills that allow the trainer and the attendee to be connected with clarity, understanding, and the process of implementation. With the right building of the presentation and the skill to deliver an effective presentation, there is a connection between the instructor and the student that allows for the message to bring a clear and understood pathway to implementation.

The registration fees for instructor trainings will be changed due to increases in the expenses for trainers and meals.

Grading Plans for Prelicense Courses

In the July *Educator* newsletter, clarification was given on the incremental tests requirement for the Salesperson Prelicense course. As a reminder, the incremental tests do **not** have to be included in the calculation of the course grade; however, students **MUST** pass all incremental assessments with a **minimum** grade of 70, and these tests must be documented for each student. If an incremental assessment is not passed, retakes are required until a passing grade is achieved. Remediation of the course content may be required.

The following information provides two specific **examples of the various options** available when computing course grades. Please understand that these are examples only.

Instructors have flexibility in how grades are computed, but a fair grading procedure that is consistent with license law should be incorporated. Please contact the Education Division if you need help or clarification with grading calculations or the incremental testing requirement.

EXAMPLES:

Course Grade = Mid-term Exam (25%) + Final Exam (75%)

Students must pass each incremental test with a 70 or higher.

Incremental Assessments

Units 1-4 (25 questions)
Units 5-8 (30 questions)
Units 9-12 (25 questions)

Mid-term Exam
(75 questions)

Incremental Assessments

Units 13-16 (25 questions)
Units 17-19 (30 questions)
Units 20-22 (30 questions)

Final Exam (100 questions)

To compute the course grade:

1. Multiply the mid-term exam by .25
2. Multiply the final exam by .75
3. Add these two numbers together

Course Grade = Incremental Assessments (20%) + Mid-term (20%) + Final Exam (60%)

Students must pass each incremental test with a 70 or higher.

Incremental Assessments

Units 1-4 (20 questions)
Units 5-8 (35 questions)
Units 9-1 (25 questions)

Mid-term Exam
(75 questions)

Incremental Assessments

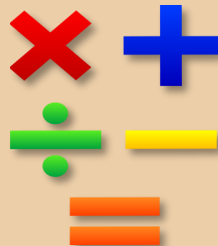
Units 13-16 (25 questions)
Units 17-19 (30 questions)
Units 20-22 (30 questions)

Final Exam

(100 questions)

To compute the course grade:

1. Calculate the average of the incremental assessment scores and multiply that number by .20
2. Multiply the mid-term exam by .20
3. Multiply the final exam by .60
4. Add the three numbers together



Schedule

2018 New Instructor Orientation Dates

New Instructor Orientation (NIO) trainings will be offered in 2018 for licensed brokers who are interested in teaching prelicense and post license courses. The appropriate application must be completed and submitted to the Commission prior to attending one of these NIO trainings.

February 1-2
July 19-20
November 15-16

Distance Education Instructors Must Know Course Content

The Education Division is currently reviewing the state content in all salesperson prelicense courses offered through distance education (online). We are finding many examples of outdated content which is negatively affecting examinees' performance on state-specific examination items. Examples of outdated content include:

1. License fees
2. Examination deadlines identifying a 12-month deadline to pass the state examination instead of the current 6-month deadline
3. CE requirements involving required courses
4. Submission of course certificates at exam sites (which was discontinued years ago)
5. References to a 15 hour broker prelicense course instead of a 60 hour broker prelicense course which changed October 1, 2007

There are more examples, but these five show the outdated content that some students are studying in preparation for the license exam. Of course, this is potentially contributing to lower examination pass rates.

If you are serving as the instructor of a distance education course, it is your responsibility to make sure the course content is current and correct. All distance education instructors must know the course content not only to answer student questions, but also to make sure it is correct. Serving as the instructor of an outdated distance education course is the same as teaching outdated information in the classroom. It is the instructor's responsibility to know the course content and make sure it is accurate.

Upcoming Changes Regarding License Applicants' Fingerprints

License applicants are currently required to submit to a fingerprint-based federal and state criminal background check as mandated by §34-27-32 of Alabama License Law. The Commission is in the process of contracting with Gemalto Cogent to provide the fingerprint background check. License applicants include individuals pursuing salesperson, broker, and reciprocal licenses, as well as those with a problematic background who are seeking a determination of license eligibility from the Commission prior to taking their prelicense coursework. This does NOT include individuals **with** a Temporary Salesperson license who are applying for an Original

Salesperson License and current licensees who must simply renew a license.

This new contract with Gemalto Cogent will offer 57+ scanning sites to be more convenient, scans to be more fail proof, and the processing time to be improved. License processing and issuance will not proceed until the Commission has received the criminal history record information (CHRI). The contract will also involve the following:

Blank fingerprint cards will no longer be supplied at Alabama exam sites.

Applicants will have to follow the instructions for fingerprint scanning and processing found at www.cogentid.com.

Non-resident applicants who cannot come to Alabama to be fingerprinted must contact the Commission office and request a set of fingerprint cards. Upon receiving the cards in the mail, non-residents must have their prints professionally rolled and then submit them to Gemalto Cogent. Use of fingerprint cards is **only** for non-residents who cannot come to Alabama to have their fingerprints scanned.

Applicants will have to complete a registration form found at www.cogentid.com. Gemalto Cogent's registration form requires the applicant's User Identification Number assigned by the Commission. Gemalto Cogent will then assign their own registration

ID number (REG ID) to the applicant who must submit the REG ID when they appear at the fingerprinting/scanning site of their choosing.

Licenses will NOT be issued prior to receipt and review of an applicant's CHRI.

Applicants must coordinate the submission of their application form and the submission of their fingerprints.

The Commission will share more information with prelicense instructors (and all licensees) when the contract has been finalized and approved. This information can then be shared with students in a prelicense course so they will understand the process.

Use Current Documents for Real Estate Courses

We are continuing to see old and outdated documents such as course evaluation forms that are submitted to us by students or Licensing Process & Deadlines forms that are submitted to us by instructors when requested. All documents that are required to be used in prelicense, post license, and CE courses are available in *Instructor*

Select the appropriate folder for information on course documents and requirements.



Resources. These documents are actually in groups for each type of course (i.e. salesperson prelicense, post license, broker prelicense, CE, and reciprocal prelicense courses).

Please take the time to look at these documents and compare them to the ones you are currently using in classroom and/or distance education courses. All documents that are handouts in the classroom or made available on a school website must be current.

Maintaining CE Course Outlines

How many times has an education renewal arrived and instructors are not able to find course outlines to renew CE courses? As a result, a phone call is made to the Commission asking for a copy of the approved outline. Avoiding that problem is as easy as 1-2-3.

1. Keep an electronic copy of ALL course outlines on your computer after they are submitted to the Commission for approval.
2. Update a course outline on your computer each time a small content change is made. This can happen several times over a two year period.
3. Use the most current/updated outline when renewing the course by copying and pasting from your document to the proper field in the course renewal application.

Make sure these course changes are minor changes and not a

major content change and course title change. Major changes must be submitted to the Commission for approval with payment based on Rule 790-X-1-.10(3) which states *"Instructors shall submit application for course approval as required by the Commission. Applications shall include an outline, learning objectives and learning strategies. **The initial course review fee shall be \$100. An initial course constitutes either one being submitted for the first time or an existing course which incurs SUBSTANTIAL CHANGES as determined by the Commission.** With the exception of distance education courses, all courses for which the Commission supplies a course outline do not require the \$100 initial course review fee for approval."*



QUESTION

Can a licensee use broker prelicense course credit to satisfy the CE requirement?

ANSWER

Yes. Rule 790-X-1-.12(11) states “Any licensee who completes the entire 60 hour broker prelicense course or the entire 30 hour post license course shall earn 15 clock hours of continuing education credit which shall satisfy all continuing education requirements for the current license period.”

Notice the rule identifies satisfaction of **ALL** CE requirements. This includes the required Risk Management courses.

AREEA Instructor Training

The Alabama Real Estate Educators Association (AREEA) will be offering Part 3 of their certification program on March 30, 2018 in the training room at the Commission's office in Montgomery. Karel Murray will return to offer *Change and Connect* which is Part 3 of a three-part series in AREEA's new Certified Real Estate Instructor certification program and will provide six hours of instructor CE. All three classes must be taken in sequential order to receive proper credit for the CREI certification.

The CREI certification is designed by Karel Murray and

AREEA to teach instructors how to present like a professional. Students make quick judgments based on their perceptions of instructors—from first contact through the presentation of material. If the instructor's speaking skills are weak or the programs are lackluster, students may not recognize the instructor's expertise. This certification program will expose instructors to a mixture of training and development applications, as well as professional speaking techniques, which will help ensure training programs and classes are as dynamic and effective as possible.

Contact James Anderson, 2018 AREEA President, at james@alabamarealestateinstitute.com or go to AREEA's website at alabamareea.org for more information.



SALESPERSON EXAMINATION

Overall

Taken - 2,134
Passed - 1,051
Overall Passing % - 49.3

First Time

Taken - 1,240
Passed - 773
First Time Passing % - 62.3

BROKER EXAMINATION

Overall

Taken - 115
Passed - 93
Overall Passing % - 80.9

First Time

Taken - 94
Passed - 83
First Time Passing % - 88.3

RECIPROCAL SALESPERSON EXAMINATION

Overall

Taken - 117
Passed - 114
Overall Passing % - 97.4

First Time

Taken - 114
Passed - 111
First Time Passing % - 97.4

RECIPROCAL BROKER EXAMINATION

Overall

Taken - 66
Passed - 55
Overall Passing % - 83.3

First Time

Taken - 58
Passed - 49
First Time Passing % - 84.5

2017-18 CALENDAR OF EVENTS

Month	Date	Event
DECEMBER	25	Closed—Christmas Day
JANUARY	1	Closed—New Year's Day
	15	Closed—King/Lee Birthdays
	25	Commission Meeting—Montgomery
FEBRUARY	1-2	New Instructor Orientation
	9	ACREcon—Birmingham
	19	Closed—Washington/Jefferson Birthdays
	22	Commission Meeting—Montgomery
	23	Instructor Training—Terri Murphy
MARCH	22	Commission Meeting—Cullman