

# The Educator

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## INSTRUCTOR TRAINING FEBRUARY 8, 2019

### Building Instructor Expertise



**Cheryl Knowlton** will be teaching the February 8 instructor training, *Building Instructor Expertise*. It is important to present like a professional. Attendees make quick judgments based on their perceptions of you—from first contact through the presentation of material. If your speaking skills are weak or your programs are lackluster, participants may not recognize your expertise. This training will expose you to a mixture of training and development applications, as well as professional speaking techniques, which will help ensure your programs are as dynamic and effective as possible.

Embracing change as a way of life creates a thriving business for a speaker professional.

Engage with concepts from today's top thought leaders about how to embrace the new technologies and communication avenues that will keep you relevant without feeling overwhelmed. Attendees will work to enhance their interactive style and ability to decode signals especially when working with a highly diverse group of attendees. Get specific in designing your approach to the different generations and uncover your overall effectiveness by initiating a presentation style that will help ensure your information and delivery stays aligned with a changing marketplace. After all, how well attendees learn is ultimately how you, as a professional trainer, will be judged.

Cheryl Knowlton began her real estate career in 1999 and has been a member of the National Association of REALTORS® since 2007. She is a member of the National Speakers Association, Real Estate Educators Association, and Women's Council of REALTORS®. She is a

passionate, high-energy national real estate speaker and a 19-year veteran of the real estate and mortgage industry. An enthusiast of education, she holds 14 NAR designations and certifications. She is also the proud holder of the Distinguished Real Estate Instructor Designation (DREI). Cheryl is President/CEO of Elite Edge Training in Utah and enjoys speaking at state and local real estate conventions and is an instructor of NAR's Real Estate Safety Matters course.

*Completion of this training will provide six of the twelve hours needed to renew instructor approval in 2019. Remember, these hours are not interchangeable with CE hours needed to renew your broker license. These CE hours are only applied toward the renewal of your instructor approval.*

#### REGISTRATION

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

#### DATE

February 8, 2019

#### COURSE

Building Instructor Expertise

#### LOCATION

Alabama Real Estate Commission Training Room

#### REGISTRATION

8:30 – 9:00 a.m.

#### TIME

9:00 a.m. – 4:00 p.m.

#### COST

\$129

(includes lunch and breaks)

## 2019 INSTRUCTOR TRAINING DATES

#### FEBRUARY 8

*Building Instructor Expertise*  
Cheryl Knowlton

#### MARCH 29

*Instructor Development Workshop*  
Len Elder

#### AUGUST 16

*Your Students and the Classroom Experience!*  
Theresa Barnabei

# REGISTRATION FORM

## *Building Instructor Expertise*

Presented by Cheryl Knowlton

Friday, February 8, 2019

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.*

(\$129) *Building Instructor Expertise* – Received by January 25, 2019

(\$159) *Building Instructor Expertise* – Received after January 25, 2019

### 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](http://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.*

## Distance Education Providers and Outdated Course Information

The Commission's License Law experiences statutory changes or rule amendments almost every year. All changes may not affect the license examination, but there is always a possibility that they will. Therefore, schools must always use current license law in prelicense courses and make any necessary changes in course content when amendments to License Law become effective.

This is true for both classroom and online courses. Classroom instructors can easily change information that is being taught. However, distance education providers must find the information in the course content and make proper changes. This must also be communicated to students who are currently taking a distance education course, so they will not study outdated information when preparing for the license examination. Outdated information can negatively affect a student's performance on the examination.

**The Commission advertises all changes to license law and actually publishes changes in *Instructor Resources* on the website. Outdated information in prelicense courses can be contributing to lower examination pass rates.**

The best example is the examination deadline change from 12 months after completing the prelicense course to 6 months. The Commission has been reviewing the state content of current distance education courses and some continued to identify the 12-month deadline several years after it had changed.

State content in prelicense courses must be continuously reviewed. The Commission advertises all changes to license law and actually publishes changes in *Instructor Resources* on the website. Outdated information in prelicense courses can be contributing to lower examination pass rates. All schools must also update any required forms like the *Licensing Process and Deadlines* form. This document should not be advertising a 12-month deadline for the license examination.

Please review all course content and forms to keep them current. Your students are depending on this.

## Post License Students Confused About Original Salesperson Application

The Education Division is receiving phone calls from temporary salesperson licensees expressing confusion regarding their temporary licenses automatically being placed on inactive status. These individuals have already completed the 30-hour post license course and tell Commission staff they thought the original salesperson license would be automatically issued.

### AVAILABLE SERVICES

Temporary Salesperson's are NOT required to renew.

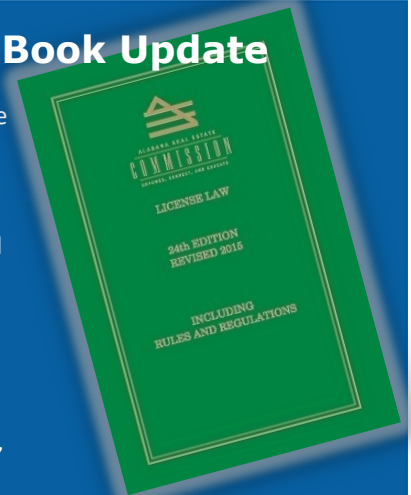
- [Change Username and/or Password](#)
- [Salesperson Original Application \(000120471-0\)](#)
- [Transfer/Inactivate/Change Name \(000120471-0\)](#)
- [Official Document Printing](#)
- [Certification of Licensure \(License History\)](#)
- [CE Credit](#)

All post license students should be informed that they must submit the Salesperson Original License Application when the post license course has been completed. This is actually stated in the post license course outline. The application is available in the *Forms* section on the Commission's website and an electronic application can also be accessed in *Available Services* when a licensee logs in, as seen above.

## License Law Book Update

The Commission is in the process of preparing for the printing of a new License Law book. The current book being used is the 24<sup>th</sup> edition and was revised and printed in 2015. A printed book can become outdated within one year with a set of rule amendments, so make sure you are keeping up with all changes if you use a printed copy. All licensees are informed of statutory changes and rule amendments and allowed to comment on the proposed amendments during the process. All changes affecting the area of real estate education and/or the license examination can be found in *Instructor Resources* on the Commission's website. Since the last printing, wording changes have been made in one statute and 22 rules. Three rules have also been repealed.

Do not buy too many license law books now. The updated edition should be available in early 2019. As a reminder, always feel free to use the Commission's website to access License Law since it is always current. Total reliability on the printed book can result in outdated information and possible violations.





## Proctoring of Distance Education Prelicense Course Examinations

*Rule 790-X-1-.21(15) was recently amended and now reads, "In order to successfully complete the prelicense or post license course, students shall take and score a minimum of 70% on a proctored final examination administered in an educational facility by an approved real estate instructor, an approved school administrator, a qualified library employee or volunteer who is not in the real estate business, or a current or retired education professional who is not in the real estate business. **Remote or virtual online proctoring using a live proctor may be used when approved by the Commission.**"*

The recent amendment provides more information on who can serve as a proctor. Basically, you have a few options:

1. Use another real estate instructor or administrator located in the same area as the student who needs a proctor for his/her course exam. Instructors should discuss this possibility with other instructors and let each other know who is interested in providing this service and if a cost might be involved. Using an instructor or administrator is the only option for individuals in the real estate business to serve as proctors.
2. Use a local public library that has the personnel and time available to proctor examinations when needed. If multiple DE providers require use of the same library in a specific area, it could possibly result in students having to wait a long time for an opening.
3. Use someone who is currently employed in education or retired from education and is willing and able to serve as a proctor. These people should

have the education background to know how to properly administer exams.

4. Use remote or virtual online proctoring with a live proctor.

The main change is the addition of remote or virtual online proctoring. This allows the student to take the examination on any computer and still be proctored by a professional. There are several organizations who can provide this service including **Examity, B Virtual, Proctor U,** and **PSI**. A school will need to research each service and present their choice(s) along with an explanation to the Education Division to receive approval for online proctoring.

Bottom line, do not use another licensee (salesperson or broker) to proctor these examinations unless he or she is an approved instructor or administrator. Also, do not use a close friend or family member with no education background. Take the time to find individuals in various areas of the state who will agree to proctor examinations for your distance education students or begin using remote proctoring approved by the Commission.





### QUESTION

Where can I access all the documents that must be used in prelicense, post license and CE courses?

### ANSWER

*Instructor Resources* includes folders for each type of real estate course. Each folder contains documents and other requirements for specific courses. These documents are always updated when changes become effective.



## Education Snapshot

March 2018-November 2018

### SALESPERSON EXAMINATION

#### Overall

Taken - 3,899  
Passed - 2,002  
Overall Passing % - 51.3

#### First Time

Taken - 2,330  
Passed - 1,471  
First Time Passing % - 63.1

### BROKER EXAMINATION

#### Overall

Taken - 260  
Passed - 220  
Overall Passing % - 84.6

#### First Time

Taken - 224  
Passed - 196  
First Time Passing % - 87.5

### RECIPROCAL SALESPERSON EXAMINATION

#### Overall

Taken - 257  
Passed - 255  
Overall Passing % - 99.2

#### First Time

Taken - 253  
Passed - 251  
First Time Passing % - 99.2

### RECIPROCAL BROKER EXAMINATION

#### Overall

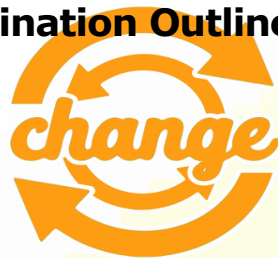
Taken - 128  
Passed - 105  
Overall Passing % - 82.0

#### First Time

Taken - 108  
Passed - 88  
First Time Passing % - 81.5

## Salesperson Examination Outline

Effective January 1, 2019, the salesperson license examination will be updated. Alabama has been using the AMP exam outline even after AMP was acquired by PSI. This update will use the most recent PSI outline which was recently updated based on a national job analysis survey and item review by expert panelists from all states.



The updated outline was first sent by mail and email to all Alabama prelicense instructors in August. An Education Essentials email was sent to all Alabama prelicense instructors on November 8 regarding a revision to the new outline showing the number of items in each category.

The cognitive levels and weighting is different in the new PSI outline. Previously, the AMP outline had three cognitive levels for the 100 national items:

- |                |          |
|----------------|----------|
| 1. Recall      | 30 Items |
| 2. Application | 59 Items |
| 3. Analysis    | 11 Items |

The **new** PSI outline has combined Application and Analysis to have only two cognitive levels for the 100 national items:

- |                         |          |
|-------------------------|----------|
| 1. Recall/Recognition   | 41 Items |
| 2. Application/Analysis | 59 Items |

The salesperson examination will continue to have 100 national items and 40 state items. All national items will be pulled from a combined item databank of AMP and PSI items. The broker examination will still have 10 simulation items. The state items will remain the same on both salesperson and broker examinations.

# NEW

## 2019 New Instructor Orientation Dates

The Commission has scheduled New Instructor Orientation sessions for 2019 on the following dates:

**January 24-25**  
**May 2-3**  
**October 10-11**

If you know of anyone who desires to become a Prelicense/Post License Instructor, please have them contact David Bowen at [david.bowen@arec.alabama.gov](mailto:david.bowen@arec.alabama.gov) to develop a plan to achieve the required number of points on the *Application for Prelicense/Post License Instructor*. Applicants must hold a broker's license to be approved as a Prelicense/Post License Instructor.