

2009 INSTRUCTOR TRAINING

The approval for all instructors, courses, and schools must be renewed this year to continue on active status after October 1. According to Rule 790-X-1-.10, all instructors who teach prelicense and post license courses must complete 12 hours of instructor training approved by the Commission by September 30 of the second year of each approval period.

Some instructors may have already completed the 12 hours by attending instructor trainings offered in 2008. Whether you have

completed all 12 hours or still need to attend instructor training to qualify for renewal of your instructor approval, there are some great offerings available in 2009.

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 that will take place in August of 2009. Take advantage of these great training opportunities and acquire not only hours needed for instructor renewal but also valuable information and knowledge that can be

used in the classroom.

The three offerings currently scheduled include:

March 20
From "Fine" to "Phenomenal": 17 Surefire Steps to a World-class Presentation
 Julie Garton-Good

July 17
Risk Management: That Delicate Balance
 Jim Lawrence

August 28
License Law
 Pat Anderson and Charles Sowell

AMP Candidate Handbook

AMP has issued a new Candidate Handbook dated December 2008. Instructors and schools who teach the Salesperson Prelicense and/or Broker Prelicense courses must make the new Candidate Handbook available to all students.

The Candidate Handbook is free of charge and can be ordered by calling 800-345-6559 or downloaded from AMP's Web site at www.goamp.com.

MARCH TRAINING FEATURES JULIE GARTON-GOOD

On March 20, 2009, Julie Garton-Good, DREI, C-CREC, will offer **From "Fine" to "Phenomenal": 17 Surefire Steps to a World-class Presentation** as an instructor development workshop.

In today's competitive climate it's not enough to be an average instructor. You owe it to yourself and your students to deliver a memorable, mesmerizing, tailor-made presentation each and every time. If you are committed to kicking your presentation up a notch with new tools and real-world applications, this instructor workshop is for you! This training will cover:

- Five questions you need to ask to properly personalize the presentation for a specific audience
- Which added value take-away materials are most



beneficial to students...and why

- How to map out an 8-hour course in less than 15 minutes using just one feature of PowerPoint®
- How using techniques from the Greek proscenium stage can improve your delivery as a presenter
- The importance of designing and implementing exercises and simulations to invigorate the mind of the adult learner

Julie is known as "America's Home Affordability Expert" and speaks to more than 25,000 people annually on real estate finance and home affordability issues. She is the author of seven real estate books and has penned a syndicated weekly newspaper column for more than two decades. Named twice on the National Association of

REALTORS® "Twenty-Five Most Influential People" list, Julie is the sole three-time recipient of the prestigious international "Real Estate Educator of the Year" award from the Real Estate Educators Association.

Date
 March 20, 2009

Course
 From "Fine" to "Phenomenal": 17 Surefire Steps to a World-class Presentation

Location
 Alabama Real Estate Commission Training Room

Registration
 8:30 a.m.-9:00 a.m.

Time
 9:00 a.m.-4:00 p.m.

Cost
 \$95.00 (includes lunch and breaks)

Registration
 All participants must register through Auburn University's Outreach Program Office. See registration form or register online at www.auburn.edu/outreach/arec.

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REGISTRATION FORM

From "Fine" to "Phenomenal": 17 Surefire Steps to a World-class Presentation

Sponsored by the Alabama Real Estate Commission

Presented by Julie Garton-Good

Friday, March 20, 2009

9:00 a.m. – 4:00 p.m.

Held at the Training Room of the Alabama Real Estate Commission

1201 Carmichael Way, Montgomery, AL

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

COURSE INFORMATION

Lunch will be provided.

(\$ 95) *From "Fine" to "Phenomenal"*– Received by March 6, 2009

(\$130) *From "Fine" to "Phenomenal"*– Received after March 6, 2009

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Outreach Program Office, 301 O.D. Smith Hall, Auburn University, AL 36849

WEB online at www.auburn.edu/outreach/arec

PAYMENT INFORMATION

Check Money Order MasterCard Visa Purchase Order

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 Outreach Program Office 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.

RESPONSIBILITIES OF SECONDARY DISTANCE EDUCATION PROVIDERS

If you are involved with the offering of distance education (online) courses in any way, you MUST read this article.

There are three ways in which a school and/or instructor can be involved with distance education (DE) courses:

First, the school can be a **primary provider** and actually develop courses to be offered. Primary providers have a proprietary interest in the course.

Another option is to act as a **referral**. Instructors/schools that refer licensees are not required to be approved as DE instructors or submit DE courses for approval. They simply establish an agreement with an approved DE provider to refer interested students to the approved provider for a referral fee. That is the only involvement of the referring instructor/school. Once the

student registers for the needed course, the approved instructor of the DE provider has responsibility for the licensee as a student.

The third option is the school acting as a **secondary provider** and this is where the remainder of this article will be focused.

Rule 790-X-1-.21 of Alabama license law provides detailed information needed to understand DE courses and requirements. Paragraph (2) of this rule specifically addresses secondary providers of DE. The rule defines a secondary provider as a school which obtains a DE course from a primary provider. The secondary provider then sells the course to interested individuals. However, that is not where the responsibilities end. The secondary provider must have approved instructors who are qualified to take care of the enrolled students.

The responsibilities of a secondary provider's approved instructor(s) include the following:

1. **Enroll students.** Students must be registered for DE courses.
2. **Provide course orientation.** Students must be informed of all course requirements and deadlines either in person or through a detailed written document.
3. **Monitor student progress.** Contact must be maintained with all students throughout the course to provide assistance and monitor progress in the course.
4. **Answer student questions.** Students must have access to an instructor to ask questions while taking the course.
5. **Administer and grade exams.** If required, students must be given a course exam proctored by the secondary provider or another qualified individual.
6. **Verify and report course completion.** Student information must be accurately entered into CMap once all course requirements have been satisfied and a certificate of completion given to prelicense students.
7. **Verify student identity.** A student affidavit is included in a DE course verifying the student completed all of the work without assistance from anyone else. Identification must be presented for the proctored exam.

Another responsibility of a secondary DE provider is to obtain the Certified Distance Education Instructor (CDEI) designation from ARELLO and keep it current in order to continue offering DE courses.

No instructors will be approved to offer DE courses until the CDEI has been completed.

No secondary provider should be selling courses to individuals and waiting for the student to contact the school upon completion. All seven responsibilities should be initiated by the secondary provider's approved instructor(s).

If there are any questions regarding the responsibilities of DE providers, please contact the Commission's Education Division. If school audits reveal these responsibilities are not being fulfilled, disciplinary action will be taken.



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LICENSE REQUIREMENTS

Every student in prelicense and post license courses must understand the requirements for a real estate license. These include the appropriate courses to take, the appropriate applications to submit, and the deadlines associated with both.

Individuals begin taking the salesperson prelicense course with no idea of requirements for licensure. All they know is they have to take the prelicense course. It is the responsibility of the instructor to inform students of the requirements for licensure. Where else are they going to get the information? Everyone will certainly not think to call the Real Estate Commission and ask for deadlines.

As the instructor, you are the main point of contact. Students depend on you for important information. One small portion of this information involves licensing requirements. What do the students need to do to become licensed? What

deadlines have to be met? What documentation is required? All of these are questions that instructors need to answer.

So you may ask, "How do I know what documentation is required with applications?" Rule 790-X-2-.01 contains that information and was recently amended with more specific wording. This rule can be presented to all students.

In order to make this easier for instructors, the Commission is providing a form to be presented to students. This form is included with this issue of *The Educator* and is also in the Education Forms and Applications on the Commission's Web site. The requirements of this form are:

- Give this form to every salesperson prelicense, post license, and broker prelicense student..
- Explain the

information that is on the form and answer any questions the students may have.

- Students must sign the form verifying their understanding of the information.
- Instructors must sign the form verifying explanation of the form.
- Make a copy of the form to give to students for future reference and keep the original for the school's records.

The form is titled "ALABAMA Real Estate Commission Licensing Process and Deadlines". It includes fields for Student Name, Instructor Name, Course (Salesperson Prelicense, Post License, Broker Prelicense), and a section for the following deadlines. The form is numbered 1 through 4, corresponding to the list of requirements provided in the text.

These forms will be checked when school audits are performed. They must be kept on record for every student who begins a prelicense or post license course beginning in February.

Why has the Commission gone to these lengths? Every month, commissioners are presented requests for deadline extensions because someone "didn't know about the deadline" or "forgot about the deadline," even though they might have been told by the instructor.

Not only does this form provide valuable information for the students, it will also protect the school and instructor by proving that the information was given to all students. If a request for a deadline extension is made, that form tells commissioners that the instructor/school fulfilled their responsibility and the mistake was totally on the applicant. Won't that allow you to sleep better at night?

RISK MANAGEMENT FOR PROPERTY MANAGERS

The Risk Management for Property Managers course has been an option for fulfilling the prescribed three hour Risk Management requirement for many years. The course will continue to be an option for meeting the CE requirement but will be handled differently. The Commission will no longer prescribe an outline or text for this course. The demand for the course over the past couple of years does not

justify the time or cost of updating the text and mandating its use. As a result, instructors who wish to teach the Risk Management for Property Managers course will submit their own outlines for approval.

As already mentioned, the course will still satisfy the Risk Management requirement for all licensees who take it. It will continue to carry the course code #501 and the title Risk

Management for Property Managers for all instructors who have it approved unless it is written for a specific group (i.e. commercial, etc.). However, all instructors must submit an individual course outline and \$100 course review fee in order to receive approval to teach the course.

The current Risk Management for Property Managers course (#501) will not be eligible for renewal this year. All

instructors who are currently approved to teach the course may continue offering the current outline through the end of September. An acceptable course outline and a course review fee must be submitted after September 30 in order to have the course approved and to continue offering it. Please contact the Education Division if you have any questions.

1201 Carmichael Way • Montgomery, Alabama 36106
Telephone: 334.242.5544 • Fax: 334.270.9118
arec.alabama.gov

Licensing Process and Deadlines

Student Name: _____

Instructor Name: _____

Course (check one): Salesperson Prelicense _____ Post License _____ Broker Prelicense _____

The following deadlines must be explained to every student in prelicense and post license courses. Students must initial after each item and sign the form signifying they understand. The form must be kept on file at the school and copies must be made for students to keep for future reference.

- 1. Successful completion of the 60 hour prelicense course:** The 60 hour prelicense course for both salespersons and brokers must be completed within one year of the start date. The start date for a classroom course is the first session of class and the end date is the date the final course exam is passed. The start date for a distance education course is the date the student actually begins the coursework and the end date is when all required documentation is submitted to the provider. _____
- 2. Successful completion of the state license examination:** The salesperson and broker examinations must be taken through AMP and passed within one year of the end date of the appropriate prelicense course. A completed course certificate including the expiration date must be presented at the test site for admission purposes. _____
- 3. Submitting Application for a Temporary Salesperson or Original Broker's License:** The Application for a Temporary Salesperson's License and the Application for a Broker's License must be submitted to the Commission within 90 days of passing the appropriate state license examination. Please note this is 90 calendar days and the first day is the day after the exam is passed. The exam score report and application are a combined document that will be received at the test site. All appropriate license fees and documentation for minimum age, U.S. citizenship, state residency, and high school completion as identified in Rule 790-X-2-.01 must accompany the application. _____
- 4. Completion of the Salesperson's 30 hour post license course:** If a salesperson's temporary license is issued on active status, the 30 hour post license course must be completed within six months AND an application for a permanent/original license submitted to remain on active status. The six month period begins on the first day of the month following issuance of the temporary license and concludes on the last day of the sixth month. For example, a temporary license is issued on June 10. The six months will begin on July 1 and end on December 31. _____

5. **Submitting Application for a Permanent/Original Salespersons' License: Every** temporary salesperson MUST take a 30 hour post license course and submit the Application for an Original Salesperson License within 12 months. The 12 months begin on the first day of the month following issuance of the temporary license and conclude on the last day of the twelfth month. This deadline applies to both active **and** inactive licensees. The application for an original salesperson's license can be found on the Commission's Web site at www.arec.alabama.gov. _____
6. **A Lapsed Temporary Salesperson's License:** Failure to submit application and have the permanent/original license issued within the 12 month time frame described above will result in the license lapsing and the applicant will have to begin the licensing process again with the prelicense course. _____
-

The preceding deadlines have been explained to me by my instructor and I understand the licensing requirements that must be met for temporary and permanent licensure. I also understand that I may contact the Real Estate Commission at any time if I have questions.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

THIS FORM MUST BE EXPLAINED TO AND SIGNED BY EVERY STUDENT.
IT IS TO BE KEPT ON FILE AT THE SCHOOL AND MADE AVAILABLE FOR
SCHOOL AUDITS AND APPROPRIATE COMMISSION HEARINGS.



ONLINE COURSE APPLICATIONS

In a continuing effort to improve services to real estate instructors, we are pleased to announce that online course applications are now available. Beginning March 1, the Commission will no longer accept paper applications for classroom or distance education courses.

The instructor who wishes to submit a new course can now go to our Web site at www.arec.alabama.gov, enter all of the information required by the application, and pay the \$100 course review fee by either credit card or e-check. Instructors will then be able to check online after several days and see if the course is approved or if new

information is required. If more information is needed, the information can be immediately entered. Once the course has been approved, the instructor will have the opportunity to print an approval letter.

For now, paper applications will continue to be accepted

for instructor applications and school applications. It is our plan to have all education applications converted from paper to online over the next year. We will keep you informed of pending changes and supply you with pertinent information.

Instructions for entering online course applications are included in this issue of *The Educator*. If you have any questions concerning the online course application, please contact the Education Division. We will be happy to assist you in the application process.



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STAYING COMPLIANT IN A PAPERLESS SOCIETY

In an attempt to reduce the amount of paper that is accumulated and stored in a typical office, many companies are exploring ways to go “paperless.” We have seen this desire with some of our schools with a concern of how to reduce the mounds of paper and still remain compliant with license law. The Commission wants to support these efforts by making sure everyone is aware of ways in which files can be kept electronically.

First, as long as we have access to the original document during an audit of school records we do not have a preference as to how it is stored.

Documents may be scanned into the computer and that scanned image maintained electronically for the entire four (4) years required by license law. For example, if an auditor asks to see a test answer sheet and that document is made available for review on the computer, that is very much acceptable for our needs. We just don’t want to see a program in which the test score is listed without seeing the actual test answer sheet.

The second area of concern is document disposal. We have been asked, “Can I throw a document away if it is scanned into the system?” The answer is “yes” as long as that scanned image can be produced for review when

needed, is clear and large enough to be read with ease, and all aspects of the document are scanned.

Many schools feel uneasy throwing documents away during the four (4) year period in which records must be maintained. If that is the case, it may be more comforting to just pack the documents away in an attic or storage building until the date they may be legally discarded.

If your school chooses an electronic filing option, it is important to ensure that those documents remain accessible although your system may undergo upgrades or disasters. “My system

crashed” will not be an acceptable excuse if documents are unable to be produced for a school audit.

If you have questions regarding the use of an electronic filing system, please contact the Education Division.



Instructions for the Online Course Application

1. Go to the Commission's Web site at www.arec.alabama.gov and click "Online Services" in the Quick Links.
2. On the *Online Services* screen, click "Online Services".
3. On the *Login for All AREC Services* screen type in your five digit instructor license number, the last four digits of your social security number, and your date of birth.
4. If no changes need to be made to the instructor information, click "Next".
5. Under *Available Services*, click "Course Applications".
6. On the *Course Application* page, select either a classroom or distance education course application.
7. Enter all required information in the spaces provided. The information required for the online application is the very same as the information required on the paper application.
8. Once all of the information has been entered, you will be taken to the Signature Page.
9. There will be an opportunity to review and edit any information that has been entered. Once satisfied with the entries, verify that the accuracy and applicability of the content has been renewed. If so, click "Yes".
10. Enter an e-Signature.
11. There will be an option to pay with a credit card or e-check. All appropriate information for the credit card or e-check must be entered for the payment to be processed. Once the accuracy of your information has been verified, click "Submit".
12. You are now given an option to print a receipt for your payment or to return to enter another course. You are strongly encouraged to print a receipt for your records.
13. After three business days, log in to *Online Services*, go to *Course Applications*, and click "See Pending Approval/Approved Courses" to check the status of course submissions.
14. If the course has been approved you will see the message that it has been approved. If the Commission requires additional information the requested information will need to be submitted. After submitting the requested information, check two business days later to see if the course has been approved.
15. If you would like to see a list of all of the courses you are approved to teach, go back to the Available Services screen. Click "Approved Courses" and you will see a list of the courses you are currently approved to teach. If you would like a letter with your approved courses you can print one from this screen by clicking "Course Approval Notice."