

The Educator

CMap Reminders

Distance Education (DE) Courses in CMap

The Importance of Approved Course Outlines

New Instructor Orientation Dates

ID Number Registration for New License Applicants

New Mobile License Law Application

Who Has Foreign High School Transcripts?

Q & A

Current Education Snapshot

Calendar of Events

Updated Exam Fee and Candidate Handbook

Instructor Training February 28, 2020

RICHARD FLINT will be presenting an IDW entitled "How to Build an Effective Presentation". This is the training that was originally scheduled for October 2018 but had to be cancelled. The training addresses research, information, and presentation. All three must be connected by the trainer's ability to build an effective presentation and then deliver with passion, clarity, and information designed to help the student be prepared to implement the material. This training will examine all parts that make up an effective presentation and then address the presentation 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 the message to bring a clear and understood pathway to implementation.

Richard Flint has been successfully mentoring and quietly helping professional organizations, large and small businesses, and individuals for over 30 years. He travels and speaks over 210 times each year and personally coaches many businesses and individuals on the road. With his professional experience in counseling and teaching at the university level for decades, he knows business organizations (both large and small) are made of individuals. He has the unique ability to "see" and then train each person to perform to their strengths, while each one synergistically creates the momentum for the group to move forward. Many entrepreneurs, individuals, and organizations have found his individual coaching to be exactly what they needed to propel them to the next level, both personally and professionally.

Completion of this training will provide six of the twelve hours needed to renew instructor approval in 2021. 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.

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

DATE

February 28, 2020

COURSE

How to Build an Effective Presentation

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)

2020 Instructor Training

Richard Flint
February 28, 2020
"How to Build an Effective Presentation"

Anne Powell
May 1, 2020
"Risk Management"

Ed Hatch
August 7, 2020
"The Art of Instruction: Unique, Compelling & Valuable"

CMap Reminders

All prelicense, post license, and CE courses must be entered into CMap's *Manage Course Schedules* prior to the offering. Also, all course credit must be entered into CMap's *Manage Course Credit* following course completion. Here are the deadlines associated with these requirements:

COURSE SCHEDULES

- Enter course schedules for all prelicense and post license courses within five (5) business days of the beginning date.
Rule 790-X-1-.06(3)
- Enter course schedules for all CE courses within five (5) business days of the beginning date.
Rule 790-X-1-.12(5)

NOTE: *Course schedules must be entered into CMap so potential students can see the necessary information. This also provides information for our education auditors. Any changes in this information must be submitted immediately to avoid wasted time and travel for auditors.*

COURSE CREDIT

- Enter course credit for all prelicense and post license students within three (3) business days of course completion.
Rule 790-X-1-.06(4)
- Enter course credit for all CE students within 10 days of course completion
Rule 790-X-1-.12(5)

NOTE: *Be careful when selecting the course for credit entries. Choosing the wrong course can negatively affect the scheduling of a license examination as well as the renewal or activation of a license. Please make sure all course credit information is correct before selecting the Commit button.*

Please take the proper steps to adhere to the published deadlines for course scheduling and course credit entries in order to help individuals who are searching for a course, attempting to schedule the license examination, and/or desiring to activate a license.

Distance Education (DE) Courses in CMap

Since most DE courses are available at any time, they need to remain in CMap so applicants and licensees can see them. However, all DE courses were automatically removed from Course Search at the end of the last license period. Therefore, schools offering DE courses will need to set those courses back up in CMap's *Manage Course Schedules* so the courses will show in the results of a course search.

To prevent DE courses from being automatically removed again, they must be entered in CMap without using start dates and end dates, days of the week, or course times. To enter an asynchronous DE course in *Manage Course Schedules*, it will only be necessary to select the course from the drop-down menu, add comments (if desired), and click "ADD" to move the course to the working set. Once the correct information is in the working set, it should be reviewed for possible errors prior to the "COMMIT" button being selected. Synchronous DE courses like the Blended or Live-Streamed courses can continue to be entered like they have in the past with necessary dates and times.

Course information can always be edited by the Administrators in *Manage Course Schedules*. Administrators should go to the Commission's website periodically and use the Course Search feature to see the courses being advertised in CMap and identify any corrections which need to be made.

The Importance of Approved Course Outlines

There are basically two types of course outlines:

1. Required outlines that are provided by the Commission
2. Approved outlines that are submitted by instructors for Commission approval

REQUIRED COURSE OUTLINES

All required course outlines provided by the Commission include:

- Salesperson Prelicense
- Post License
- Broker Prelicense
- Risk Management: Avoiding Violations (Level 1)
- Risk Management for Salespersons (Level 2)
- Risk Management for Brokers (Level 2)

The information in a required outline must be used when teaching the course. The Commission updates these outlines when needed. A great benefit of required course outlines to instructors is no course approval or renewal fees.

APPROVED COURSE OUTLINES

All approved course outlines for elective CE courses must be submitted for review and approval 14 days prior to the course being taught. Following the initial approval, the approved course outline must be used. However, small changes and adjustments to the outline can be made when

needed. Substantial changes in a course outline may result in the requirement for a new course approval.

Keep a record of your approved course outlines. The Commission assumes that these outlines are being used when the course is taught. However, some instructors request a copy of a course outline when it is being renewed, and the Commission will not provide those for a renewal. We ask that all instructors maintain their updated course outlines in a format that can be easily accessed when the outline is needed.

New Instructor Orientation Dates

The Commission has scheduled New Instructor Orientation sessions for 2020 on the following dates:

- January 30-31
- April 16-17
- August 13-14

Each New Instructor Orientation will be limited to the first 10 individuals who submit completed instructor applications. All individuals who submit completed applications after the first 10 will

be placed on a waiting list and notified if/when an opening is available.

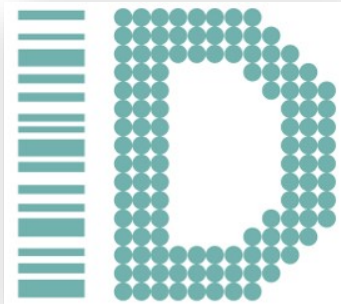
If you know of anyone who desires to become a Prelicense/Post License Instructor, please have them contact David Bowen at david.bowen@arec.alabama.gov to develop a plan to achieve the required number of points on the *Application for Prelicense/Post License Instructor*. Applicants must hold a broker's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

ID Number Registration for New License Applicants

The Education Division continues to receive phone calls from prelicense students asking how to schedule the examination and knowing nothing about registration for an ID number. One phone call involved a student who said his instructor told him to call the Commission to get his number.

As a reminder, all salesperson and reciprocal prelicense students must pre-register to get an ID number. This number will be used by the school to submit appropriate prelicense course credit and will also be used by the student to schedule the license examination. Students can use the school's unique link for pre-registration or select the ID Number Registration link under Professionals on the Commission's website.

Also, if you have a prelicense student who has been previously licensed and allowed that license to lapse, this student will not need to pre-register for an ID number. Previous licensees must use the same license number they were originally given, and this is the number that instructors will use to submit prelicense course credit. Instead of pre-registering, they just need to log in on the Commission's website and update all contact information.



All prelicense instructors and distance education providers must provide this information to all students so proper steps can be taken to provide a pre-registration ID number. Please contact the Education Division if you do not understand this process.

New Mobile License Law Application

There is a new License Law app for mobile IOS/Apple devices as well as Android/Google devices. This new app provides a third source of real estate license law that can be used in the classroom:

1. Printed text (revised in 2019)
2. Commission website
3. Mobile app

This new mobile app provides easy access for prelicense students and all licensees. The app is free and is very small with approximately 4.8

MB. It contains bookmarks which are device-specific unless the user logs in to the application using the same login that is set up for the Commission's Online Services. When logged in, the bookmarks will be synced between mobile devices and the website.

Internet access is not required to use the app. However, when the Commission makes changes to statutes or rules, the app will not be updated unless the user has an internet connection. As long as your device updates automatically, you will not have to open the app to get updated law.

Go to your App Store today and download the Alabama Real Estate License Law app. This is license law at your fingertips.



Who Has Foreign High School Transcripts?

Alabama License Law identifies high school graduation or the equivalent as a requirement for licensure. However, a high school diploma or transcript is not required if college transcripts are available. The high school requirement is simply the minimum requirement.

As the number of students in salesperson prelicense courses continues to grow, you will inevitably encounter students who attended high school in another country. As part of their licensing process, applicants are required to submit proof of high school graduation or the equivalent. Applicants who attended a high

school in another country may be required to have documents translated into English as well as reviewed by an accredited evaluation service to demonstrate that it is the equivalent of a high school diploma in the United States. Since this can potentially be a timely process, it is important that students are aware of this requirement as soon as possible.

Recently, the Commission had a license applicant who attended high school in China over 20 years ago and was not aware of the high school documentation requirement until the day the state license examination was passed. The

applicant's excitement over passing the license examination soon faded upon discovery of the 90 day deadline to obtain the transcripts from China and then have them reviewed and translated. The applicant was able to satisfy the deadline for documentation; however, things could have gone very differently.

The Commission does not expect prelicense instructors to know every detail of this licensing process, so we simply ask instructors to identify students in a salesperson prelicense course who have a foreign high school education and ask them to contact the



Commission. We will talk with the student/applicant and identify the correct path to avoid any unforeseen obstacles. If you have questions, please contact the Education Division for clarification.



QUESTION

Can I request copies of the official outlines for my CE courses that the Commission has approved?

ANSWER

No. The Commission expects all course outlines to be maintained by instructors so they can be used when teaching courses. These outlines can be updated when needed. The updated outlines should be used for course renewal.

Calendar of Events

JANUARY

- 1 Commission Office Closed — New Year's Day
- 20 Commission Office Closed — Martin Luther King Jr./ Robert E. Lee Birthday
- 23 Commission Meeting — Montgomery
- 30-31 New Instructor Orientation

FEBRUARY

- 17 Commission Office Closed — George Washington/ Thomas Jefferson Birthday
- 20 Commission Meeting — Montgomery
- 28 Instructor Training with Richard Flint

MARCH

- 19 Commission Meeting — Birmingham

APRIL

- 2 Instructor Training with AREEA
- 16-17 New Instructor Orientation
- 23 Commission Meeting — Montgomery
- 27 Commission Office Closed — Confederate Memorial Day

Updated Exam Fee and Candidate Handbook

The license examination contract with PSI was recently renewed and the examination fee increased from \$75.00 to \$77.00. The \$77.00 examination fee will be effective until the next contract renewal in October of 2021.

The Candidate Handbook has been updated to reflect the new fee and can be accessed on the exam provider's website at goamp.com. The Candidate Handbook can also be requested from PSI in printed format to be mailed to schools at no cost. **To order Candidate Handbooks, send an email request to portalsupport@psionline.com.**



Education Snapshot

July-December 2019

SALESPERSON EXAMINATION

Overall

Taken - 2,693
Passed - 1,302
Overall Passing % - 48.3

First Time

Taken - 1,535
Passed - 948
First Time Passing % - 61.8

BROKER EXAMINATION

Overall

Taken - 179
Passed - 150
Overall Passing % - 83.8

First Time

Taken - 154
Passed - 133
First Time Passing % - 86.4

RECIPROCAL SALESPERSON EXAMINATION

Overall

Taken - 207
Passed - 197
Overall Passing % - 95.2

First Time

Taken - 197
Passed - 190
First Time Passing % - 96.4

RECIPROCAL BROKER EXAMINATION

Overall

Taken - 96
Passed - 80
Overall Passing % - 83.3

First Time

Taken - 81
Passed - 69
First Time Passing % - 85.2

