

The Educator

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2021 INSTRUCTOR TRAINING

Will you be ready for this year's education renewal?

If you need instructor CE hours for the upcoming renewal, take advantage of all possible training opportunities this year to make sure you have all 12 instructor CE hours prior to the deadline.

Instructor training options include the following:

- AREEA will be offering an instructor development workshop (IDW) with the Birmingham Association of REALTORS® on March 11 using ZOOM.
- AREEA will be offering an instructor development workshop with Craig Grant on April 2 using ZOOM.
- The Real Estate Educators Association (REEA) annual conference is currently planned to take place in Atlanta, Georgia in June. REEA Gold Standard IDWs will be offered on June 10, 11, and 14. The conference is June 12-13. Go to reea.org to find more details.
- Ed Hatch will attempt to offer an IDW in the Commission's training room on September 17, if COVID-19 allows it. This will be "The Art of Instruction: Unique, Compelling, & Valuable" which was originally scheduled for August 7, 2020.

More training options may be presented at a later date in 2021, but do not wait until the last minute to look for opportunities.

Please remember that all instructors who do not have their 12 hours of instructor training by September 30 will go inactive on October 1, and will have limited opportunities to obtain their required hours before 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 prelicense instructors.



Update on Classroom Courses Affected by COVID-19

Earlier in 2020, due to the COVID-19 pandemic, the decision was made to allow classroom courses to be offered via Zoom, Teams, or some other virtual platform through the end of the calendar year. Beginning July 1, 2021, all courses originally approved as a classroom course must be offered in the classroom. These courses may be submitted for distance education certification by ARELLO if an instructor desires to continue offering them through a virtual platform. This instructor must also complete courses required for the CDEI (Certified Distance Education Instructor) designation.

If a classroom course continues to be offered through a virtual platform between now and July 1, the following requirements must be followed:

- ◆ **Video is mandatory.** Students must physically be present on camera at all times. The instructor must be able to see the **faces** of all students. This does not include the top of a head or someone sitting at a long distance from a camera making it difficult to see the face. Any artificial background being used by a student should not include distracting movement and must not be a picture of the student. Anyone who uses a blackened screen should not be given course credit.
- ◆ **Students must be present 100% of the time.** If someone loses connection and misses more than 15 minutes of the class, they do not receive course credit. Attendance must be monitored and maintained as a course record. This involves monitoring attendance the entire course by taking occasional screen shots or pausing to call roll again, and not just identifying students when the course begins.
- ◆ **Students must act appropriately and pay attention.** This includes sitting in a location with a writing surface, facing a camera, and not being in a reclining position. Basically, students must be sitting appropriately as if they are in the classroom.
- ◆ **Students cannot be driving or participating in some other activity.** Other activities include phone calls, paperwork, conversations with someone not in the class, walking on a treadmill, or anything else that is unrelated to the course.
- ◆ **Limit the number of students.** The instructor and the administrator or any assistants must monitor each student and make corrections when needed. If too many students are allowed to participate, proper monitoring cannot be accomplished.



- ◆ **Use breakout rooms, polling, or other means of promoting interaction.** Students must be involved in the class.
- ◆ **Limit the chat tool to information related to the course.** General conversations and comments make the chat tool difficult to maintain and follow. It should only be used for questions related to the course material and must be observed constantly to make sure all questions are identified and answered.

Basically, classroom requirements such as writing surfaces, paying attention, not arriving late or leaving early, etc. still apply to Zoom courses. These requirements are based on License Law as well as observations that were made during a previous instructor training.

Special License Examination Accommodations

The Education Division continues to receive calls from license applicants who have completed the appropriate prelicense course and are asking about possible accommodations for the license examination. Due to the time needed by PSI to set up an accommodation, this needs to be addressed prior to someone scheduling the license examination. Please take the time to explain this verbally or simply provide it in writing so all prelicense students are aware of the time sensitivity.

The *Request for Special Examination Accommodations* is on page 17 of the current PSI Candidate Handbook. It is better for prelicense students to be aware of the need for a request prior to finishing the prelicense course instead of a few days prior to the actual license examination.



Original Salesperson Application

Salesperson Original License Application is now available only through Available Services on the Commission's website. The paper application is no longer being used. When the post license course has been completed and course credit has been submitted, all temporary salesperson licensees must log in to Online Services, select the *Salesperson Original Application* link, complete the online application, and pay the license fee using an e-check or credit card.

Also, post license course instructors must make sure all students know about the requirement to electronically submit that application following completion of the post license course. This is identified in the post license course outline as well as Alabama License Law. The Commission receives phone calls and emails from temporary salesperson licensees who complete the post license course but do not know about the Original Salesperson Application.

MODULE 10

REVIEW AND TEST (Suggested Time: 1 Hour)

The course is over but you're not finished.

The instructor will give each student instructions on completing the Application for Real Estate Salesperson's Original License and review the fees and deadlines associated with applying for an original (permanent) license. [§34-27-33(c)(2); Rule 790-X-2-.03]

I'm 18 Years Old and Want to Get Licensed

According to Alabama License Law, an individual cannot be licensed if younger than the age of 19. However, that does not prevent someone from beginning the licensing process prior to the age of 19. The salesperson prelicense course and the license examination can both be completed by someone who is 18 years old. However, the applicant must be 19 years old when submitting the license application to be processed within 90 days of passing the license examination. Therefore, proper timing is important.

One obstacle in this process is the ID number registration that all prelicense students must complete in order to receive course credit. The program will not allow an 18-year-old to complete the pre-registration. Therefore, someone in the Education Division must take specific steps to assist with that pre-registration. If you have someone who will be under the age of 19 when completing your prelicense course, tell them to contact us and we will take the proper steps to assist with the pre-registration and allow the student to continue the licensing process. However, students who reach the age of 19 while taking the prelicense course can pre-register prior to completing the course.



Risk Management and Qualifying Broker Course Update

As identified in the August 2020 Educator newsletter, the Risk Management requirement has changed from Level 1 and Level 2 Risk Management courses to one 3-hour course entitled **Risk Management: Initial Contact to Accepted Offer**. That instructor training was completed on October 16, and an updated outline was sent to all training participants. This new course was added to instructor records on January 1 to allow the scheduling of this new course.

Another course written specifically for qualifying brokers was covered in that same training. It is not a mandatory course now because legislation must be passed to make it mandatory. However, that course outline is available to all instructors who attended the instructor training allowing them to offer it as an elective CE course, if desired. Anyone who did not attend the instructor training and desires to teach this course can contact the Education Division for information. If the legislation passes in 2021, this course will become mandatory for all new qualifying brokers. The next step would be a rule amendment to make it effective for **all** qualifying brokers (including those who are seasoned) beginning in 2022.



QUESTION

How long can I offer classroom courses using virtual platforms such as Zoom or Teams?

ANSWER

Due to COVID-19, Commissioners agreed to extend the deadline for virtual platforms to be used for classroom instruction without ARELLO certification. That new deadline is **June 30, 2021**. After that date, only courses with ARELLO distance education certification may be taught through a virtual platform. Go to arello.org for more information on distance education certification.

New Instructor Orientation

The following dates have been identified for future offerings of the New Instructor Orientation:

February 4-5
April 8-9
August 5-6
November 4-5

Calendar of Events

Dates and events are subject to change

JANUARY

- 18 Commission Closed
- 21 Commission Meeting

FEBRUARY

- 4-5 New Instructor Orientation
- 15 Commission Closed
- 18 Commission Meeting

MARCH

- 18 Commission Meeting

APRIL

- 8-9 New Instructor Orientation
- 22 Commission Meeting
- 26 Commission Closed



SALESPERSON EXAMINATION

Overall

Taken - 2,392
Passed - 1,124
Overall Passing % - 47.0

First Time

Taken - 1,448
Passed - 799
First Time Passing % - 55.2

BROKER EXAMINATION

Overall

Taken - 201
Passed - 162
Overall Passing % - 80.6

First Time

Taken - 163
Passed - 138
First Time Passing % - 84.7

RECIPROCAL SALESPERSON EXAMINATION

Overall

Taken - 206
Passed - 197
Overall Passing % - 95.6

First Time

Taken - 200
Passed - 191
First Time Passing % - 95.5

RECIPROCAL BROKER EXAMINATION

Overall

Taken - 99
Passed - 77
Overall Passing % - 77.8

First Time

Taken - 87
Passed - 69
First Time Passing % - 79.3



**Log in to Online Services at
arec.alabama.gov to find
Instructor Resources under
Available Services.**