

The Educator

2022 Instructor Training Opportunities

When Do I Enter Course Credit?

Have You Checked Your School's License Examination Pass Rates?

License Law Options

Rule Amendments

License Examination Fee and Ordering Candidate Handbooks

Q & A

Calendar Of Events

Education Snapshot

Instructor Training May 13, 2022



ANNE POWELL will be presenting a Risk Management Instructor Training for instructors who did not take the October 16, 2020 training to receive approval to teach the current **Risk Management: Initial Contact to Accepted Offer** course. Instructors who did attend the previous training and would simply like a refresher will be welcome.

Anne is the Director of Career Development for Roberts Brothers, Inc. in Mobile and is an approved real estate instructor who assisted in the content development and original training for this course.

Completion of this training on May 13 will provide six of the twelve hours needed to renew instructor approval in 2023.

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.

DATE: May 13, 2022

COURSE: *Risk Management: Initial Contact to Accepted Offer*

LOCATION: Alabama Real Estate Commission Training Room

TIME: 8:30 A.M.–3:30 P.M.

COST: \$129

REGISTRATION is currently available on Auburn University's Office of Professional & Continuing Education website at auburn.edu/outreach/opce/re/arec.

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.

Virtual Instruction Deadline Reminder

Commissioners allowed classroom courses to be taught virtually due to COVID-19 with an initial decision being made in April 2020. Another decision was made in November 2020 to continue allowing classroom courses to be offered virtually until April 30, 2022.

Please be reminded that all courses approved to be taught in the classroom will not be allowed to be taught virtually as of May 1, 2022. Only courses with the proper distance education certification can be taught virtually.

All instructors teaching courses originally approved to be taught in the classroom must return to the classroom on May 1, 2022. Any changes to this decision will be shared prior to that deadline.

New Instructor Orientation 2022 Dates

For brokers planning to get approval to teach prelicense and postlicense courses, New Instructor Orientation sessions will be held on the following dates in 2022:

FEBRUARY 3-4

APRIL 28-29

AUGUST 4-5

NOVEMBER 3-4

Please contact David Bowen at david.bowen@arec.alabama.gov or 334-353-0848 if you plan to become a prelicense instructor and would like to attend one of these sessions.

REGISTRATION FORM

Risk Management: Initial Contact to Accepted Offer Presented by Anne Powell

Friday, May 13, 2022

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) *Risk Management: Initial Contact to Accepted Offer – Received by April 29, 2022*
- (\$159) *Risk Management: Initial Contact to Accepted Offer – Received after April 29, 2022*

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

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.

2022 Instructor Training Opportunities

ALABAMA REAL ESTATE COMMISSION Risk Management: Initial Contact to Accepted Offer

Anne Powell | May 13
Commission Training Room

Spice it Up: Engagement Strategies, Trends, and Tech Tips

Juanita McDowell | October 21
Commission Training Room

Go to Auburn University's Office of Professional and Continuing Education (OPCE) website (auburn.edu/outreach/opce/re/) for details and registration.

AREEA (ALABAMA REAL ESTATE EDUCATORS ASSOCIATION)

AREEA will be offering an instructor training in late March or early April. Go

to AREEA's website (alabamareea.org) for details and registration.

REEA (REAL ESTATE EDUCATORS ASSOCIATION)

The Real Estate Educators Association (REEA) annual conference will be in San Antonio, TX on June 20-24. REEA Gold Standard IDWs will be offered on June 20, 21, and 24. The conference sessions will be offered June 22-23. Go to REEA's website (reea.org) for details and registration.

CDEI (CERTIFIED DISTANCE EDUCATION INSTRUCTOR)

Instructor CE hours can also be earned by completing CDEI courses offered by ARELLO (Association of Real Estate License Law Officials) in the proper



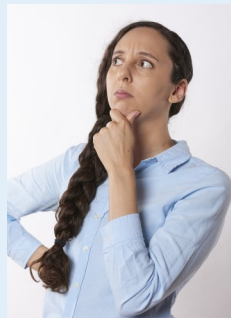
order. Go to ARELLO's website (arello.org) for details and registration.

When Do I Enter Course Credit?

Course credit for any course must be entered in CMap only after all course requirements have been completed. This includes passing the final exam in prelicense and post license courses. Course credit cannot be entered for students who did not pass the final exam. The students who must retake the final exam can receive course credit once they have passed all required exams. The completion date for these students will be the day they pass the required examination and submit all required documentation.

The following identifies when course credit should be entered:

- **Salesperson and Broker Prelicense:** Course credit can be entered after a student has completed all coursework, passed the final exam, and submitted all required documents.
- **Post License:** Course credit can be entered after a student has completed all coursework, passed the final exam or final project, and submitted all required documents.
- **Continuing Education:** Course credit can be entered after a student has attended 100% of a classroom CE course.



- **Distance Education:** Course credit can be entered when all lessons have been completed, all required quizzes/exams have been passed, and all required documents have been submitted.

No course is complete until ALL requirements have been satisfied...not just attending the last session or completing the last lesson. Therefore, the end date of the course is when all requirements have been satisfied. End dates can vary for students in

the same class because they may satisfy course requirements at different times. The end date for a student may be a later date than the scheduled end date for the course.

Also, be careful when entering course credit, and make sure it is done correctly. Some people rush the process and end up giving incorrect course credit to a large number of people. The Education Division must then get involved to delete the incorrect entries. Always check your information before you use the **Commit** button in CMap.

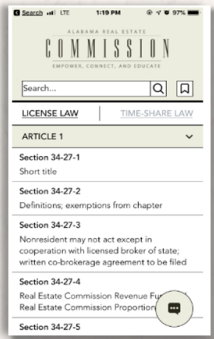
Have You Checked Your School's License Examination Pass Rates?

The license examination pass rates for all active schools are advertised on the Commission's website. This information includes the first-time and overall pass rates for the previous 12 months. If you are a prelicense instructor, have you checked your students' performance on the license examination? Some schools have first-time and overall pass rates less than 30%. The examination results provide information on students' performances by topic. This information can be used to target instruction to help students prepare for another examination attempt. It can also help you identify areas in which you may need to improve teaching. If many of your students are scoring poorly on a specific topic, you can plan more effective strategies for teaching that topic.

The Commission directs interested parties to these examination statistics when prelicense course questions are asked. For some schools, this can result in a fewer number of students due to the low pass rates. Once again, when is the last time **you** checked your school's license examination pass rates?

License Law Options

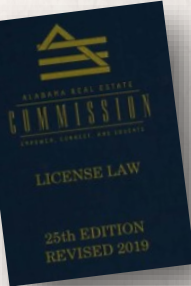
Please be reminded that there are multiple ways to access Alabama License Law for personal use and for use as a presenter or instructor. The most common use of License Law has been through the printed text that is updated every 3-4 years based on the number of statute changes and rule amendments. However, other options have recently been made available. All three options are addressed here in the order of recommendation.



FIRST, the Commission created an app available for both IOS and Android devices. This app is free and allows for easy searches as well as bookmarks. The word used in a search will be highlighted in the statutes and rules where it is used. This will allow quick and easy access to Alabama License Law at any time, and it will always provide current information.

Law Number	Law Section Title	View Law
Section 34-27-1	Short title	View Law
Section 34-27-2	Definitions; exemptions from chapter	View Law
Section 34-27-3	Nonresident may not act except in cooperation with licensed broker of state written on brokerage agreement to be filed	View Law
Section 34-27-4	Real Estate Commission Revenue Fund and Real Estate Commission Proportionate Fund	View Law
Section 34-27-5	County list of licensees	View Law
Section 34-27-6	Real estate courses and schools	View Law
Section 34-27-7	Real Estate Commission - Control; composition; qualifications of members; appointment; terms; compensation; organization; executive director and assistant executive director generally; seal; records; immunity from suit	View Law
Section 34-27-8	Real Estate Commission - Closures; rules and regulations; agency disclosure clause	View Law
Section 34-27-10	Chapter cumulative	View Law
Section 34-27-11	Penalties	View Law

SECOND, the Commission's website allows access to an electronic version of License Law. This can be accessed by selecting *License Law* under the *Laws* category at the top of the Commission's homepage. This also provides a search feature to identify the statutes and rules that



use a specific term. The website always provides current information.

THIRD, the printed License Law book is available for purchase from the Alabama Center for Real Estate (ACRE). Purchase can be made on their website at acre.culverhouse.ua.edu using their online store. Please keep in mind that the printed text can be outdated quickly as soon as a rule is amended. It is difficult to maintain a current printed text.

Rule Amendments

Several License Law rules were amended and adopted, and a new rule was approved at the Commission's October 2021 meeting. These rules became effective on December 13, 2021. The following rules were amended:

790-X-1-.07 Qualifications for Prelicense and Post License Instructors

Prelicense instructor applicants previously found guilty of a License Law violation can request instructor approval from commissioners through a hearing.

790-X-1-.21 Distance Education Courses

Synchronous distance education requirements were added and the rule was reorganized separating them from asynchronous distance education requirements.

790-X-2-.01 Documentation Required for License Issuance

Documents verifying high school completion were updated allowing acceptance of home school diplomas, college diplomas, and foreign diplomas which have been translated. This replaces previous requirements of letters, transcripts, and official translations from a credential evaluation service.

The new rule is explained below:

790-X-1-.23 Misuse of Agency Name, Initials, Logo, or Seal

The Commission's seal, logo, or imitation of such cannot be used without written permission from the Commission. A civil proceeding could be initiated if misuse occurs.

Previous rule amendments related to education can be found in *Instructor Resources* on the Commission's website.

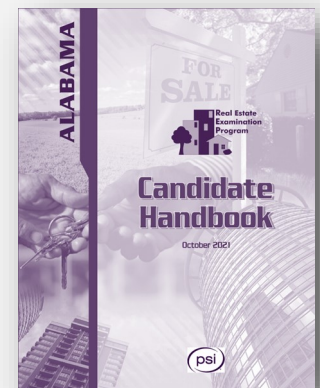
License Examination Fee and Ordering Candidate Handbooks

The license examination contract with PSI was recently renewed for another two years, and the examination fee increased from \$77 to \$79 on October 1, 2021. This contract will expire September 30, 2023.

Based on the increased examination fee, the Candidate Handbook has been updated and can be accessed on PSI's website at schedule.psiexams.com. If you have a link to the Candidate Handbook or a download of the Candidate Handbook on your website, make sure it is updated to the current October 2021 issue.

The Candidate Handbook can also be requested from PSI in printed format and mailed to schools at no cost. To request Candidate Handbooks, email shippinggroup@psionline.com.

Contact the Education Division with any questions regarding the Candidate Handbook.



**QUESTION**

When should Prelicense students pre-register?

ANSWER

Pre-registration is not required until the end of the salesperson prelicense course. That is when an ID number will be needed to submit course credit. The best practice is to not let your students take the final examination until they have pre-registered and provided their ID number.

Calendar of Events

Dates and events are subject to change

JANUARY

- 19 Coffee With the Commission
- 20 Commission Meeting

FEBRUARY

- 3-4 New Instructor Orientation
- 11 ACREcom
- 16 Coffee With the Commission
- 17 Commission Meeting
- 21 Commission Offices Closed

MARCH

- 2 Briefly Legal Facebook Live
- 23 Coffee With the Commission
- 24 Commission Meeting

APRIL

- 20 Coffee With the Commission
- 21 Commission Meeting
- 25 Commission Offices Closed
- 28-29 New Instructor Orientation

**SALESPERSON EXAMINATION****Overall**

Taken - 2,784
Passed - 1,131
Overall Passing % - 40.6

First Time

Taken - 1,420
Passed - 738
First Time Passing % - 52.0

BROKER EXAMINATION**Overall**

Taken - 137
Passed - 113
Overall Passing % - 82.5

First Time

Taken - 107
Passed - 93
First Time Passing % - 86.9

RECIPROCAL SALESPERSON EXAMINATION**Overall**

Taken - 284
Passed - 268
Overall Passing % - 94.4

First Time

Taken - 270
Passed - 258
First Time Passing % - 95.6

RECIPROCAL BROKER EXAMINATION**Overall**

Taken - 151
Passed - 121
Overall Passing % - 80.1

First Time

Taken - 126
Passed - 101
First Time Passing % - 80.2

Stay Connected

**FOLLOW US ON
SOCIAL MEDIA!**

Follow us @ARECalabamagov on all platforms
or visit our website AREC.alabama.gov

See You There!

