

The Educator

Instructor Training: Navigating the Tools of Our Trade | August 18

THERESA BARNABEI will be presenting a training to help instructors excel in course delivery by understanding and implementing how to use the tools of the trade. This IDW will explore the impact that an instructor can make amidst the changing face of real estate through communication techniques, assessment games, and mindset shifting.

Learn how to recognize small nuances in your presentations that will:

- ⇒ Engage your students
- ⇒ Elevate the classroom experience
- ⇒ Increase retention
- ⇒ Differentiate you as an instructor

As a school owner and national trainer, Theresa is recognized as one of the most inspirational speakers in her field, focused on getting students to take action that will make a difference in their own lives. Her passion for real estate has afforded her the opportunity to be a presenter on behalf of NAR and for associations and brokers throughout the country. As a member of the national Real Estate Educators Association (REEA), she has served on the Board of Directors as a Director, Secretary, President, and Executive Committee member. She is a lead instructor for REEA's Gold Standard Certification IDW program and Gold



Standard Leader Train the Trainer, is the subject matter expert in Arizona for the nationwide *The CE Shop* online real estate school, and authors and hosts the *The Success Club for Real Estate Agents*. Theresa also runs TBConsults, LLC that provides highly effective coaching programs designed to help individuals actualize

what they want most in life.

Completion of this training on August 18 will provide six of the twelve hours needed to renew instructor approval this year. 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

August 18

Course

Navigating the Tools of Our Trade

Location

Alabama Real Estate Commission Training Room

Time

9:00 a.m. – 4:00 p.m.

Cost

\$129 for early registration and \$159 for late registration

Registration

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.

Education Renewal

Education renewals started on June 15 and are scheduled to end on September 30. An email was sent to all instructors and administrators earlier explaining the renewal process. If you did not receive this email, please check your spam folder, or verify that your current email address is the same as the one on record with the Commission.

All renewals are online and can be accessed by logging in to *Online Services* on the Commission's website. There will be two renewal links under *Available Services*. The first link to be used is **Education Renewal** and it will allow the renewal of instructors, administrators, and schools. The other link is **Course Renewal** for all elective CE courses. All mandatory courses such as prelicense, post license, Risk Management, and Mandatory Broker CE are automatically renewed since there is no renewal fee.

Please take care of all renewals now instead of waiting until the last minute. That will result in a smooth transition into the next education license period. Also, call the Education Division if you experience any problems with your renewals.

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REGISTRATION FORM

Navigating the Tools of Our Trade Presented by Theresa Barnabei

Friday, August 18, 2023

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) *Navigating the Tools of Our Trade – Received by August 4, 2023*

(\$159) *Navigating the Tools of Our Trade – Received after August 4, 2023*

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.

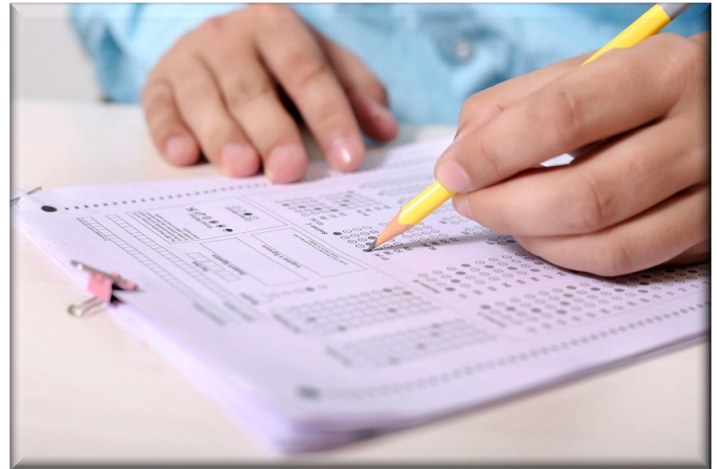
Salesperson Prelicense Course Examination Analysis

Two primary elements of a successful *Salesperson Prelicense* course are clear, engaging instruction and effective testing throughout the course. **Incremental tests** are tests given at regular intervals during the course to help you and your students monitor their understanding of the content as the course progresses. **Mid-term and final examinations** measure understanding on larger amounts of content. These examinations should mirror the content of the license exam in difficulty and in topic spread. Remember to include application and analysis questions that coincide with the numbers shown on the license examination outline. Salesperson prelicense instructors should thoroughly know the examination topics and number of questions for each section on the license examination and create their course examinations accordingly. Course examinations not only confirm

students' grasp of the material, but they provide solid practice for the license examination if they are skillfully created. Remember at the beginning of the course to provide students with clear information on what course tests they will be given and how their course grade will be calculated.

The **Salesperson Prelicense Exam Analysis** form below was recently created to help instructors construct effective course examinations that correctly reflect the content spread of the license examinations. Using this form is a good practice, and many instructors will be asked to submit this information to the Commission after school audits or after the identification of continued low pass rates on the license examination.

Please see the additional good practices below that should be considered when developing your incremental, mid-term,



and final examinations for your course:

- Questions and answer choices should be clearly written with no room for ambiguity. Include all details needed for the student to answer the questions correctly.
- Do not assume that questions you use from a professional source are correct and well-written. Proofread and revise where needed.
- There should not be two

correct answers available if you are counting only one as correct, even if you think the correct answer is the *better* answer.

Please do not offer the salesperson prelicense course unless you make the time to provide solid instruction and effective testing. We truly appreciate the efforts of committed instructors who do what is needed to prepare students for success.

Content Outline Section	Number of Items on Licensing Exam	End-of-Course Exam	Retake 1 (if applicable)	Retake 2 (if applicable)
		Number of Items	Number of Items	Number of Items
LICENSE LAW	40			
I. REAL PROPERTY CHARACTERISTICS, LEGAL DESCRIPTIONS, AND PROPERTY USE	9			
II. FORMS OF OWNERSHIP, TRANSFER, AND RECORDING OF TITLE	8			
III. PROPERTY VALUE AND APPRAISAL	11			
IV. REAL ESTATE CONTRACTS AND AGENCY	16			
V. REAL ESTATE PRACTICE	14			
VI. PROPERTY DISCLOSURES AND ENVIRONMENTAL ISSUES	8			
VII. FINANCING AND SETTLEMENT	7			
VIII. REAL ESTATE MATH CALCULATIONS	7			
TOTAL	120			

*Incremental exams are required throughout the course. Students must pass each designated incremental exam with a minimum score of 70.

Communicate with Your Students

Effective communication is not only an art, but a necessity. The Commission believes that there are a few important topics that are not being discussed thoroughly with prelicense students. Instructors would be surprised by the volume of calls we receive with questions that can be answered at the instructor-student level. We receive calls from both online students and classroom students, so there is no distinction. Below are three items that we would request prelicense instructors spend additional time explaining to students.



When can a student schedule the license examination with Pearson VUE?

This is one of the main questions we receive. Students will call and say, “I finished my course, but when I go to the Pearson VUE website, it doesn’t recognize my Candidate ID number. Is there a problem? I am using the ID number that I got from the Commission, but it doesn’t work.” After a couple of questions, we discover the prelicense course was completed that same day.

It would be extremely helpful if prelicense instructors would tell students to wait three or four days to receive an email from Pearson VUE confirming their information has been received before attempting to schedule the license examination. Some may need to check the junk folder if the email has not been received. If a Pearson VUE email is not received within four days of course credit submission, that is when students can call the Commission.

When can an 18-year-old start the salesperson prelicense course?

This question has been asked many times over the last

several months, so we need to ensure prelicense instructors are clear on how to adequately advise potential students. First and foremost, students cannot officially receive an ID number from our website until they are 19 years of age. If a potential student is four or more months away from the age of 19, it might be advantageous to wait a month or two before taking the prelicense course. We already know that students have the best chance of passing the license examination if it is taken within the first 30 days after completing the prelicense course. If students have to wait several months after completing the course to get an ID number and schedule the license examination, they are already starting with a disadvantage.

We would certainly appreciate you having a discussion with potential students who are considering enrollment in a prelicense course while 18 years of age. Identify the date a potential student will be 19 years old and then discuss the options and the student’s goal of passing the license examination.

How close should students get to their deadline of course completion?

Some distance education students may attempt to complete a prelicense course on the day of their deadline and are not able to schedule a course examination proctor appointment for several days. As a result, they call the Commission and ask for a

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State-Specific Examination Items

As everyone knows, the license examinations for salespersons and brokers consist of 80 national items and 40 state items. Over the years, we have requested proper updates to state items when License Law was changed by either legislation or rule amendments. Pearson VUE suggested a complete review of these examination items to confirm **all** are written correctly and the information is current. As a result, the Commission’s Education and Legal Divisions met with a Pearson VUE representative at the end of June and reviewed all state items. Updates and corrections were made, some items were removed, and other items were added.

The next step in this examination item process is meeting again with a measurement team from Pearson VUE for standard setting. This is basically a method to define levels of achievement and proficiency as well as determining cut scores that correspond to those levels. Information on the updated state outline will be shared as soon as it is available. Any changes to the current state examination outline will be explained. The current outline is below and it can also be found on Pearson VUE’s website at home.pearsonvue.com/al/realstate.

Alabama Real Estate Salesperson and Broker Licensing Examination Content Outline

The state-specific examination is made up of forty (40) scored items for salesperson and broker candidates. The examinations also contain five to ten (5-10) pretest items. The pretest items are not identified and will not affect a candidate’s score in any way. *Effective January 1, 2023*

Salespersons

- I. Purpose of License Law/Rules and Regulations and Role of Commission (1 item)
- II. Licensing Requirements (7 items)
- III. License Status (2 items)
- IV. Broker Licenses, Company Licenses and Place of Business (5 items)
- V. Recovery Fund (2 items)
- VI. Disciplinary Actions and Process (2 items)
- VII. Estimated Closing Statements (1 item)
- VIII. Trust Funds (2 items)
- IX. RECAD (3 items)
- X. Violations Which May Result in Disciplinary Actions (15 items)

Brokers

- I. Licensing Requirements (6 items)
- II. License Status (2 items)
- III. Broker Licenses, Company Licenses and Place of Business (6 items)
- IV. Recovery Fund (1 item)
- V. Disciplinary Actions and Process (3 items)
- VI. Estimated Closing Statements (2 items)
- VII. Trust Funds (3 items)
- VIII. RECAD (5 items)
- IX. Violations Which May Result in Disciplinary Actions (12 items)



QUESTION

When is the deadline for education renewals?

ANSWER

All schools, instructors, and elective CE courses must be renewed before October 1. Do not wait until the last week of September to submit courses for review. Go ahead and renew everything now to avoid problems with late renewal. That will benefit you and our Education staff.

Calendar of Events

Dates and events are subject to change

August

- 16 Coffee with the Commission
- 17 Commission Meeting
- 18 Instructor Training with Theresa Barnabei
- 24-25 New Instructor Orientation

September

- 4 Commission Office Closed
- 13 Coffee with the Commission
- 14 Commission Meeting

October

- 9 Commission Office Closed
- 25 Coffee with the Commission
- 26 Commission Meeting (Tuscaloosa)

November

- 2-3 New Instructor Orientation
- 10 Commission Office Closed
- 23-24 Commission Office Closed
- 29 Coffee with the Commission
- 30 Commission Meeting



SALESPERSON EXAMINATION

Overall

Taken - 1,335
Passed - 729
Overall Passing % - 54.6

First Time

Taken - 824
Passed - 571
First Time Passing % - 69.3

BROKER EXAMINATION

Overall

Taken - 182
Passed - 70
Overall Passing % - 38.5

First Time

Taken - 77
Passed - 35
First Time Passing % - 45.5

RECIPROCAL SALESPERSON EXAMINATION

Overall

Taken - 197
Passed - 173
Overall Passing % - 87.8

First Time

Taken - 173
Passed - 151
First Time Passing % - 87.3

RECIPROCAL BROKER EXAMINATION

Overall

Taken - 106
Passed - 83
Overall Passing % - 78.3

First Time

Taken - 87
Passed - 70
First Time Passing % - 80.5

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deadline extension which cannot be given. Most students assume they can complete the prelicense course lessons the day before the deadline and easily schedule a proctored course examination. Also, some schools assume they can offer a proctored course examination on the last day of the student's one-year deadline and it will be okay to submit the prelicense course credit within 3 business days. That is incorrect because all license requirements, including submission of the license application, must be satisfied prior to the deadline. Without prelicense course credit on record, a student cannot apply

for a license.

It is extremely important that instructors communicate the risk of waiting until the last few days to complete a prelicense course. Students should always allow extra time for course examinations to be taken, course credit to be entered in CMap, and license applications to be processed. That can prevent Commission staff from telling someone that a deadline was missed and the licensing process must start again from the beginning.

Always remember that you cannot communicate enough with your students. It is better to give them too much information instead of too little.



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