

# THE EDUCATOR

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State of Alabama  
Real Estate Commission  
1201 Carmichael Way  
Montgomery, AL 36106-3674



### Notice of Public Hearing on Proposed Rules

Comments can be presented at the public hearing scheduled at 10:15 a.m. on July 21, 2000, at the Birmingham Area Association of Realtors office located at 3501 Independence Drive, Birmingham, Alabama. Additionally, written comments may be addressed to D. Philip Lasater, Executive Director, Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama 36106. The final date to submit comments on the proposed rule changes is August 4, 2000.

## Synopsis of Proposed Rule Amendments

*Effective October 1, 2000*

### ▪ Rule 790-X-1-.01. Organization.

The proposed amendment is to revise the rule to correct out dated information regarding the Commission's address, number of Commissioners and other pertinent information.

### ▪ Rule 790-X-1-.06. Prelicense and Post License School Approval and Requirements.

The proposed amendment deletes the requirement in paragraph (6) for students to use the 30 hour post license book since it has been discontinued and adds a requirement in paragraph (6) to require instructors to file all course enrollment and completion electronically beginning January 1, 2001.

### ▪ Rule 790-X-1-.07. Qualifications for Instructors.

The proposed amendment is a change to paragraph (4) that increases the continuing education hours from 12 to

15 hours to agree with a recent change in the statute.

### ▪ Rule 790-X-1-.10. Instructor Approval for Continuing Education Courses.

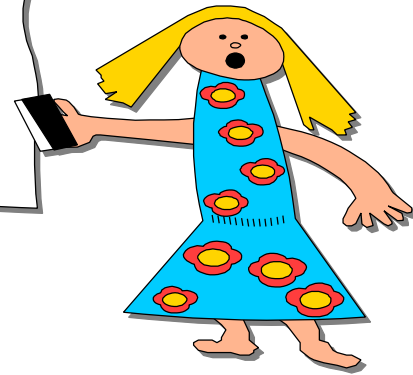
The proposed amendment changes a rule citing to agree with rule re-numbering and adds a requirement in paragraph (6) for instructors to file their continuing education electronically beginning January 1, 2001.

### ▪ Rule 790-X-1-.10. Renewal Requirements for Instructors and Schools.

This is a new rule written to enact the statutory requirements of Section 34-27-6 of the Alabama Real Estate License Law. The proposed rule requires instructors and schools to renew their approval every two years in the odd numbered years. The school and instructor approval will run October 1 – September 30. As provided in the statute, the fee for instructors will be \$50 annually (\$100 for the two year renewal period) and no fee for school renewal.

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# Education Tidbits



## Who Is Responsible?

We need your help. Some course sponsors and instructors are not clear as to who is responsible for communicating with the Commission regarding the reporting of the course information and course enrollment and completion. Too many times, each thinks the other has taken care of reporting requirements. Also, each instructor should know your instructor code and the course code. It is not up to the course sponsor to run down these codes for you. Each of you has been given this information. We are getting too many certificates with the WRONG course codes; hence, some students may not be getting appropriate credit. This is a big problem. Instructors, you must take more responsibility in these matters for you are the ones who have the information. Just showing up to teach is not your only responsibility. Please help us with this growing problem.

## Course Information Form Now on the Web


Save yourself mailing costs. Go to the Commission's Web site at [www.arec.state.al.us](http://www.arec.state.al.us) and click on CePc. Then click on "Online Course Information Form" and you can notify the Commission about your course offerings instantly. Once you fill in the form, just click on "submit" and it comes directly to the Commission. You will receive a confirmation that it has been received. There is also a print feature if you wish to print it out for your records. We encourage you to begin using this now. 

## Some Jumped Ahead

The increase in CE hours does not start until October 1, 2000, for the renewal of the 2003-2004 licenses. There is some misinformation getting around out there among the licensees. Please help clarify this as you talk with them. Everyone is required to have only 12 hours to renew this renewal period for the 2001-2002 license.



## CePc and PowerPoint Classes

Take advantage of these classes! Three instructors took the beginning PowerPoint class held on May 25 and can now deliver their enhanced classes using wonderful visuals. Right now, there is an Intermediate PowerPoint class scheduled for July 19. Between the printing of this edition of *The Educator* and its being received by you, 8-10 instructors will have attended the CePc instructor training on June 28. There is another CePc class scheduled for August 17. All classes are held at the Commission office but you can register for them through Auburn University at [www.auburn.edu/outreach/arectraining](http://www.auburn.edu/outreach/arectraining). You can also register online by going to the Commission's Web site at [www.arec.state.al.us](http://www.arec.state.al.us) and click on "training programs". The last two editions of *The Educator* have contained registration forms. Don't delay. Register now as class size is limited to 15 per session. 

## *Course Information Form*

**You must still submit your Course Information Forms by mail, fax, e-mail, or online PRIOR to the course being offered. This is important so that we can provide information to licensees who inquire about available courses. It is also important in the event of Commission audit.**

## The New Version of CePc

Please go to the Commission's Web site at [www.arec.state.al.us](http://www.arec.state.al.us) and download, free of charge, the new version of CePc. Those of you who are filing your course rosters and completion electronically are using the first edition of the program. We need for you to begin using the new version as it interfaces differently with our system and it will:

- Send you an automated response that your transmission has been received.
- Maintain your enrollment roster until course credit is given, no need to re-enter student names.
- Transfer your data file by Internet with just one click, no more e-mail attachments.
- Automatically store your files for Commission audit of records, no need to keep paper files.

It is available on CD-ROM from the Alabama Real Estate Commission for \$10. If you want individualized instruction on using the program, sign up for one of the Commission's classes. Remember, the plan is to go solely to electronic filing by January 1, 2001.

## Course Codes

Instructors: Be careful!! It is extremely important that you use the correct course code. Some of you have confused the regular classroom codes with the codes for distance education courses. Others are simply using the wrong course codes. Look at your charts again that you received in your package at last year's Annual Instructors' Seminar. We cannot stress enough the importance of being accurate with your coding.

## Code of Ethics

Remember: Code of Ethics is the only elective course which does **not** carry the 009 code. The correct course code is 201. This one is tracked separately in an effort to assist licensees in verifying credit to their local associations of Realtors.

## Distance Education Course Evaluation Form

Instructors: Make sure you are giving each student who takes Computer Based Training courses the Distance Education Course Evaluation Form. You should also be keeping evaluation data as well for your records as it will be required at the time of recertification. The Commission can provide you with the form in MSWord if you would like to have it e-mailed to you.

### *Annual Instructors Seminar*

Mark Your Calendars! Friday, **October 20, 2000**, is the date of our annual meeting. It will be held at the Auburn University Hotel and Conference Center.

## E-mail Addresses and Fax Numbers


The Commission is building a data base of instructor e-mail addresses and fax numbers. This way, we can quickly get information to the group. We are taking the information off the sheets you filled out at the last October's seminar. If you have had a change in either one, please contact Gloria Ingram at [ingram@arec.state.al.us](mailto:ingram@arec.state.al.us) or Anne Funderburk at [funderburk@arec.state.al.us](mailto:funderburk@arec.state.al.us) by August 1 and give them your revised information.

### *License Law on CD*



*The Alabama Real Estate License Law is now available on CD from the Alabama Real Estate Research and Education Center for \$10.00. The version you get will always be current as to laws and rules presently in effect at the time of purchase. Laws and rules that will become effective on October 1 will not be on the CD until then. CD's can be ordered from AREREC, The University of Alabama, Box 870221, Tuscaloosa, AL 35487-0221. Their e-mail address is [rerec@cba.ua.edu](mailto:rerec@cba.ua.edu) and their phone number is 205-348-4117.*

## Risk Management Manuals Required for Post License and CE

Now that the 3-hour required CE course in Risk Management is contained in the post license course, be reminded that students must have the required manual. This includes students in the post license course as well as those in the continuing education course. 



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▪ **Rule 790-X-1-.09 .11. Course Content for Continuing Education.**

The proposed amendment addresses the statutory increase in continuing education hours from 12 to 15 by increasing the elective hours from 6 to 9. The required 3 hours in Risk Management and the 3 hours in mandatory courses will remain the same. Paragraph (6) also contains a change for a rule citing which occurred as a result of rule re-numbering.

▪ **Rule 790-X-1-.44 .12. Continuing Education Course Approval and Requirements.**

The proposed amendment takes care of some housekeeping items regarding rule citings and terminology, verifies the course review fee for classroom continuing education courses as set forth in the

statute, requires that beginning on January 1, 2001, all instructors must file course enrollment and completion electronically to the Commission and removes the language which did not allow licensees to earn credit for courses already taken during the license period.

▪ **Rule 790-X-1-.42 .13. Exemptions from Continuing Education Requirements.**

The proposed amendment changes the continuing education hours from 12 to 15 to agree with recent statutory changes, deletes the 65 year old CE exemption and adds language to explain the grandfather clause for those exempt from CE as of 9-30-00.

▪ **Rule 790-X-1-.17. Disciplinary Actions for Instructors and Schools/Course Sponsors.**

The proposed amendment adds a paragraph to allow disciplinary action to be taken against an instructor for inappropriate language and behavior and changes a rule citing to agree with rule re-numbering.

▪ **Rule 790-X-1-.21. Distance Education Courses.**

The proposed amendment deletes the previous requirements of the rule except the requirement for ARELLO (Association of Real Estate License Law Officials) certification and adds an explanation of what is required for providers with ARELLO certified distance education courses to submit them to the Alabama Real Estate Commission for approval. ☐