

“BROKERAGE MANAGEMENT” INSTRUCTOR TRAINING—AUGUST 1, 2008

Roger Turcotte is a highly sought-after national speaker in the realm of real estate education. Roger's experience as a real estate agent and manager helped him create solution-based seminars that empower real estate managers and agents to sharpen their competitive edge. An ease with teaching and an engaging sense of humor enable Roger to provide seminars that are informative, enjoyable, and, ultimately, profitable. Roger has earned a reputation as a consummate real estate educator, with recognition by seminar students, agency owners, and REALTOR® associations throughout the United States.

Roger has authored the *Certified Negotiation Specialist* training course for Coldwell Banker Real Estate and co-authored published works such as the *High Performance Leadership Training Series* and *Buyer Representation in Real Estate*, Dearborn Real Estate Education, 3rd edition (2006). He was named Educator of the Year in 1993 for the New Hampshire Association of REALTORS® and REALTOR® of the Year for the Concord, New Hampshire Board of REALTORS®. Roger is a member of the NAR Professional Development Committee and holds the Distinguished Real Estate Instructor (DREI) designation with the Real Estate Educators Association (REEA).

The Brokerage Management instructor training will benefit attendees in several ways. First



ROGER TURCOTTE
DREI

of all, the content of the training will help you as brokers in your own companies. The more effective you are as a qualifying broker, the more successful your salespeople will be. Second, for those instructors who are currently teaching or plan to teach the 60 hour broker prelicense course, this training will provide valuable

information that can be used in Section 2 of the course. Also, experiencing the teaching style of a seasoned national instructor such as Roger Turcotte can allow you to identify some presentation techniques that can make your instruction more effective.

Completion of this course will provide six of the twelve hours needed to renew instructor approval in 2009. Remember, these hours are not interchangeable with CE hours that are needed to renew your broker's license. These CE hours are only applied toward the renewal of your instructor approval that will take place in August of 2009. The CE hours that will be applied toward your next broker's license renewal must be taken from other instructors and completed by September 30, 2008. Take advantage of this great training opportunity and acquire hours needed for instructor renewal. We look forward to seeing you on August 1.

DATE
August 1, 2008

COURSE
Brokerage Management

LOCATION
Alabama Real Estate
Commission Training Room

REGISTRATION
8:30 - 9:00 a.m.

TIME
9:00 a.m. - 4:00 p.m.

COST
\$95.00
(includes lunch and breaks)

REGISTRATION
All participants must register through Auburn University's Outreach Program Office. See the enclosed registration form for more details.

FUTURE INSTRUCTOR TRAINING OCTOBER 31, 2008 NEW RISK MANAGEMENT JIM LAWRENCE

The final instructor training of 2008 will be held on October 31 on the campus of AUM (Auburn University at Montgomery). This training is for the new Risk Management course. All instructors who desire to continue teaching Risk Management will have to attend. The facility at AUM will be able to accommodate all instructors who wish to attend. Go ahead and put that date on your calendar so you will be able to continue teaching Risk Management. If you are not able to attend this training, you will not be able to teach Risk Management until the next training is offered and that has yet to be scheduled. We look forward to seeing you there.

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REGISTRATION FORM

Brokerage Management

Sponsored by the Alabama Real Estate Commission

Presented by Roger Turcotte

Friday, August 1, 2008

9:00 a.m. – 4:00 p.m.

Held at the Training Room of the Alabama Real Estate Commission

1201 Carmichael Way, Montgomery, AL

REGISTRANT INFORMATION

Social Security Number _____

Name _____
LAST FIRST MI

Address _____
CITY STATE ZIP CODE

Phone _____ Fax _____

Email Address _____

NAME AND AFFILIATION PREFERENCE FOR NAME TAG

COURSE INFORMATION

Lunch will be provided.

(\$ 95) Brokerage Management – Received by July 18, 2008

(\$130) Brokerage Management – Received after July 18, 2008

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Outreach Program Office, 301 O.D. Smith Hall, Auburn University, AL 36849

WEB online at www.auburn.edu/outreach/arec

PAYMENT INFORMATION

Check Money Order MasterCard Visa Purchase Order

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 Outreach Program Office 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.

SUGGESTED DEADLINES FOR CE OFFERINGS



The deadline for CE will be here before you know it. Licensees are being reminded to complete CE requirements now and not wait until the last minute. Instructors also need to be

reminded to be smart when scheduling courses in September. Primary and secondary distance education providers need to consider establishing a deadline for selling courses to guarantee you have time to enter credit. Distance education courses can be more difficult to handle because the students are taking courses at their own pace and also being required to submit specific paperwork before receiving credit.

We offer the following suggestions to make this a smooth license renewal.

- Instructors of classroom courses should not schedule CE courses late in the month of September unless you are 100 percent confident that the credit will be entered by the

end of the day on September 30.

- Distance education providers (both primary and secondary) should establish a deadline for selling courses so no licensee will purchase a course a few days prior to the deadline and not be able to complete the course and have all documentation submitted in time to receive credit by the deadline.

- Distance education providers (both primary and secondary) should establish a deadline for students submitting their documentation for a completed course so there will be plenty of time to enter the course credit prior to October 1.

These suggestions are being made because of our experience with the last renewal in 2006. Many licensees completed distance education

coursework prior to the deadline, but the DE providers were unable to enter all of the credit by the end of the day on September 30. That resulted in hundreds of licensees being placed on inactive status even though they completed coursework prior to the deadline. All DE providers are encouraged to establish deadlines for selling courses and requiring courses to be completed and advertise those deadlines to all students.

Any licensee whose course credit is not entered prior to 12:00 a.m. on October 1, whether it is the fault of the licensee or instructor, will automatically be placed on inactive status and be required to pay a \$25 activation fee once the credit has been entered.

ORIGINAL SALESPERSON APPLICATIONS

Instructors, remember that students are depending on you for accurate information and advice when it comes to licensure. You are their main contact after they enroll in the salesperson prelicense course and someone they depend on for accurate information in the post license course. You need to make sure they understand what is needed for the real estate exam as they complete the salesperson prelicense course and that can easily be accomplished by providing a Candidate Handbook from AMP. You also need to make sure they understand what is needed for licensure as they complete the post license course.

Information regarding an original license can be found in Section 34-27-33(c)(2) and Rule 790-X-2-.03 of Alabama license law. This basically states the

following:

- An individual who holds a temporary license may not apply for an original license until the post license course has been successfully completed. All temporary licensees have 12 months to complete the post license course and apply for an original license.

- Any licensee who holds an active temporary license must complete the post license course and apply for an original license within six months of the first day of the month following the issuance of the temporary license. If the course is not completed and application for licensure made by the six-month deadline, the temporary license is automatically placed on inactive status and the licensee must meet the requirements before the twelve-month expiration date to prevent the



license from lapsing.

- Any licensee who holds an inactive temporary license has the entire twelve-month period to complete the post license course and apply for an original license.

As an instructor, you need to make sure your post license students understand this. It is actually a line item in Module VIII of the post license course outline requiring the instructor to mention the *Application for Real Estate Salesperson's Original License*. If offering the post

license course through distance education, it is sometimes a challenge to make sure students receive the Salesperson Original Application and are aware of the licensing process. However, all instructors must make sure all post license students are aware of the deadlines and encourage them to apply for an original license prior to the deadline, whether they hold an active or inactive temporary license. Every temporary licensee must apply for an original license prior to the twelve-month deadline or the license will lapse. **It is your responsibility as an instructor to provide each person in your post license course with a Salesperson Original Application.** It may be downloaded from the Commission's Web site by selecting *Forms and Applications* under the Quick Links.

GIVE CREDIT WHERE CREDIT IS DUE

If you are responsible for entering a licensee's course credit into CMap, license number verification is very important, especially as the renewal deadline approaches. While inputting course credit, make sure the correct name appears when you add a license number to the working set in *Manage Course Credit*. This should always be verified before you commit the information. Once your information is committed, it is no longer in your hands, and the Commission will have the credit on record as it was entered.

Failure to verify that the

correct license number is being entered could result in someone's license being placed on inactive status. In the past, credit has been entered under the wrong license number resulting in credit being given to the wrong person and a licensee not receiving the credit that he or she earned. If you discover that you have mistakenly entered credit under the wrong license number, please notify the Education Division immediately. Entering course credit incorrectly can cause serious complications for a licensee and can easily be avoided by double checking the license numbers and names you enter for course credit.



Remember, it is very important when entering credit in CMap that you do not let more than thirty minutes lapse between the time you log on and the time you click Commit or the information you have added to your working set will be lost and not transmitted to the Commission. Once you click Commit, the thirty-minute "window" starts over.

If you have any questions, contact the Education Division.

IT'S NOT OVER TILL IT'S OVER

This final three months of the license period will bring with it a flood of continuing education classes as licensees rush to get their 15 hours before the September 30 deadline.

We have witnessed a situation twice now in the last month that we wanted to bring to the attention of all instructors so everyone will know how similar situations should be handled. The question that has arisen is, "When is a class over and do students have to stay if the class runs over the scheduled end time?"

The answer is that the class is over when the instructor dismisses the class, even if it runs over the three, six or nine hours that it was scheduled. We have seen students stand up and walk toward the doors or pull out their cell phones and other electronic devices at the moment the scheduled end time of the class is reached, regardless of whether the instruction has concluded. Although we urge all instructors to stay within the

*...the class is over when
the instructor dismisses
the class ...*



scheduled timelines of the course, we recognize that occasions may arise when an extra few minutes are needed to finish the point, answer a question or cover that one last concept. It is not unreasonable to ask all students to remain in their seats, abiding by the Student Attendance Participation Standards, until the instruction has concluded.

The Student Attendance Participation Standards are identified in **Rule 790-X-1-.14 (a)(b)** and clearly state that students shall direct his/her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction or distracting to either students or the instructor. This rule also states that as an instructor you may not submit course credit for students who fail to comply with these Student Attendance Participation Standards. So remember, the class is not over until the instruction is over and compliance is expected until the class has been dismissed.

DON'T FORGET YOUR CDEI!

Distance education instructors are reminded that in order to continue to offer distance education courses after September 30, 2008, you must obtain the CDEI (Certified Distance Education Instructor) certification. **This includes both primary distance education instructors who develop the courses and secondary distance education instructors who market the courses that are developed by primary providers.**

Instructors who do not obtain the certification by September 30 will not be allowed to offer distance education courses until they obtain the certification.

Instructors who currently do not teach distance education courses, but who would like to do so in the future, must first obtain the CDEI certification before submitting distance education courses to the Commission for approval.

The CDEI consists of two courses of approximately four hours each. Courses are available by going to www.idecc.org. Before enrolling, call the Education division to receive a code that will allow you to receive a discount on both courses.

Instructors who successfully complete both courses and submit the certification to the Commission will receive six hours of instructor CE credit to be applied toward the 2009 instructor renewal. No partial credit will be given for completing one of the courses.



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KEEP COURSE CREDIT HISTORY FILES

The Commission has always encouraged instructors to print the Course Credit History after entering credit for a class or individual student and keep this in the appropriate file. The purpose of this is to have a hard copy record for reference if questioned by the Commission or a student about a course credit entry.

It is very important to print this record immediately after the credit is entered because it will not always be displayed on the Web site. You cannot depend on being able to log in and view all course credit that has been submitted since October 1, 2004. When a licensee uses the credit that has been entered, it is automatically removed from the site. That is why it is so

important to print the credit history for your files.

Let's take a closer look at how this works. If a licensee takes coursework for license renewal, that credit will not be used until October 1 of the next renewal year. Therefore, it will stay in the system and on the Web site until then. However, you may have a licensee who is taking coursework in order to activate a license. That licensee may activate his/her license the day after credit is entered and the credit would then be archived and no longer appear on the Web site. If the instructor has not printed that credit prior to it being used, there will be no record available. Since instructors do not know if licensees are taking their CE courses for renewal or

activation purposes, it is very important to print the course credit history immediately after credit is entered.

The Commission's system is updated every morning at 3 a.m. making entered credit available for activation or renewal after that time. Therefore, it is a good rule of thumb to print the course credit history for all credit entered during a given day before that day ends. If you have further questions about this, feel free to call someone in the Education division.

