



THE EDUCATOR

a publication of the Alabama Real Estate Commission

JUNE 2025



INSTRUCTOR TRAINING COMING IN SEPTEMBER



Understanding the License Examination

Pearson VUE

Christopher Herbst and Nathaniel Hoffman will be offering “Understanding the License Examination,” which will involve explaining Pearson VUE’s development and offering of the real estate license examinations. Christopher is a Business Development Manager and Nathaniel is a Content Developer.

In addition to an explanation of Pearson VUE’s practices, the process of item writing will also be explained and demonstrated with the involvement of participants.

This training will provide 6 of the 12 hours needed to renew instructor approval this year. Remember, these hours are not interchangeable with CE hours that are needed to renew your real estate license. These CE hours are applied only toward the renewal of your instructor approval.

LOCATION: ALABAMA REAL ESTATE COMMISSION TRAINING ROOM

TIME: 9:00 A.M. – 4:00 P.M.

COST: \$149 FOR EARLY REGISTRATION AND \$199 FOR LATE REGISTRATION

Registration is available on Auburn University’s Office of Professional & Continuing Education website at auburn.edu/outreach/opce/re/arec.htm.

Instructors who are approved to offer CE courses only are **not** required to have the 12 hours of instructor CE to renew their instructor approval. These hours are required only for prelicense instructors.



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REGISTRATION FORM

Understanding the License Examination

Presented by Christopher Herbst & Nathaniel Hoffman

Friday, September 26, 2025

9:00 a.m. – 3:30 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.

- ☐ (\$149) *Understanding the License Examination*– Received by September 14, 2025
- ☐ (\$199) *Understanding the License Examination* – Received after September 14, 2025

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.

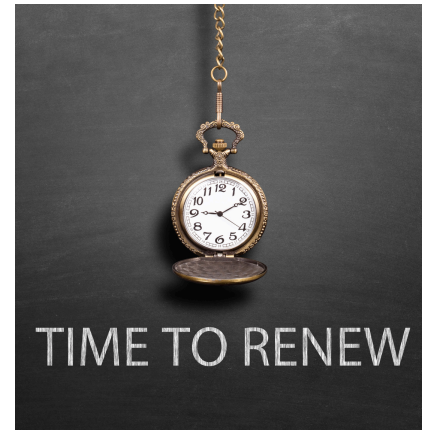
This program is designed to be accessible to all who wish to attend. Should you have a special need, please call 334.844.5100.

EDUCATION RENEWAL STARTS JUNE 15

2025 is a year for all education licenses and approvals to be renewed. The renewal link will be available in *Online Services* on **June 15**, and you should receive an email addressing all renewal requirements prior to that date.

Please keep in mind that all instructors, administrators, schools, and courses must be renewed prior to **October 1**. Any license or approval that is not renewed will automatically be placed on inactive status.

The final deadline for education renewals is **December 31**. Any license or approval not renewed by that date will lapse.



COURSE SEARCH UPDATE

The Course Search on the Commission's website has been updated. This will not affect how you enter course information in CMap. It simply changes the use and appearance of the Course Search. Please test the revised Course Search by searching for your own courses. **Make sure your school's website link is working.** Previous bookmark links to the old Course Search may be saved and result in an error message, so you may need to remove those. If the link is not working, you can contact the Education Division to have it updated.

DOUBLE CHECK

Links to the Commission's Website

Please check all links on your website and in your courses to make sure they are active and correct. We have been told that some links for ID Number Registration are not working.

Courses in CMap

Please check all courses that you are currently offering and courses that have been scheduled to make sure they are all entered into CMap and advertised in Course Search on the Commission's website.



SCHOOL BOND RENEWAL

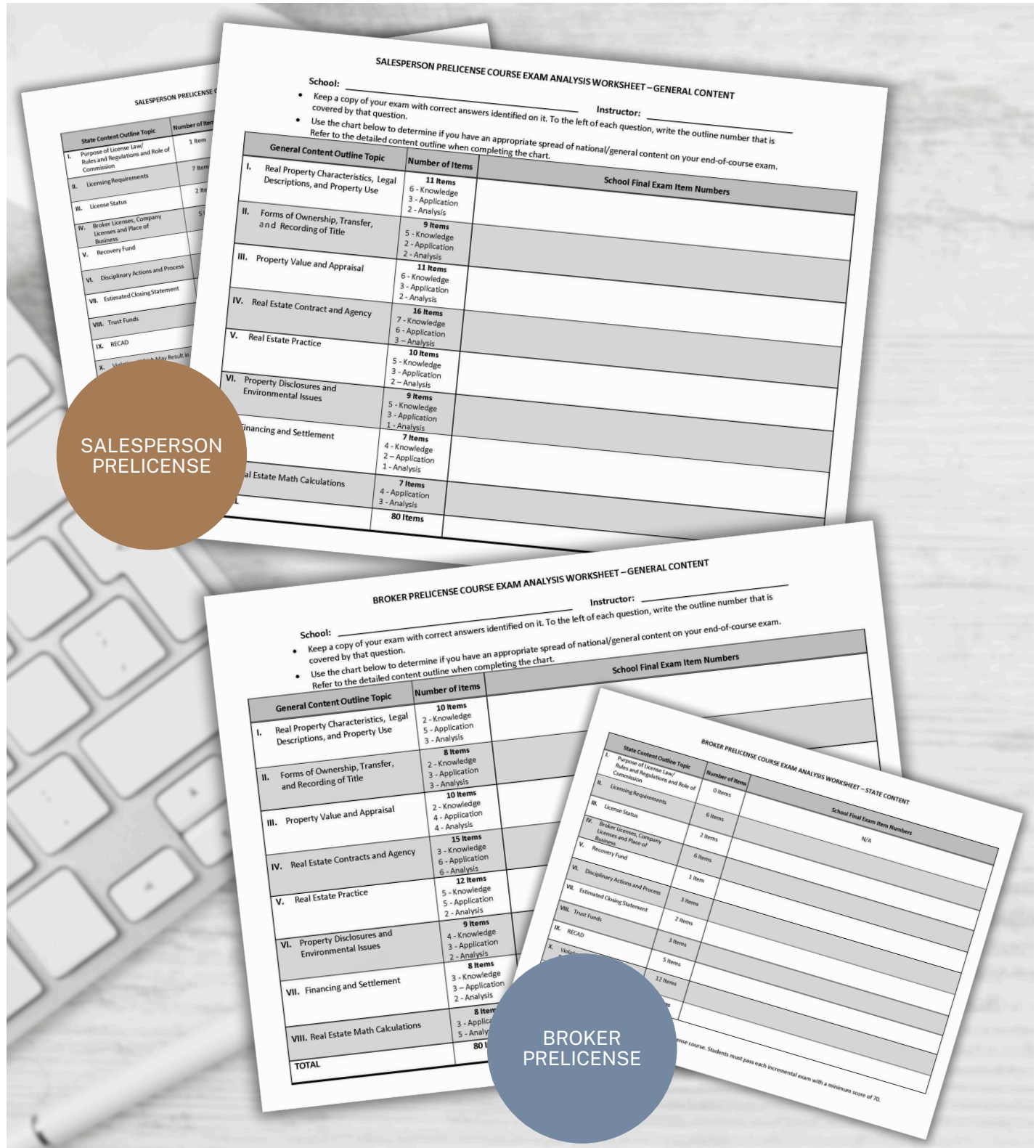
Please remember that all licensed schools, i.e. those offering any prelicense and/or post license courses, must send either a new bond form or a continuation certificate by the bond's expiration date. Section 34-27-6(c) of Alabama License Law gives a 10-day grace period. After this period, the licenses of the school and all branches will be suspended until we receive proof of bond renewal.

Please remember also to ensure that the Alabama Real Estate Commission is listed as trustee. Sometimes, surety companies list the Alabama Community College System or the Alabama Department of Post-Secondary Education as trustee. The bond form can be accessed via [Professionals/Education/Education Resources/Applications](#) on the Commission's website.

If you have questions, you can contact [Brittini Jones Anderson](#) in the Education Division.

PRELICENSE COURSE EXAM ANALYSIS WORKSHEETS

Prelicense Course Exam Analysis Worksheets have been used by several instructors with outstanding results! These forms allow you to modify your prelicense course exams to match the content and content spread of the license exam for general and state content. There is now a Broker Prelicense Course Exam Analysis Worksheet in addition to the Salesperson Prelicense Course Exam Analysis Worksheet. Please use these updated worksheets to make sure your course exams reflect the content of the current license exam outlines. Creating prelicense course exams that mirror the license exam is a solid strategy to prepare your students to pass the license exam. These exam analysis worksheets are now available in [Instructor Resources](#) on the Commission's website.



REFERRAL ADVERTISING REMINDER



Some primary distance education providers allow companies, schools, and individuals to act on a referral basis and advertise courses. The Commission has discovered that some referral advertising is inconsistent and may not identify the actual provider of the online courses. It appears as if the organization referring the course is also the actual provider of the course, which is not correct. Please remember to use the following statement to be clearly displayed on the websites and/or written advertisements of all referral entities.

(School/Brokerage) has an agreement with (DE Provider) to promote online course information to consumers and real estate licensees. (School/Brokerage) is not the developer of these courses and is simply providing a referral. Any questions regarding course content or course technology should be directed to (DE Provider).

If the organization is an actual school that also offers live courses, there needs to be a separation and differentiation between the courses that are actually taught at the school and those that are simply promoted or marketed as a referral by the school. **Also, please make sure the information on these websites is correct. We have seen outdated information that can mislead and confuse future students.**

Please contact the companies/schools/individuals with whom you have a referral agreement and have them make the necessary changes to their websites to include the required statement and correct licensing information.

SCHOOL RECORDS REMINDER

School records may be kept electronically or on paper. Remember to keep the following school records for a minimum of four (4) years:

Continuing Education

- Attendance documentation including sign-in sheets for classroom courses that include course title, instructor, date, and time
- A Course Credit History for each class for course credit documentation

Prelicense (Salesperson and Broker)

- Attendance documentation including sign-in sheets for classroom courses that include course title, instructor, date, and time
- Licensing Process and Deadlines forms signed/initialed by students and signed by the instructor
- Exam answer sheets for each student
- A Course Credit History for each class for course credit documentation
- Copies of course exams

Post License

- Attendance documentation including sign-in sheets for classroom courses that include course title, instructor, date, and time
- Licensing Process and Deadlines forms signed/initialed by students and signed by the instructor
- Exam answer sheet and/or project evaluation form for each student
- A Course Credit History for each class for course credit documentation
- Copies of course exams and project criteria sheets

If you have questions, please contact [Julie Norris](#) or [Cassandra James](#).





QUESTION:

How do I renew elective CE courses that I teach?

ANSWER:

Elective CE courses that are currently approved will be available for renewal by logging in to Online Services beginning June 15. Each elective CE course outline will be provided and must be reviewed and updated to show the information that is currently being taught. These outlines are used by the Commission when auditing courses and must be current.

REMINDERS

June

15	Online Education Renewal Begins
19	Commission Office Closed
20	AREEA Instructor Development Workshop
26	Commission Meeting

July

4	Commission Office Closed
24	Commission Meeting
29	REEA Conference in Myrtle Beach, SC (July 29-August 2)

August

21	Commission Meeting
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September

1	Commission Office Closed
4-4	New Instructor Orientation
18	Commission Meeting
26	Instructor Training with Pearson VUE
30	Education Renewal Deadline

Dates and events are subject to change.



EDUCATION SNAPSHOT FEBRUARY 2025 - MAY 2025

Salesperson Examination

Overall

Taken – 1,451
Passed – 791
Overall Passing % – 54.5

First Time

Taken – 859
Passed – 602
First Time Passing % – 70.1

Broker Examination

Overall

Taken – 213
Passed – 92
Overall Passing % – 43.2

First Time

Taken – 107
Passed – 56
First Time Passing % – 52.3

Reciprocal Salesperson Examination

Overall

Taken – 249
Passed – 214
Overall Passing % – 85.9

First Time

Taken – 211
Passed – 183
First Time Passing % – 86.7

Reciprocal Broker Examination

Overall

Taken – 128
Passed – 100
Overall Passing % – 78.0

First Time

Taken – 102
Passed – 85
First Time Passing % – 83.3



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