

The Educator

Risk Management: That Delicate Balance

May 4 Instructor Training

Featuring Jim Lawrence

EDUCATION

Proposed Rule Amendment

School Files Are Falling Short

Current Snapshot

CALENDAR OF EVENTS

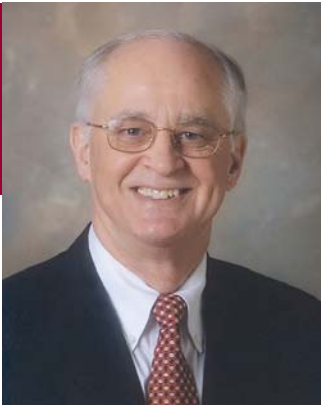
AREEA Spring Fling & Instructor Training

March 29-30 - Alabama Real Estate Commission Office

Featuring AMP Psychometrician Danny Breidenbach and Alabama Real Estate Commission General Counsel Charles Sowell. The cost is \$49 for AREEA members and \$59 for non-members. To register, contact Debbie Coe at 334.657.7827.

MAY 4 INSTRUCTOR TRAINING

RISK MANAGEMENT: THAT DELICATE BALANCE



Jim Lawrence
Education Director
Alabama Center for Real Estate

Once again, Jim Lawrence will be offering training for those who need preparation to teach the Commission's required course entitled *Risk Management: That Delicate Balance*. The Commission has approved new instructors since the last Risk Management training was offered and other instructors may want to attend in order to be reminded of some effective methods of course delivery from the course author. Prelicense instructor applicants who are in need of points may attend as well. This instructor training is the first to be offered for the instructor renewal that will take place in 2013.

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 that will take place in 2013. Take advantage of these great training opportunities and acquire not only hours needed for instructor renewal but also valuable information and knowledge that can be used in the classroom.

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 (includes lunch and breaks)

All participants must register through Auburn University's Outreach Program Office. Use the registration form or register online at auburn.edu/arec.

IMPORTANT

The Risk Management course requirements are being changed through License Law rule amendments and new instructor training will be required in October. Therefore, those who attend the training on May 4 in order to teach Risk Management for the current license renewal must also attend the future training in order to continue teaching Risk Management after it has been revised. More information on the revised Risk Management courses will be provided in Education Essentials emails and in the next Educator newsletter.

REGISTRATION FORM

Risk Management: That Delicate Balance

Sponsored by the Alabama Real Estate Commission

Presented by Jim Lawrence

Friday, May 4, 2012 9:00 a.m. – 4:00 p.m.

1201 Carmichael Way, Montgomery, AL

Alabama Real Estate Commission

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) *Risk Management: That Delicate Balance*– Received by April 20, 2012
- (\$130) *Risk Management: That Delicate Balance*– Received after April 20, 2012

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/arec

PAYMENT INFORMATION

- Check Money Order Purchase Order
 MasterCard Visa 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.

Proposed Amendment to Rule 790-X-1-.11(1)(2)

The following information explains proposed changes to license law that have not yet been approved and will not take effect when approved until October 1, 2012. This is just the beginning of the amendment process and these proposed changes can be altered during the process. More information will be forthcoming to all licensees regarding this rule amendment. However, this article is being provided to educators so you will know what the proposed changes involve and will be able to answer questions and stop any rumors that may have been started.

The proposed changes involve the following rule:

Rule 790-X-1-.11(1)(2) Course Content For Continuing Education

Beginning October 1, 2012, three (3) clock hours in *Risk Management: Avoiding Violations* will be required for all brokers and salespersons. Also, another three (3) clock hours in Risk Management will be required. All brokers must take the *Risk Management for Brokers* course. Salespersons can take the *Risk Management for Salespersons* course, *Risk Management for Brokers* course, or another Risk Management course that has been approved by the Commission. The remaining nine (9) hours of continuing education can be any approved course. These courses must be taken and on a licensee's record for the license renewal in 2014. Instructor training for these new courses will be offered in October. **The current *Risk Management: That Delicate Balance* course is still applicable for the license renewal this year and should still be taught until October.**

These are proposed changes to the rule. They are subject to change during the amendment process and are not official. Information will be presented to all licensees at the appropriate time for comments. This has been presented to instructors and school administrators so proper understanding will take place.

To view and/or download the rule amendments in their entirety, go to the Commission's Web site at arec.alabama.gov. The link can be found in the scrolling marquee entitled "News and Events."

CALENDAR OF EVENTS

March

23 Commission Meeting - Montgomery

29-30 AREEA Meeting - Montgomery

April

11-14 ARELLO Midyear Meeting - Austin, TX

22-24 Auburn Education Fair - Auburn

23 Confederate Memorial Day (Commission Office Closed)

26 Commission Meeting - Montgomery

May

4 Instructor Training - Montgomery

24 Commission Meeting - Montgomery

28 Memorial Day

EDUCATION CURRENT SNAPSHOT

Prelicense/Post License Instructors **141**

Continuing Education Instructors **187**

Licensed Schools **60**

Approved Schools **94**

Salesperson Examination (July-December 2011)

Taken - **684**

Passed - **294**

Overall Passing % - **43.0**

1st Time Passing % - **54.9**

Broker Examination (July-December 2011)

Taken - **76**

Passed - **62**

Overall Passing % - **81.6**

1st Time Passing % - **89.1**

Reciprocal Salesperson Examination (July-December 2011)

Taken - **145**

Passed - **136**

Overall Passing % - **91.2**

1st Time Passing % - **92.1**

Reciprocal Broker Examination (July-December 2011)

Taken - **56**

Passed - **49**

Overall Passing % - **87.5**

1st Time Passing % - **88.2**

PUBLIC HEARING ON PROPOSED RULE AMENDMENT

There will be a public hearing on proposed rule amendments at the Commission meeting to be held on Thursday, April 26, 2012 at the Alabama Real Estate Commission at 9:00 a.m. Comments can be presented at the public hearing or by written comments.

Address any written comments to D. Philip Lasater, Executive Director, Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama 36106. Comments may also be faxed to 334.270.9118. The deadline for written comments is 4:30 p.m. on May 4, 2012. The final decision will be made after hearing and studying all comments.

SCHOOL FILES FALLING SHORT

Many school audits conducted during 2011 revealed recordkeeping deficiencies. Records are a vital part of your school administration and may be subpoenaed by Commissioners to verify a person's real estate education. Failure to keep the required records can result in a formal complaint leading to a reprimand, a suspension, a fine, and/or a revocation of your school or instructor license. This article will specify exactly what school records need to be kept and offer some recordkeeping suggestions to help you efficiently maintain all required school records. The following records are required:



PRELICENSE (SALESPERSON/BROKER)

Registration
Attendance (Sign-in Sheets)
Exam Answer Sheet
CMap Verification (Course Credit History)
Licensing Process & Deadlines (Effective March 1, 2009)
Certificates of Completion (Prior to October 1, 2009)

RECIPROCAL (SALESPERSON/BROKER)

Registration
Attendance (Sign-in Sheets)
CMap Verification (Course Credit History)
Reciprocal Licensing Process and Deadlines Form

POST LICENSE

Registration
Attendance (Sign-in Sheets)
Exam Answer Sheet and/or Project Evaluation Sheet that includes specific criteria
CMap Verification (Course Credit History)
Licensing Process and Deadlines form (Effective March 1, 2009)

CONTINUING EDUCATION

Registration
Attendance (Sign-in Sheets)
CMap Verification (Course Credit History)

You may use electronic files if they are actual scanned

documents. For example, you may scan and file a student's signed *Licensing Process and Deadlines* form; however, you cannot just indicate in a computer file the date the form was given to the student or returned to you by the student.

FILING SUGGESTIONS

Only you can determine what recordkeeping system works best for you, but here are a few suggestions:

- Include course name, class date, and session time on each sign-in sheet.
- Label all folders/files clearly.
- Review files after each course to verify that you have all required documentation.
- Organize continuing education classes by date.
- If students attend a class for which they did not pre-register, get registration information for your files from them as they arrive.
- Instructors and administrators should communicate clearly prior to a continuing education course offering to determine who will handle specific responsibilities such as sign-in sheets, handouts, and registration. The sponsoring school must keep required records.
- Read all *Education Essentials* emails and *The Educator* newsletter carefully to stay updated on records requirements.

Call the Education Division at 334.242.5544 and ask for Julie Norris or Pam Oates if you have any questions.

QUESTION: Does the Real Estate Commission issue a license to appraisers, auctioneers, home inspectors, homebuilders, and mortgage brokers?

ANSWER: No, the Real Estate Commission does not license any of these occupations. Individuals call the Commission asking for information that is provided by these agencies. Instructors may receive similar questions or requests. Such information can be obtained by contacting the following state agencies:

APPRAISERS

Alabama Real Estate Appraisers Board
www.reab.state.al.us
334.242.8747

HOME INSPECTORS

State of Alabama Building Commission
www.bc.state.al.us
334.242.4082

MORTGAGE BANKERS

State of Alabama Banking Department
www.bank.state.al.us
334.242.3452

AUCTIONEERS

Alabama State Board of Auctioneers
www.auctioneer.state.al.us
334.269.9990

HOME BUILDERS

Home Builders Licensure Board
www.hblb.alabama.gov
334.242.2230