

The Educator

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Risk Management Instructor Training Scheduled April 20

Jim Lawrence will be presenting the Risk Management training for instructors desiring to teach the required Risk Management courses. This training is open to individuals who have been approved as instructors since the last Risk Management training as well as individuals who attended a previous Risk Management instructor training but may want to attend as a refresher and still get

instructor CE credit for the next education renewal.

Jim Lawrence is a real estate teacher/consultant/independent contractor who has served as president of a successful real estate company and assisted the Commission in developing outlines for required CE courses. He will offer the Risk Management training for instructors wishing to offer one or more of the required Risk Management courses.

Completion of this training will provide six of the twelve hours needed to renew instructor approval in 2019. 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.

All participants must register through Auburn University's Office of Professional & Continuing Education (OPCE).



DATE	April 20, 2018
COURSE	Risk Management Instructor Training
LOCATION	Alabama Real Estate Commission Training Room
REGISTRATION	8:30 a.m.–9:00 a.m.
TIME	9:00 a.m.–4:00 p.m.
COST	\$129 (includes lunch and breaks)

AREEA Instructor Training CREI Part 3: Change and Connect March 30, 2018

Karel Murray will be presenting the third and final CREI instructor training for individuals desiring to have AREEA's CREI certification. CREI Parts 1 and 2 have already been offered and all three classes must be taken in sequential order to receive proper credit for the CREI certification. Completion of this training will provide six of the twelve hours needed to renew instructor approval in 2019. **Register through AREEA's website at www.alabamareea.org.**

DATE	March 30, 2018
COURSE	CREI Part 3: Change and Connect
LOCATION	Alabama Real Estate Commission Training Room
REGISTRATION	8:30 a.m.–9:00 a.m.
TIME	9:00 a.m.–4:00 p.m.
COST	\$99 (for AREEA members)

REGISTRATION FORM

Risk Management Instructor Training

Presented by Jim Lawrence

Friday, April 20, 2018

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) **Risk Management – Received by April 6, 2018**

(\$159) **Risk Management – Received after April 6, 2018**

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.

Alabama Examination Candidate Handbook

The Commission has received phone calls and emails from prelicense students who completed all course requirements and

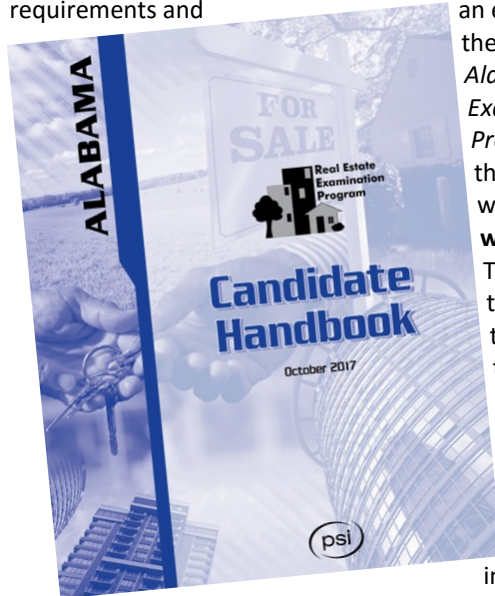
will have the information they need. Second, a prelicense instructor can show students how to access an electronic copy of the handbook in the *Alabama Real Estate Examination Program* section on the exam provider's website at www.goamp.com. That will provide all the information they will need. It's that simple.

Please provide prelicense students with this important license examination information either

in print or online. It will help them answer so many questions and reduce the stress of the examination.

have no idea of the next step in the license process. This is important information that instructors should share with prelicense students. The best way to share it is to provide a Candidate Handbook from PSI. The handbook contains the examination outline, sample questions, license requirements, the examination fee, how to schedule an examination, etc. This handbook can answer a plethora of student questions.

The Candidate Handbook is available in two ways. First, multiple printed copies of the handbook can easily be ordered from PSI and sent to a prelicense instructor **AT NO COST**. Contact information to place an order can be found on the first page of the Candidate Handbook. Just order enough handbooks to give to each student in each prelicense course and they



Examination Deadline Reminder

The deadline for passing license examinations has been reduced from one year to six months. The deadline has never caused a problem for broker and reciprocal license applicants because they take the examination as soon as they complete the education requirement. However, it seems that some salesperson license applicants delay the examination so they can "recover from the prelicense course". Statistics have shown that a large majority of examinees perform better on the license examination if they take it within one month of prelicense course completion.

We know that instructors are not able to control when students take the license examination. However, it can help students make the

correct decision if instructors encourage them to take the examination within one month of course completion. This will not guarantee a passing score, but it is the best time to take the examination since the course information is fresh on their minds.

Also, prelicense instructors can monitor examination results and know who is passing and failing. This will also reveal students who have not taken the examination. Encourage your students to take the license examination as soon as possible after prelicense course completion. It can contribute toward passing examination scores for them and higher pass rates for your school.

Examination Pass Rate Requirements

Even though the examination pass rates have improved over the past 3-4 years, there are still some schools that have extremely low pass rates. Some schools have a first-time pass rate over 80% and other schools have a first-time pass rate below 40% with the same average number of students.

Action has been taken in recent years identifying schools with an examination pass rate below a specific percentage and focusing on those schools for one or two years. A decision has now been made to monitor all schools on a continuous basis to make sure examination pass rates improve to an acceptable average and are **maintained** at that level.

Beginning July 1, 2018, the Commission will look back at the previous 12 months of both first-time and overall pass rates as were published on our website. The Commission will check examination statistics on a monthly basis. Schools that show low examination pass rates for more than four months in a 12 month period will be subject to an audit and investigation. The investigation will determine if a formal complaint will be filed for a hearing before the Commission. Instructor CE trainings will continue to be offered along with a pass rate training offered annually for anyone interested in discovering different ways to teach and be more effective.

These steps are being taken to improve a problem we have identified and which is also of concern to Alabama's Examiners of Public Accounts. Consistency in examination pass rates will be required and must be developed instead of allowing schools to slightly improve a pass rate average and then let it drastically decline within a few months.

How Did My Students Perform on the License Exam?



There are prelicense instructors who ask the Commission how to keep track of student performance on the license examination when students will not share their results. The Commission shared Education Essentials emails regarding login access for an instructor to see the examination statistics for students on September 17, 2015 and June 2, 2017.

PSI is providing login access for Alabama prelicense instructors to access their students' examination performance at any time. Just go to www.goamp.com and select **Portals** at the top of the screen. A list of portals will appear on the left side of the screen. Select **School User** to access the login screen. Enter the username and password

provided by PSI to access any period of time for your students' examination results. This can be used to help students before they fail the examination too many times and negatively affect your school's pass rate. In fact, only one or two students can cause a severe decline in a school's pass rate if they fail the examination too many times. We have seen statistics showing one student who failed the examination 11 times without the instructor being aware of it.

If you have not yet requested a username and password, send an email to portalsupport@psionline.com or call 800-345-6559 and ask to be forwarded to the correct person to request a username and password.

CMap Student Instruction Sheet

Rule 790-X-1-.12(12) in Alabama License Law states "*Instructors and schools shall provide each student in any approved continuing education class with instructions on how they can check continuing education credit and electronically submit a course evaluation on the Commission's website.*"

The *CMap Student Instruction Sheet* is available on the Commission's

website in *Education Resources* and can be used to satisfy this requirement. Course audits reveal many instructors are not providing this information to students. Basically, either make copies of the *CMap Student Instruction Sheet* to give to students or remember to tell them how they can log in on the Commission's website to check the CE credit they receive for a course and leave a course evaluation.

Current License Law Availability

Alabama License Law is important for all licensees, but it is very important for instructors who are teaching students in prelicense courses. Teaching outdated information can contribute toward poor performance on the license examination. Keeping current with statute changes and rule amendments can be accomplished in several ways:

- Pay attention to Commission emails and public announcements during a rule amendment process.
- Use *Instructor Resources* to access past rule amendments showing the changes that were made.

License Law Amendments

- Rule Amendments 2017
 - Rule Amendments 2016
 - Rule Amendments 2012-2014
- Do not rely **solely** on the printed License Law book since it is not updated and published every year.
 - Use the Commission's website to access current License Law.

Stay current with Alabama License Law to make sure correct information is being taught in prelicense, post license, and continuing education courses.

CMap's Manage Course Schedules

The Commission has received several calls recently from Administrators of schools asking for forgiveness after a continuing education course was offered without being set up in *CMap's Manage Course Schedules*. When a course is originally scheduled and added to the school's calendar, it should immediately be entered in *CMap* as well. Not only does this advertise the course to all licensees and provide information to the Commission for a possible course audit, it is a requirement in Rules 790-X-1-.06(3) and 790-X-1-.12(5) of License Law.





QUESTION

How long does it take the Commission to get results with the new digital fingerprinting process?

ANSWER

The Commission should receive the national criminal history background report within 2-3 days after fingerprints have been scanned. License applicants are advised to mail their license applications at the time they get their fingerprints scanned. No license will be issued prior to the receipt of results from the FBI's criminal history report.



The 2018 REEA Conference entitled "Flying High with Collaboration" will be held in sunny San Diego, CA in June. Take the opportunity to enjoy the west coast while meeting educators from across the country to share best practices, learn current and future trends, and discover how to apply this knowledge to become a better instructor. The conference will be held June 23-24. Specific Instructor

Development Workshops (IDW) will be offered June 21, 22 and 25. Visit www.reea.org and review conference information under the **Events** heading.

The Commission will grant six hours of instructor CE credit for each IDW that is attended and will also grant twelve hours of instructor CE credit for attending all education sessions on June 23 and 24.



SALESPERSON EXAMINATION

Overall

Taken - 1,139
Passed - 551
Overall Passing % - 48.4

First Time

Taken - 620
Passed - 381
First Time Passing % - 61.5

BROKER EXAMINATION

Overall

Taken - 77
Passed - 73
Overall Passing % - 94.8

First Time

Taken - 71
Passed - 67
First Time Passing % - 94.4

RECIPROCAL SALESPERSON EXAMINATION

Overall

Taken - 67
Passed - 60
Overall Passing % - 89.6

First Time

Taken - 60
Passed - 54
First Time Passing % - 90.0

RECIPROCAL BROKER EXAMINATION

Overall

Taken - 46
Passed - 40
Overall Passing % - 87.0

First Time

Taken - 40
Passed - 34
First Time Passing % - 85.0

2018 CALENDAR OF EVENTS

MARCH	22	Commission Meeting—Cullman
	29	AREEA Meeting—Commission Offices
	30	AREEA CREI3 Instructor Training—Karel Murray
APRIL	19	Commission Meeting—Montgomery
	20	Instructor Training—Jim Lawrence
	23	Commissioner Offices Closed—Confederate Memorial Day
MAY	24	Commission Meeting—Montgomery
	28	Commission Offices Closed—Memorial Day
JUNE	4	Commission Offices Closed—Jefferson Davis' Birthday
	21	Commission Meeting—Montgomery
	21-25	REEA Conference—San Diego, CA