



## Instructor, Course, and School Renewals

It will soon be time for education renewals again. Everyone was introduced to online renewals for instructors and schools in 2003. Some improvements have been made and will be revealed for this renewal. More information regarding those changes will be coming.

**INSTRUCTOR AND SCHOOL RENEWAL:** Every instructor must renew his or her own approval in order to remain on active status and continue

teaching after October 1. Students and licensees may not receive credit for any course taught by an inactive instructor. Both instructor and school renewals must be done online. School administrators must renew the school approval using the school's license number. If any school is unaware of who is on the Commission's record as the school administrator, contact the Commission's Education division. Beginning October 1, 2005, instructors may teach courses for credit only at schools whose approval has been renewed.

**COURSE RENEWAL:** Instructors must renew all courses they intend to continue offering in the next license period. Instructors will be able to go online and see a list of the courses they are currently approved to teach. However, they may not renew the courses online. Instructors

will print a list of the courses they wish to renew and mail this list to the Commission along with the appropriate fee, revised content outline, course objectives, and learning strategies. Of course, prelicense, post license, and risk management courses are exempt and require no outline or fees.

**LOCATING LICENSE NUMBERS:** Instructors or school administrators who are not sure of the exact license number to be used can utilize the "License Search" feature on the Commission's Web site. On the license search screen, put in the **first name only** of the school and choose your school from the resulting list.

**FEES:** Instructors who are approved to teach must pay the fee that is identified in individual records. The instructor renewal fee for instructors approved to teach

prelicense and post license courses is \$100. The instructor renewal fee for instructors teaching only continuing education courses is \$50. No fee is required for school renewal. The course renewal fee is \$50 per course.

**IMPORTANT DATES:** You will receive specific renewal instructions in June or July explaining exactly how the renewal process works and when online renewals will be available. Renewals must be completed no later than August 31 in order to have your approval active on October 1, 2005.

**QUESTIONS:** Contact the Education division at 334.242.5544.

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## Salesperson Prelicense Attendance

The 60 hour salesperson prelicense course consists of important information for individuals wanting to pass the real estate exam, so attendance is very important. However, over the term of the course, emergencies will occur preventing students from attending all 60 hours. Therefore, Rule 790-X-1-.06(i) states "Ninety (90%) percent course attendance in the prelicense and post license courses is required to successfully complete the course. Instructors may take a 10-minute break after each 50 minutes of instruction. Meals and other unrelated activities cannot be counted as part of the course hours." Students must attend a minimum of 54 hours of the salesperson prelicense course and 27 hours of the post license course. Now, one thing to keep in mind is the fact that 90% attendance refers to content as well as hours. If a student misses some classes and needs to make them up to acquire the number of hours necessary for successful completion, he/she may not attend a class session that repeats content already taken.

Instructors, it is up to you to verify all students take the hours necessary for successful completion and do not repeat course content already taken. How can you do this? It can easily be done using your sign-in sheet for recording attendance. Your course should be organized to the point where you know what you are going to cover each session. Include the topic or lesson number on the sign-in sheet along with the date. This method will allow you to identify any student who has signed in and taken the same session multiple times. Record keeping is very important and we encourage you to pay attention to the students who are attending your courses and identify those who are habitual skippers or leave early on a regular basis. Remember, successful completion of a course as stated in real estate license law includes 90% attendance of course content as well as hours.

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## Rule Change to 790-X-1-.06(7)

*The change to Rule 790-X-1-.06(7) reads, "Salesperson applicants must pass the examination within 24 12 months immediately following the date of completion of the 60 clock hour prelicense course approved by the Commission. Salesperson applicants who fail to meet this requirement shall be required to again successfully complete the prelicense course."*

*Salesperson applicants now have only 12 months (1 year) after course completion to pass the state exam. This means that the actual date of testing and receiving of a passing grade must be within 12 months (1 year) of the reported course completion date. This change applies only to people who started the salesperson prelicense course on or after October 1, 2004. For people who started the salesperson prelicense course prior to October 1, 2004, they will have the full 24 months between the time of course completion and passing the exam.*

## Course Evaluations

The Alabama Real Estate Commission is very interested in the quality of instruction that is being offered in the state. One method of obtaining this information is through course evaluations. In the past, course evaluations for all courses had to be faxed or mailed to the Commission. Now that CMap has been introduced, electronic evaluations are available for all courses except the salesperson prelicense course. License law requires instructors to give students instructions on how they can electronically submit course evaluations to the Commission. Here is what you need to tell students regarding electronic evaluations...

There is an electronic course evaluation available on the Real Estate Commission's Web site. You may access the Commission's Web site at [arec.state.al.us](http://arec.state.al.us).

Click on CMap under the Quick Links on the home page and select Licensee Login. You must enter your license number, last four digits of your social security number, and date of birth to log in. You will see a list of courses that have been submitted for course credit and you have the ability to evaluate a course up to 30 days after the end date. Rule 790-X-1-.12(7) says, "Each licensee shall be responsible for checking the Commission Web site two weeks after course completion to ensure course credit has been accurately reported. If it has not been accurately reported, it is the licensee's responsibility to contact the instructor or school and have the correct information sent to the Commission."

Paper evaluations are to be used only for the salesperson

prelicense course since the student does not yet have a license number. These paper evaluations must be given to every student along with instructions to have them sent in to the Commission. A prelicense course evaluation form can be downloaded from the Commission's Web site in the Education Forms and Applications section.

In summary, the only paper evaluation that should be given to students for submission to the Commission is the revised evaluation for the salesperson prelicense course now available under Education Forms and Applications on the Commission's Web site. Evaluations for all other courses must be submitted electronically through CMap using the directions previously stated. Please make sure your students understand this.

## Alabama Real Estate Educators Association

AREEA (Alabama Real Estate Educators Association) held its spring meeting in Biloxi on April 6 and 7. Members heard recommendations from various task forces and received an update from the Commission Education staff. Members also approved AREEA bylaw changes which included changing the beginning date for terms of office to July 1. This change was made to bring the state chapter in line with the national organization.

Members elected officers for 2005-2006. Elected were President **Emil Ankermiller** from Boaz; President-Elect **Bo Goodson** from Montgomery; Vice President **Anne Powell** from Mobile; Secretary/

Treasurer **Lucinda Cannon** from Opelika; Directors **Donnis Palmer** from Gulf Shores, **Ginny Willis** from Birmingham, and **Harriett Isaacson** from Birmingham.

The national organization, REEA (Real Estate Educators Association), will hold its annual meeting in Myrtle Beach, South Carolina from June 19-22. More information about this meeting may be obtained by going to the REEA Web site at [reea.org](http://reea.org).

If you are not an AREEA member and wish to join this chapter, please contact Anne Powell at 251.460.0330 or [annepowell@robertsbrothers.com](mailto:annepowell@robertsbrothers.com).

## Instructor Emails

The Commission's Education division has begun sending emails to instructors with important information that needs to be shared between issues of *The Educator*. This email is entitled "Education Essentials" and includes bits of information that we feel need to be sent to instructors immediately. In order for this to be successful, we need to make sure that all email addresses on record are current. If you have not received the "Education Essentials" email from the Commission prior to the reading of this article, please contact us so we can get your correct email address.

## Instructor Training August 17 and October 7, 2005



**Randy McKinney**

### **RISK MANAGEMENT INSTRUCTOR TRAINING August 17, 2005**

Alabama Real Estate Commission Training Room  
Montgomery, Alabama  
9:00 a.m.–4:00 p.m.

Cost \$95 (includes instructor manual)

Any instructor who did not attend the Risk Management Instructor Training session in Auburn last October must attend this training session in order to be approved to teach Risk Management. Others are welcome to attend for a refresher course. Registration information to come!



**Amy Chorew**

### **TECHNOLOGY INSTRUCTOR TRAINING October 7, 2005**

Mark your calendars. Amy's Technology session at last year's Annual Instructors Seminar received such great reviews, we are bringing her back for a full day program. Registration information to come!

## An Orderly Approach to the New Post License Course

The newly revised 30-hour post license course was designed with new licensees specifically in mind and became effective the first of the year. These individuals are expected to begin listing and selling property with very little if any knowledge of the actual process involved. As a result, a task force was organized to rewrite the post license outline in a way that would explain the process from beginning to end. Module One of the course deals with prospecting and developing a business plan. Both are very important in beginning a successful real estate career. The course proceeds through working with buyers and sellers, negotiating offers, writing the contract and closing the deal. This is a perfect chronology for the sales process. The Commission's original position was to require

all students to start at the beginning of the course in Module One and take the modules in order until the coursework is completed with



Module Seven. This would help new licensees better understand the process that is being taught and make them more efficient and effective in the field.

We then requested feedback from the task force plus other

instructors who have taught the post license course two or more times using the new outline. Upon receiving input, the Commission decided that

the course objectives could be met by allowing the students to enter the course at the beginning of any module. However, students may not enter in the middle of a module resulting in them missing the initial coverage of that subject matter. The post license course was designed to teach

the student how a transaction takes place from beginning to end. The goal of every post license instructor should be to guarantee all students leave the course with that understanding.

## School and Instructor Audits

*The Commission's Education Division has recently initiated audits of schools and instructors. These audits will be conducted on a random basis and it is our plan to eventually audit all schools and instructors. Audits will also be conducted based on complaints from students and licensees.*

*School audits will be scheduled in advance with the School Administrator. School Administrators may download from the Commission website a "School Audit Checklist" that will list all of the information needed during a school audit.*

*Instructor audits will not be announced in advance. Instructors may download from the Commission website a "Course Audit Checklist" that will explain the major areas that will be examined in the audit.*

*With the advent of audits, it is more important than ever that all courses be placed in CMap at least seven days prior to the start of the course. Schools and instructors should be aware that the Commission may deny credit to those attending courses that are not placed in CMap prior to being taught.*



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## Student Record for Continuing Education

As you are aware, this is the form that every licensee must complete and submit to the course instructor/sponsor for every continuing education class taken between October 1, 2004 and September 30, 2006. **These should be kept in a file at the school that sponsored the course, not sent in to the Commission.** This is done to determine whether credit is submitted through CMap or if a certificate of completion needs to be given to the licensee. The first student record was distributed at the Annual Instructors Seminar in Auburn on October 22, 2004. It was updated in December of 2004. There were two options from which to choose: one regarding first time activation of the 2005-2006 license and the second regarding renewal for the 2007-2008 license period. A revised student record is now available on the Commission's Web site



(arec.state.al.us). This record contains three options to more clearly identify how continuing education credit should be awarded.

1. The first option is for active licensees who are taking the course to

renew their license for the 2007-2008 license period. Their course credit should be submitted through CMap.

2. The second option is for inactive licensees who renewed on active status in 2004 but were placed on inactive status after October 1, 2004. Their CE

applies toward renewal of their license for the 2007-2008 license period and should be submitted through CMap because they have already taken the required 15 hours of continuing education courses to hold an active license in this license period.

3. The third option is for inactive licensees who are taking courses for first time activation of the 2005-2006 license. These licensees should be given certificates of completion for course credit instead of it being entered into CMap.

These Student Record Forms will be used only through September 30, 2006. After that, all CE credit will be reported through CMap. Make sure you are currently distributing the Student Record Forms and maintaining them on file so you will be prepared for a school audit when it takes place.

