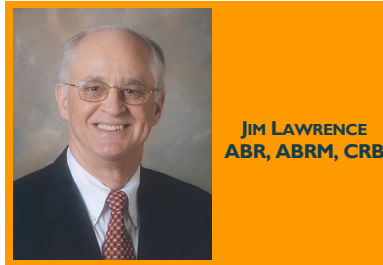


NEW "RISK MANAGEMENT" INSTRUCTOR TRAINING - OCTOBER 31, 2008

This training is required of all instructors who will teach Risk Management in the 2009-2010 license period. A new course has been written and instructors **MUST ATTEND** this training to receive approval to teach. The Risk Management textbook that has been used for the past several years will be taken out of circulation after October 31 and may not be used to satisfy the Risk Management CE requirement.



JIM LAWRENCE
ABR, ABRM, CRB

Once again, the Alabama Risk Management course will be required for license renewal in 2010. A new Risk Management course has been written, and approved instructors will receive training on this new course on October 31, 2008. The Risk Management course which was taught for the 2007-2008 license period will no longer be available after October 31, 2008. Only the new course will be available whether licensees are taking it to activate for the 2009-2010 license period or whether licensees are taking it for the purpose of license renewal in 2010. At the request of the Commission, the Alabama Center for Real Estate contracted with Jim Lawrence, educator and broker for LAH in Birmingham, to write the new Risk Management course. He has done so in consultation with Commission General Counsel Charles Sowell and Birmingham attorney Kelly May. The new course contains information on property disclosure (caveat emptor, disclosure statements, stigmatized properties, etc.), Alabama license law (RECAD), environmental hazards, contracts, anti-trust, fair housing, and 24 keys to reducing or minimizing risks.

The new course also contains case studies and four or five situations to discuss for each topic. This new course will be beneficial for all instructors and licensees.

Jim Lawrence has been involved in real estate since 1978. He became involved in the Birmingham Association of REALTORS® and was named REALTOR® of the year in 1989. He is currently the president of LAH Real Estate, Inc. in Birmingham. Jim is an approved real estate instructor and teaches prelicense and post license courses as well as continuing education courses that include several REBAC (Real Estate Buyer's Agent

Council) courses and his popular Troubleshooting 101 and 102 courses.

Completion of this course will result in the approval to teach the new Risk Management course and will also 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. Take advantage of this great training opportunity and acquire hours needed for instructor renewal.

2009 Instructor Training Opportunities

Plans are currently being made for instructor training in 2009. If you have not taken your 12 hours of instructor CE needed for renewal next year, we have some great opportunities. If you have already taken your minimum of 12 hours of instructor CE, you can still gain valuable information and knowledge by attending these courses.

March 20, 2009

Instructor Development Workshop - Julie Garton-Good

July 2009

Risk Management - Jim Lawrence

Required of any instructor who wants to teach the new Risk Management course and was not able to attend the October 31, 2008 training

September 2009

License Law - Speaker to be announced

DATE
October 31, 2008

COURSE
Risk Management

LOCATION
Auburn University at
Montgomery (AUM)
Directions may be found at
www.auburn.edu/outreach/arec/location.htm

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.

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REGISTRATION FORM

Risk Management

Sponsored by the Alabama Real Estate Commission

Presented by James T. Lawrence

Friday, October 31, 2008

9:00 a.m. – 4:00 p.m.

Held at Auburn University at Montgomery (AUM)

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) Risk Management – Received by October 17, 2008

(\$130) Risk Management – Received after October 17, 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.

REAL ESTATE COMMISSION REGULATION OF REAL ESTATE SCHOOLS

BY D. PHILIP LASATER, EXECUTIVE DIRECTOR

At its September 5 meeting the Real Estate Commission approved action to make the Commission the sole licensing authority for real estate schools.

This means that 34-27-6 will have to be amended by the legislature so that, in addition to approval authority, the Real Estate Commission will issue a license to real estate schools and instructors. This also means that when the Real Estate Commission has the authority to issue instructor and school licenses, it will no longer be necessary for real estate schools and instructors to obtain a separate and additional license from the Department of Postsecondary Education.

In keeping with the ongoing emphasis on improving the quality of real estate license education, the Commission believes the time is right and it is the next natural step for the

Commission to take in having full license authority for real estate schools and instructors.

The Real Estate Commission is already fully engaged in the regulation of education programs. We have moved from having approval authority for instruction, course approval, and establishing and maintaining instructor approval through ongoing training to implementing the classroom and school record audit program. It is not only appropriate that the responsibility of regulation expected by licensees be matched by the Commission being the licensing authority, but it is altogether appropriate and more effective for real estate schools and instructors to be directly accountable to the licensing authority from

whom it receives its regulatory guidance and training.

In addition, it is very gratifying to be able to share that the Real Estate Commission has received the ARELLO Award for our Total Education Program. But we would hasten to proclaim that this is an award not just to the Commission but to all Alabama real estate licensees, schools, and instructors. For the most effective regulation rests upon the desire and consent of the regulated to comply and the degree to which the majority of those licensed aspire and cooperate produces a corollary in the standards of the overall program that exists and functions for the public good.

Congratulations to us all!



The Department of Postsecondary Education implemented new requirements along with a new fee schedule effective October 1 for all schools requiring a private school license and this includes real estate schools. If you have not received notice of information from Postsecondary you may go to www.accs.cc/LicensedSchools.aspx

RECORDKEEPING RULE AMENDMENT

As of August 15, 2008, Rules 790-X-1-.06(5)(n) and 790-X-1-.12(8) have been amended to include an expanded list of documents that schools are now required to maintain. In the past, License Law only required schools to maintain attendance and testing records for their prelicense and post license students and only attendance records for continuing education students. Through the years, we have found it necessary to request that other documents be kept by schools and we have communicated these requests



through the School Administrator training sessions conducted throughout 2007. These requests have continued to be reinforced since that time through school audits and other correspondence with schools and instructors. Please take note of the required list of documents and ensure their inclusion into your standard recordkeeping procedures for course offerings.

In the event of a school audit, the following documents will be requested and the school will be expected to produce them for

each student receiving credit through that school:

- **PRELICENSE-SALESPERSON/ BROKER**
 - Registration
 - Attendance records
 - Testing verification
 - Certificate of Completion
 - CMap verification
- **POST LICENSE**
 - Registration
 - Attendance records
 - Testing verification
 - Cmap verification
- **CONTINUING EDUCATION**
 - Registration
 - Attendance records
 - CMap verification

ACCEPTABLE DOCUMENTS

Registration
Registration/Enrollment form

Attendance Records
Sign-in sheets or instructor roll book

Testing Verification
Test answer sheets or project grade sheets (post license)

Certificate of Completion
Copy of student certificate of completion

CMap Verification
Print-out or data file from Course Credit History

DEVELOPING COURSE EXAMS

BY JULIE NORRIS, EDUCATION AUDITOR

Several instructors have asked for suggestions on developing course exams for the Salesperson and Broker Prelicense courses and the Post License course. Because of the length and thoroughness of these courses, developing an appropriate method of evaluation can be challenging. Different types of exam formats are listed below, along with specific suggestions for the Salesperson Prelicense, Post License, and Broker Prelicense courses.

Multiple Choice Questions

The multiple choice format is good to use for exams because you can design the questions to measure low or high learning levels. Be sure with this type of question that the information in the question is clear and cannot be misinterpreted. You should not have more than one answer that could be correct unless you specify in the directions that there is more than one correct answer.

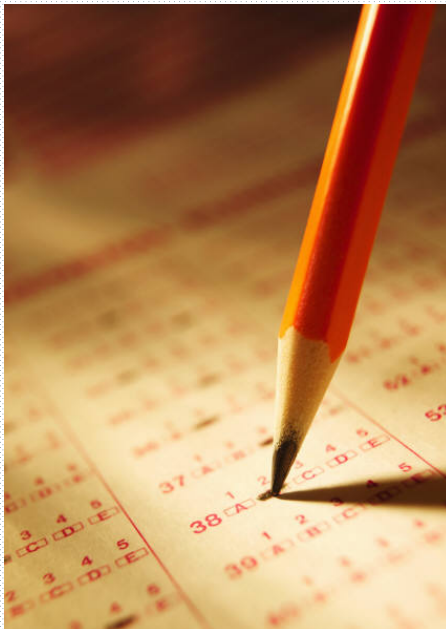
Case Studies

Case studies are situations that are presented to the students for them to work through and develop possible solutions. Case studies offer a good measurement of your students' ability to apply their knowledge by allowing them to reason through a given situation using what they have learned. They can be used as part of your course or exam grade. Multiple choice or discussion formats are good to use with case studies. Remember to provide documentation that explains your grading procedure.

Projects

Projects provide hands-on involvement for your students and can help them to better understand material. They appeal to various types of learners. Projects may be used to measure content mastery and may be used as part of your course grade. If you decide to

assign a project, it must be relevant and useful and you must clearly specify the criteria for the project and state exactly how it will be graded. A grade sheet that demonstrates how the grade is determined and a record of the actual grade are needed for your records to document the evaluation method. A pass or fail method on a project does not sufficiently document the evaluation procedure.



True/False Questions

True/False questions may be incorporated into an exam, but they should not be the sole instrument used for measuring content mastery. They must be very clearly worded to avoid ambiguity because they can easily be misinterpreted if information is left out. This type of question often does not adequately measure mastery of the content.

Salesperson Prelicense Course

The 60-hour Salesperson Prelicense course is especially challenging because you may be teaching students who have only basic knowledge about the real estate industry. These students

have to be introduced to a vast amount of terminology that is unfamiliar to them. You then have to teach your students how to apply this terminology in actual situations. Because of the immense amount of material included in a course of this length, it is good to offer several tests throughout the course to enable you and your students to check progress and determine what concepts need to be reviewed. It is important that you develop exams that are challenging enough to prepare students for the state exam. Some textbooks provide CD ROMs that allow you to develop tests using questions similar to the ones on the state exam. Textbooks can provide good exam practice; however, with the answers given in the book, students may have a tendency to check their answers too quickly without trying to work out the answers. Having course exams that your students easily pass may give your students the false impression that they are prepared for the state exam. Providing effective exams during your course can ensure that students

who pass your course have been adequately prepared for the state exam. Exam questions for this class should cover basic knowledge, and application skills. **Multiple choice** questions are good for measuring terminology and basic understanding. This format can also be used to measure the more advanced levels of thinking such as application and analysis. **Case studies** and **projects** may also be incorporated to measure more advanced skills.

Post License Course

The goal of this course is to enable your students to perform the operations involved in the practice of real estate in a

professional manner in accordance with License Law and in a manner that protects the consumer. Your students should be familiarized with all aspects of what their job as a real estate licensee involves. This course allows you to have more freedom because there is not such a terminology barrier. **Case studies** are good to use for this course to give students good practice for responsibilities they will encounter as licensees. **Projects** can also give them beneficial experience for future business activities. Remember to create exams that are relevant and beneficial to the students.

Broker Prelicense Course

The goal of this course is to prepare a real estate licensee for the responsibilities involved in performing the duties of a qualifying broker in Alabama. This class allows more freedom in instruction because most of these students will have a solid understanding of the real estate industry. Exam questions for this class should move beyond basic terminology and application questions to higher levels of thinking such as analysis, judgment, and evaluation. Questions should prepare students to work through challenges that they may face as real estate brokers. **Projects** are effective exams to use in this course because they allow students to practice activities and skills that will be utilized as a broker. **Case studies** are also beneficial in helping future brokers develop high-level thinking skills, such as judgment and evaluation.

Hopefully, these suggestions will assist you in developing your course exams. Remember, exams should be appropriate for the length and content of the course and provide clear documentation that the objectives for the course were met.



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AREEA UPDATE

BY SELENA DANIEL, AREEA PRESIDENT

The Alabama Real Estate Educators Association's goal is to enable real estate educators to share their ideas and experiences, to encourage and implement research, and to provide members with opportunities for professional growth. We work closely with the Alabama Real Estate Commission's Education Division to promote quality education programs.

The annual AREEA meeting held in Bay St. Louis, Mississippi in April 2008 received a "5" rating which is the best. We will plan for two meetings in 2009. Our 7th Annual Spring Retreat will be held in Biloxi, Mississippi on April 1-3, 2009. **SAVE THIS DATE!** The time and dates were decided by a survey of the membership and we are

looking forward to a great retreat. Our 2009 fall meeting is in the planning stages so we will provide updates at a later date.

Other areas of interest for AREEA members include the following:

- AREEA offers an award for the Instructor of the Year and your input is needed. Please send recommendations to Earl Martin at earl@intervestreal.com.
- The REEA Web site at www.reea.org houses invaluable information. Please take advantage of this information.
- A publication is being developed to keep everyone informed. Please send items of interest to Alicia White at smurfaw@netzero.net.

Please join us as we move forward to make this organization the educational catalyst to remain involved as we face so many new challenges. Take this time to avail yourselves of all educational opportunities by the national and state REEA organizations. Member benefits include building relationships, networking, and education programs.

Renew your national and state membership (or join) today at www.reea.org for the national association and by contacting AREEA's secretary, Mary Beth Bower, at mbb@knology.net for the state association.

"The learners shall inherit the earth, for the learned find themselves beautifully equipped to handle a world that no longer exists."

Eric Hoffer