

TECHNOLOGY INSTRUCTOR TRAINING OCTOBER 7, 2005

Amy Chorew will be offering instructor technology training on October 7, 2005. She received great comments and evaluations at last year's Annual Instructors Seminar. Those of you who heard Amy will want to come back and those of you who were not able to hear her will now have a second opportunity when she offers a full day program on "Using Technology in Course Design." This training will address how to use available technology such as PowerPoint presentations and other programs to design effective real estate courses. Learn how to use technology to add excitement to your courses and hold the attention of all attendees.

Amy has been teaching the use of technology since 1995. Her

approach to education is backed up by first hand broker experience that real estate licensees appreciate as they learn new technology skills. Since joining Matthew Ferrara Seminars in 1999, Amy has quickly gained recognition on a national level. She teaches a variety of continuing education, GRI and skill-development courses across America and Canada. Some of Amy's credentials include: WebLeader Certified Instructor; Certified Top Producer Instructor; Technology Train-the-Trainer Instructor; approved CE instructor in ten states; and GRI Instructor in twelve states. Since the Commissioners passed the rule amendment



requiring instructors to complete twelve hours of instructor training for renewal, this course will provide six of those twelve hours needed for instructor renewal in 2007. This is your chance to get an early start and receive great training at the same time.

- Date: October 7, 2005
- Course: Using Technology in Course Design
- Location: Alabama Real Estate Commission Training Room [Please refer to the insert with a list of hotels and a map to the Commission office.]
- Registration: 8:30–9:00 a.m.
- Time: 9:00–4:00 p.m.
- Cost: \$75.00 (includes lunch



and breaks)

REGISTRATION

All participants must register through Auburn University's Outreach Program Office. See the enclosed registration form for more details.

Don't miss this valuable training! Make plans to attend and bring your laptop computer with PowerPoint. If you do not have a laptop or can not gain access to one to bring, the Commission will have some on-site computers available for use. The XP 2003 version of PowerPoint is preferable but the 2002 version will work as well. We look forward to seeing you on October 7, 2005.

EVERY ROSE HAS ITS THORN

What first comes to mind when you read the words "every rose has its thorn?" It may sound like a line out of a deep and insightful poem. It may remind you of a song from the rock group Poison. Recently, it has been associated with computers at the Real Estate Commission. The emergence of sophisticated computer systems in the twenty-first century has made life much easier and more convenient in many ways. However, the increasing dependence on computers has resulted in an equal amount of frustration. Most, if not all of you know of the troubles we experienced with our computer system in the month of July. CMap was down for a while and at times could only be used intermittently. This resulted in some course schedule and course credit entries not reaching the Commission's database. Email confirmations were not being sent when requested. It seemed the well-oiled machine known as CMap was showing signs of rust.

This was all a result of a computer system conversion that took place one weekend. In an effort to improve the system and prepare for future enhancements, small problems began appearing and multiplying. The Commission's Information Technology department has been attempting to take care of these problems as soon as they are identified. Most of them have been successfully conquered. However, a few remain. We need to make sure that all course credit has been successfully entered into the database. Therefore, if you do not have confirmation of course credit entries successfully reaching the Commission's database, please contact us to confirm receipt of the information. We want to make sure that everyone is taken care of and all licenses are issued without unneeded delays. We appreciate your patience and understanding.

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Changes in Contact Information

Licenses are now able to make a number of changes to their contact information by going directly to the Commission's Web site. The following changes can be made in the "Online Services" section of the homepage: home address, home telephone, home email, company telephone, and company email. There is no fee involved in making these particular changes.

While on the subject of address changes, the Commission has a new Web site address. It is now www.arec.alabama.gov. Also, please note new email addresses for members of the Education Division:

Gloria Ingram
Gloria.Ingram@arec.alabama.gov

David Bowen
David.Bowen@arec.alabama.gov

Ryan Adair
Ryan.Adair@arec.alabama.gov

A complete listing of all Commission personnel and email addresses can be found on the Commission's Web site under "Contact Us" in the list of Quick Links.

RULE AMENDMENTS

The Commissioners unanimously passed the following rule amendments that had been presented and discussed at a public hearing. These amendments will be **effective October 3, 2005**.

790-X-1-.06

- Requires instructors to provide salesperson prelicense students with a Commission approved prelicense course evaluation form since electronic evaluation is not available for unlicensed individuals.

790-X-1-.07

- Eliminates the ability of instructors to earn continuing education credit for teaching the 15 hour broker's prelicense course or the 30 hour post license course.

790-X-1-.09

- Eliminates the ability of instructors to earn continuing education credit for teaching

an approved continuing education course.

NOTE: The effect of the change to Rules 790-X-1-.07 and .09 is that instructors will no longer receive CE credit for their real estate license by teaching classes but will now have to complete continuing education requirements by taking classes taught by other approved instructors.

790-X-1-.10

- Requires real estate instructors to complete 12 hours of instructor training courses to renew instructor approval.
- These courses must be taken in addition to courses taken for real estate license renewal.
- Exemptions to this rule change include instructor applicants licensed in the second year of the approval period, instructors who teach



only continuing education courses, and full time college instructors.

790-X-1-.21

- Includes more detailed requirements for those who provide distance education courses.
- Eliminates the requirement for ARELLO certification for secondary providers (those who are responsible to the students for course delivery, tracking, reporting credit to the Commission, etc.).

OPPORTUNITIES WITH THE REAL ESTATE EDUCATORS ASSOCIATION

REEA (Real Estate Educators Association) held its twenty-sixth annual conference in Myrtle Beach, South Carolina from June 19-22, 2005. Fourteen Alabama instructors, as well as two members of the

Commission's Education Division, attended the conference. Highlights of the conference included a presentation on trends in real estate by former NAR president Richard Mendenhall, a tax update by Vern Hoven, a legal update by Chuck Jacobus, a Course Development Workshop taught by Marie Spodek, and workshops for DREI candidates.

REEA's mission is to provide resources and opportunities for professional development to indi-

viduals and organizations involved in real estate education to better serve their customer base. It also provides a great opportunity to network with other instructors from across the nation. For more information on REEA, please go to www.reea.org. The 2006 annual conference is scheduled for June 9-14 in Las Vegas.

The Commission very much appreciates the contributions made to real estate education in Alabama by members of AREEA (Alabama Real Estate Educators Association). If you are interested in becoming a member of AREEA, please contact Lucinda Cannon at 334.749.8481, Emil Anker Miller at 256.882.0261, or Anne Powell at 251.460.0330.



IMPORTANT REMINDERS

School and Instructor Audits

The Commission's Education Division continues to conduct audits of schools and instructors. School administrators can access the "School Audit Checklist" from the Commission's Web site that identifies information needed during a school audit. Instructors can access a "Course Audit Checklist" from the Commission's Web site that identifies the major areas that will be examined during an instructor/course audit. It is very important to the audit process that all courses be placed in CMap at least seven days prior to the start of the course as required in Rule 790-X-1-.12(5). Additionally, all cancellations and changes should be reported in CMap immediately. Schools and instructors should be reminded that the Commission may deny credit to those attending courses that are not placed in CMap prior to being taught.

Student Record for Continuing Education

This form was introduced at last year's Annual Instructors Seminar and revised shortly afterward. Since it's introduction, however, it seems that some instructors have forgotten some of the basics concerning this form. Let's look at the purpose and use of the form again to make sure everyone is on the same page. This form must be given to every licensee who completes a continuing education course. The licensee must check the appropriate option identifying the reason for taking the course: renewal or activation. The options include an active licensee renewing for the 2007-2008 license period, an inactive licensee who has held an active license in the current period renewing a license for the 2007-2008 license period, and an inactive licensee activating the 2005-2006 license for the first time. The purpose for taking the course must be

identified so you, as the instructor, will know how to record course credit. Should you enter the credit into CMap or prepare a certificate of completion? This record will let you know what to do. Therefore, have each licensee complete the form and then you collect all forms and keep them on file at the school. They are not to be sent to the Real Estate Commission. Education auditors will be looking for these forms when your school is audited.



Course Evaluations

One of the benefits of CMap is the electronic course evaluation. This evaluation is available under Licensee Login for thirty days after the course has been completed. Your responsibility as an instructor, as stated in Rule 790-X-1-.12(14), is to give licensees who complete your

course instructions on how to electronically submit the evaluation. The electronic evaluation can be used on all courses except for the salesperson prelicense course because the students are not yet licensed. Therefore, the Commission has developed a Prelicense Course Evaluation

Form that can be accessed in the Forms and Applications section of the Commission's Web Site. This evaluation form should be mailed or faxed to the Commission office in Montgomery. Your responsibility as instructors is to provide this evaluation to all individuals who complete your prelicense course. This is the only evaluation form that should be sent to Montgomery. The old evaluation forms are no longer being used, so please do not give them to students to be sent to us. The salesperson prelicense course uses a paper evaluation form and all other courses are evaluated electronically through CMap. Please make sure your students are aware of this.

TO TEST OR NOT TO TEST: IS THAT YOUR QUESTION?

According to Rule 790-X-1-.06 (5)(h)(k) of Alabama License Law, all licensees who take the 30 hour post license course to apply for an original license or the 15 hour broker prelicense course to meet requirements to take the broker licensing exam must pass a final course exam with a minimum grade of 70% to successfully complete the course. Course credit for these licensees must be reported in CMap using the appropriate course code for each. But what about those who take the course for CE credit only? Do they have to take a final exam and pass with a score of at least 70%? No,

they do not. Therefore, in order to distinguish between the two, different course codes must be used to report course credit in CMap as follows:

003 Salespersons taking the 15 hour broker course to qualify for the broker exam

006 Temporary salespersons taking the 30 hour post license course to qualify for an original (permanent) salesperson license

333 Licensees who take either the 15 hour or 30 hour courses for the sole purpose of obtaining CE credit

It is imperative that you deter-

mine the reason each student is in the class. Their reason will determine whether or not each has to take the final exam and how you report course credit to the Commission. Licensees must understand that if they do not take the course exam, they may not return at a later time to take it and have their records changed from Course Code 333 to Course Code 003 or 006. Be sure you know BEFORE they start the course if they are taking it for CE credit only. Why? Because if they are taking it for CE only, that student must complete the Student Record for Continuing Educa-

tion and you will enter it into CMap or give them a Certificate of Completion as indicated on the form.

Reporting of Course Schedules: Submit all course schedules in CMap as 003 for the 15 hour broker prelicense course and 006 for the post license course. Do not use 333 for reporting course schedules.

Course code 333 will be added to the course list of all instructors who are approved to teach the post license course and/or the broker prelicense course after October 1. Please contact the Education division if you have any questions.

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BRANCH SCHOOLS AND SCHOOL ADVERTISING

There has been some confusion regarding the necessity for branch schools when offering real estate courses. All courses must be offered by a school/provider that is approved by the Alabama Real Estate Commission. School Administrators are reminded that if you choose to hold regular classes at a location other than your approved location, you must file a *Real Estate School or Course Sponsor Application* with the Commission to set up a branch school. This application can be found in the Education section of the Commission's Web site (www.arec.alabama.gov). A private school license will also need to be obtained from the Department of Postsecondary Education for each branch location that is opened.

What about location? Do all courses sponsored by a school have to be offered at the approved location of the

school? Prelicense and post license courses that are offered on a regular basis must be held at the location identified on the private school

“Prelicense and post license courses that are offered on a regular basis must be held at the location identified on the private school license”

license issued by the Alabama Department of Post Secondary Education. If that location is not an approved school with the Commission, a school application must be submitted to open a branch school. Continuing education courses are considered to be seminars and, therefore, may be offered at any location as long as they are sponsored by an approved provider. For example, if your school is based in

Montgomery, you have a private school license with a specific school address and may offer any approved course you desire at that Montgomery location. However, if you choose to offer prelicense or post license courses in a nearby city, you must apply for approval for a branch school with the Commission and the Department of Post Secondary Education and have another private school license issued for that location. Continuing education courses are not limited to those locations.

School Administrators should also be aware that the school's approved name is required to appear in all advertising. For example, if an instructor is teaching for XYZ Real Estate School, all advertising should be under the name of XYZ Real Estate School. The advertising should not be solely under the instructor's name. Also, “blind” advertising is not

permitted. Ads for real estate courses must always refer to the name of the approved school that is offering them.

Also, remember that courses are not to be advertised until official approval has been received from the Commission. Rule 790-X-1-.12 (4) requires that courses be submitted to the Commission for approval at least thirty days prior to the beginning of the course. If you have questions concerning branch schools or advertising, please contact a member of the Commission's Education Division.

