

The Educator

Attention Qualifying Brokers And Prelicense Instructors...Are You Giving Out Bad Information?

Post License Course Requirement

When Is CE Credit Used And Archived For An Education Renewal?

License Examination Changes

When Do I Enter Course Credit?

Q&A

PSI Candidate Handbooks

Why Become a Member of AREEA?

October 19 Instructor Training Features Richard Flint How to Build an Effective Presentation



RICHARD FLINT will be presenting an IDW entitled *How to Build an Effective Presentation*. The training addresses research, information, and presentation. All three must be connected by the trainer's ability to build an effective presentation and then deliver with passion, clarity, and information designed to help the student be prepared to implement the material. This training will examine all parts that make up an effective presentation and then address the presentation skills that allow the trainer

and the attendee to be connected with clarity, understanding and the process of implementation. With the right building of the presentation and the skill to deliver an effective presentation, there is a connection between the instructor and the student that allows the message to bring a clear and understood pathway to implementation.

Richard Flint has been successfully mentoring and quietly helping professional organizations, large and small businesses, and individuals for over 30 years. He travels and speaks over 210 times each year and personally coaches many businesses and individuals on the road. With his professional experience in counseling and teaching at the university level for decades, he knows business organizations

(both large and small) are made of individuals. He has the unique ability to "see" and then train each person to perform to their strengths, while each one synergistically creates the momentum for the group to move forward. Many entrepreneurs, individuals and organizations have found his individual coaching to be exactly what they needed to propel them to the next level, both personally and professionally.

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 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

October 19, 2018

COURSE

How to Build an Effective Presentation

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)

ATTENTION QUALIFYING BROKERS AND PRELICENSE INSTRUCTORS... Are You Giving Out Bad Information?

The Commission has received an increasing number of incomplete or, in some cases, totally blank applications for licensure along with requests for fingerprint cards. Many license applicants have said that the brokers or trainers recruiting them or their instructors have told them to do so. If you are doing this, please stop. **This is incorrect.** The Commission staff remain dedicated to providing accurate information and assisting those in need, but we need your help. In order to assist the Commission, **here is the CORRECT information you need to provide:**



- To comply with Alabama License law, **completed** applications and all additional materials and fees **MUST** be submitted to the Commission within 90 days of passing the licensing examination. Failure to meet this deadline will mean your exam score is null and void.
- **The fingerprinting process changed in February.** Now, along with the completed application, applicants must submit to a fingerprint-based federal and state criminal background check by working with the Commission's processing company, Gemalto. Applicants must follow the instructions for fingerprint scanning and processing found at www.aps.gemalto.com. **Fingerprint cards are only for non-residents who CANNOT come to Alabama to have their fingerprints scanned.**

We know you are trying to help new applicants and the Commission but please refer to our website arec.alabama.gov to read information periodically and make sure you are advising people correctly. If you are unsure about any application procedures, please contact the Commission **before** providing information to people. Thank you for your assistance.

Post License Course Requirement

We are receiving numerous calls from license applicants who don't know how to get an *Original Salesperson License* after completing the post license course. As you can see below, it is in the post license course outline under **Module 10** and must be part of the course.

MODULE 10

REVIEW AND TEST (Suggested Time: 1 Hour)

The course is over but you're not finished.

The instructor will give each student an Application for Real Estate Salesperson's Original License and review instructions regarding applying for an original (permanent) license. [§34-27-33(c)(2); Rule 790-X-2-.03]

All post license instructors **MUST** provide students with information regarding the process for applying for a *Salesperson's Original License*. The application can be completed in one of two ways. One option is submitting a paper application which is located under the *Forms* heading on the Commission's website. Another option is an online application which is located under the *Available Services* after logging in on the Commission's website. The online application is especially helpful if students find themselves at the end of a deadline and need an immediate submission.

DE providers must have this information in their post license course and/or course information. This can be in the course content or it can be in information that is included with the purchase of the post license course.

When Is CE Credit Used And Archived For An Education Renewal?

The education renewal works the same as the renewal of your broker's license. As a licensee, 15 hours of approved CE and payment of all fees must be completed for an active license to be issued for the next license period. In the same way, 12 hours of approved instructor CE and payment of all fees must be completed for an active prelicense instructor to continue teaching in the next two-year period.

In both renewals, the CE is archived when a license or approval is renewed, which means the renewal fee has been paid and the CE has been completed for the license period. Therefore, after a renewed broker license is issued, the next CE course completion will be applied toward the next license renewal, even if it is taken prior to October. Similarly, after a prelicense instructor renews and the 12 hours of instructor CE are archived, the next instructor training will be applied toward the next education renewal, even if it is taken prior to October.

License Examination Changes

The Commission notified all instructors in November of 2016 about the acquisition of Alabama's examination provider, AMP, by another national examination provider known as PSI. The same AMP examination items have been used on examinations since the acquisition, but a change is scheduled to take place. Effective **January 1, 2019**, all AMP and PSI examination items will be combined into one pool of examination items from which examinations will be developed. Therefore, while we are looking at some upcoming changes to the examination, many things will not change. Please read the following to identify upcoming examination changes:

The following will NOT be changed:

1. State content items for both the salesperson and broker examinations.
2. Simulation items on the broker examination.
3. The number of items on an examination.
 - The salesperson examination will still have 100 national items and 40 state items that are graded. There are also five ungraded items being pretested.
 - The broker simulation examination will still have 10 simulation problems. Nine of the items will be graded and the remaining item will be pretested for future examinations.
4. Current locations of examination sites.
5. The passing score will remain at 70.

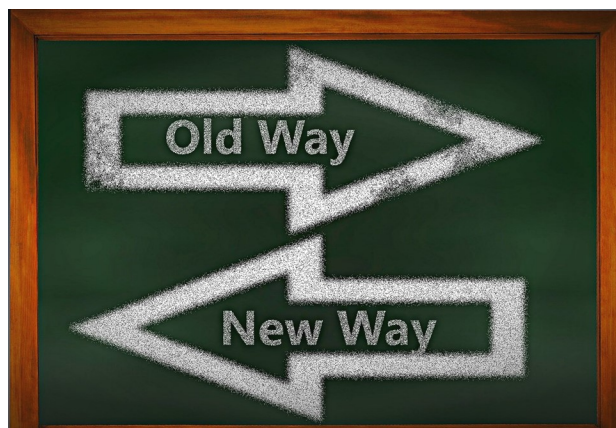
The following identifies ALL changes:

1. The current AMP content outline will be replaced by the new PSI content specifications. The PSI content

specifications were previously emailed and mailed to instructors.

2. The PSI and AMP national item pools will be combined into one national item pool.
3. The national items on a salesperson examination will consist of two cognitive levels: 41% *Recall/Recognition* items and 59% *Application/Analysis* items. Therefore, the two levels of *Application* and *Analysis* on the current AMP examination will be combined into one level.
 - **Recall/Recognition** requires the ability to identify, recall or recognize terms, facts, methods, procedures, basic concepts principles and processes.
 - **Application/Analysis** requires the ability to apply concepts and principles to a situation to identify solutions, calculate solutions to mathematical problems, interpret charts and graphic data, classify items, and interpret information.

NOTE: The new outline WILL NOT require a major change in prelicense course instruction.



When Do I Enter Course Credit?

Course credit for any course must be entered in CMap only after **all** course requirements have been completed. This includes passing the final exam in prelicense and post license courses. If all students in a salesperson prelicense course do not pass the final exam, course credit cannot be entered for those who did not pass. The remaining students who must retake the final exam will receive their credit once they have passed all required exams. The completion date for these students will be the day they pass the required examination.

The following identifies when course credit should be entered:

- ◆ **Salesperson and Broker Prelicense:** course credit can be entered after a student has completed all coursework, passed the final exam, and submitted all required documents.
- ◆ **Post License:** course credit can be entered after a student has completed all coursework, passed the final exam or final project, and submitted all required documents.
- ◆ **Continuing Education:** course credit can be entered after a student has attended 100% of a classroom CE course.
- ◆ **Distance Education:** course credit can be entered when all lessons have been completed, all required quizzes/exams have been passed, and all required documents have been submitted.

No course is complete until **ALL** requirements have been satisfied...not just attending the last session or completing the last lesson.

Also, be careful when entering course credit and make sure it is done correctly. Some people rush the process and end up giving incorrect course credit to a large number of people. The Education Division must then get involved to delete the incorrect entries. Always check your information before you use the **Commit** button in CMap.



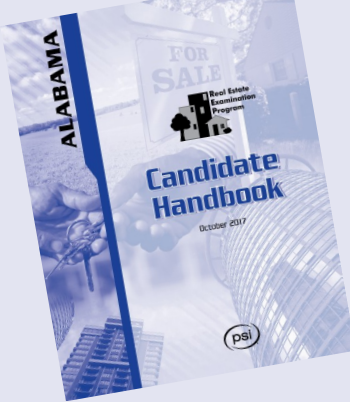
QUESTION

Does it take a long time to schedule the state license examination after completing the prelicense course?

ANSWER

It shouldn't take long at all. Salesperson prelicense students should pre-register on the Commission's website which will set up a number beginning with AR0 to be used for the submission of course credit. Once the course credit has been entered (within 3 days of course completion), it is automatically sent to the examination provider that evening. All information in the pre-registration must be completed for it to allow license examination registration.

PSI Candidate Handbooks



Instructors will be notified by the Commission using an *Education Essentials* email and can order a new box, once again, at no cost. We are expecting a change at the beginning of 2019, so it is advisable that you only order enough to sustain you through the end of the 2018 calendar year.

If you do not want to order a box of printed Candidate Handbooks, at least show students how to access it on the exam provider's website at goamp.com.

Distance education course providers and instructors:

make sure you provide information on the Candidate Handbook in the prelicense course introductory information, in a lesson, or in the information that is emailed to students.

The Education Division is receiving a large number of phone calls from prelicense students who do not know how to schedule the license examination.

PSI Candidate Handbooks are free! Since they are at no cost to you, just order them and give one to every student. When the Candidate Handbook is updated due to a change in information, all prelicense

WHY BECOME A MEMBER OF AREEA?

Written by
2018 AREEA President
James Anderson, CREI



The Alabama Real Estate Educators Association (AREEA) comes from all facets of the industry: colleges and universities, proprietary schools, corporate trainers, independent speaker/trainers, technology innovators and classroom educators who work directly with students every day. In addition to having access to our state of the art website loaded with all kinds of current information about real estate education, members will be able to network with some of the best instructors in Alabama.

For the first time, Alabama now has a real estate instructor certification program.

Our **Annual Meeting** brings new ideas to our members who can apply these techniques to their classes. Additionally, AREEA has partnered with the Alabama Real Estate Commission to provide **Instructor Development Workshops** which offer instructor CE credit that is used to satisfy instructor license renewal requirements. Our next meeting will be October 18, 2018 and we hope you will join us.

For the first time, Alabama now has a real estate instructor certification program. The **CREI (Certified Real Estate Instructor)** program was developed for AREEA by Karel Murray, one of the nation's top national real estate instructors. Just like all other real estate certification programs, the CREI is designed to help an individual reach a higher level of proficiency in the classroom. There are over 300 instructors in Alabama and only 34 of them have earned the CREI by attending three 6-hour courses. These three courses must be taken in a consecutive order allowing instructors to build and apply knowledge learned in the previous course. You too can become an elite instructor by attending future CREI certification courses. Register for future courses by going to AlabamaREEA.org.

Part 1: *Content Creation* – November 9, 2018

Part 2: *Content Delivery* – April 12, 2019

Part 3: *Change and Connect* – August 9, 2019