

# The Educator

## Instructor Training | October 21 Spice It Up: Engagement Strategies, Trends and Tips



### JUANITA MCDOWELL

will be presenting tips on organization, virtual training, engagement strategies, and the latest software and applications to assist in spicing up your instruction.

Juanita is an international speaker and educator. Every year her training firm delivers over 200 seminars to entrepreneurs, corporate employees, and associations across the globe. Today she not only teaches Instructor Development Workshops, but she also keynotes on topics such as Communication, Goal Setting, and Technology. Businesses that have hired Juanita include LG, the CDC, and the U.S. Chamber of Commerce. Her expertise has been published in Fast Company magazine and the Investor's Business Daily.

Juanita has offered previous instructor trainings for Alabama instructors in

2014 and 2017.

Completion of this training on October 21 will provide six of the twelve hours needed to renew instructor approval in 2023. 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.

#### Date

October 21

#### Course

*Spice It Up: Engagement Strategies, Trends and Tips*

#### Location

Alabama Real Estate Commission Training Room

#### Time

9:00 a.m. – 4:00 p.m.

#### Cost

\$129 for early registration and \$159 for late registration

#### Registration

Registration is currently available on Auburn University's Office of Professional & Continuing Education website at [auburn.edu/outreach/opce/re/arec](http://auburn.edu/outreach/opce/re/arec).

Instructors who are only approved to offer CE courses are **not** required to have the 12 hours of instructor CE to renew their instructor approval. Those hours are only required for prelicense instructors.

### Post License Prudence

**Post License Instructors**, we are still getting calls from temporary salesperson licensees who do not know what steps to take after completing the post license course. Please give very clear instructions multiple times, especially at the end of the course, on the original salesperson license application process.

After post license course credit is submitted, the student must log in to *Online Services* on the Commission's website, [arec.alabama.gov](http://arec.alabama.gov), and apply for the original (permanent) salesperson license. Some temporary salesperson licensees think that the permanent license is automatically issued upon completion of the post license course.

Also, make sure students know that a temporary salesperson license can be active only during the first six months after completing the post license course and that it will lapse after one year.

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# REGISTRATION FORM

***Spice It Up: Engagement Strategies, Trends and Tips***  
Presented by Juanita McDowell

Friday, October 21, 2022

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) *Spice It Up: Engagement Strategies, Trends and Tips* – Received by October 7, 2022

(\$159) *Spice It Up: Engagement Strategies, Trends and Tips* – Received after October 7, 2022

## 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](http://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.*

# Breaking News

## October 1 CE Change for Brokers

As part of the Commission's commitment to improving the quality of licensed brokers, a new 3-hour CE course has been developed and will become a requirement on October 1, 2022. This course will be required for both associate brokers and qualifying brokers for license activation or license renewal after the October 1 effective date. Any broker who renews a license on active status will only be required to complete this CE course for the 2024 license renewal because all CE requirements will already be satisfied for the 2022 license renewal. That means the CE requirements for all brokers in 2024 will be the 3-hour *Risk Management: Initial Contact to Accepted Offer* course, the 3-hour *Mandatory Broker CE* course, and 9 hours of elective CE courses. The CE requirements for salesperson licensees will not change.

Since this course becomes effective on October 1, this could create an unexpected requirement for brokers renewing on inactive status and wishing to activate a

license after the effective date of this course. Even if those inactive brokers have met all of the current CE requirements for the 2022 license renewal, they will be activating a license in the next license period, and this new course will be required for license activation. Some active brokers will be subject to this new course because they may be late finishing their CE or did not pay the license renewal fee prior to the deadline. Both of these situations will result in an inactive license and require this new CE course for license activation.

Salesperson licensees have the right and opportunity to take this new course as an elective CE course.

It is important for licensees to complete their CE and pay their license renewal fee by the stated deadlines. Satisfying these deadlines will allow them to avoid unnecessary hassles such as an inactive license and the requirement to take an extra CE course before the license can be activated. Remember, the licensee cannot participate in any real estate activity while a license is on inactive status.

## Check Your Course Schedules Using Course Search

After a course is scheduled by an administrator through the Commission's education management program (CMap), it is a good practice for administrators and instructors to go to the Commission's homepage at [arec.alabama.gov](http://arec.alabama.gov) to do a course search and locate the course

information to check it for accuracy. To review your course information, click *Professionals/Education/Course Search*. Select either *Classroom Courses* or *Distance Education*. You do not have to enter all information. You may just type in the instructor's last name and click *Search*. Click *Select* to the left side of the course name to view details. You may edit course details by logging in and selecting *Education Management* and then selecting *Manage Course Schedules*.

Checking course details from the website will decrease the chances of a student, auditor, or even an instructor showing up at the wrong time and/or place. Sometimes, there may be confusion between the administrator and instructor about the details of the class. If both individuals check the course information by reviewing it in the *Course Search* feature, confusion and inconveniences can be avoided.

## Take a Break!

It is important to provide regular breaks during your instruction. *Rule 790-X-1-.12(9)* in Alabama License Law states, "Instructors may take a 10-minute break after each 50 minutes of instruction." Most instructors that auditors have seen follow this guideline, and it works well for them and their students. Giving breaks each hour decreases the chances of students leaving instruction for bathroom breaks, and it helps students and you to stay energized and maintain focus on your instruction.

In large classes, you may

want to give two 15-minute breaks instead of three 10-minute breaks, especially if bathroom facilities are limited. You do have flexibility. Just remember, it is challenging for most people to sit and stay focused for long periods of time. Please take time breaks wisely, and do not save all of your break time until the end of the class.

We appreciate the good job that you do with instruction and class management! Contact the Education Division any time with questions.



## Potential New Licensing Process

The Commission is exploring a possible change to the salesperson's licensing process and has incorporated the time and expertise of licensees from different areas of the state to assist in this project. The group's proposed changes were shared with commissioners and discussed at the July 21 Commission Meeting. Commissioners affirmed their support of the proposed changes. These proposed changes will require legislative passage, so they are only being shared now to let prelicense instructors know about the proposal and request feedback.

A detailed step-by-step explanation of the proposed changes follows:

### Step 1: 60-Hour Salesperson Prelicense I Course

The current 60-hour Salesperson Prelicense Course is designed to prepare license applicants for the license examination. No changes need to be made to this course.

### Step 2: License Examination

The current license examination provides license applicants with testing on general real

estate terminology and practices as well as specific areas of License Law. This examination is offered by a contracted examination provider offering psychometric experts in the science of measuring knowledge and application. No changes need to be made to the license examination.

### Step 3: 45-Hour Salesperson Prelicense II Course

This new prelicense course will offer the same information that is currently taught in the 30-hour Post License Course regarding how to use a real estate license and include additional important topics such as safety, protecting privacy (i.e., cyberattacks), proper use of technology, and good communications (i.e., non-verbal, email, etc.). This new outline will be developed with the assistance of current post license instructors.

### Step 4: Temporary Salesperson Requirements and Deadline

Once the Salesperson Prelicense II Course is completed and course credit has been submitted to the Commission, a license applicant can apply for a Temporary

Salesperson License and begin practicing real estate with a licensed company under the oversight of a Qualifying Broker. The newly licensed Temporary Salesperson must satisfy two additional requirements within a period of three months from license issuance before applying for an Original Salesperson License. If this deadline is not satisfied, the Temporary Salesperson is placed on inactive status and must pay a \$150 fee for 30 days of additional access to the requirements. An additional 30 days can continue to be purchased for the same fee if needed. The two additional requirements include the following:

- A Commission-developed training addressing the specific area of real estate in which the new licensee is practicing must be completed. The licensee can choose from the areas of residential, commercial, or property management. This will provide training in that specific area of real estate while the new licensee is actually practicing real estate. This Commission-developed training may be approximately 15 hours.
- A *Core Competencies Checklist* must be

completed as part of the Commission-developed training and signed by the Qualifying Broker of the company where the license is held. This checklist will include core competencies that will be expected from the new licensee in his/her specific area of real estate. As each competency is successfully demonstrated and completed, the Qualifying Broker can initial it on the list and include the date when it was completed. When all core competencies have been completed and noted on the checklist, the Qualifying Broker can submit the completely executed document to the Commission for evaluation and approval.

### Step 5: Apply for the Original Salesperson License

Once both requirements including the Commission-developed training and the Core Competencies Checklist have been completed and approved, the Temporary Salesperson can apply for the Original Salesperson License.

Once again, these are proposed changes requiring legislative passage, so they are only being shared now to let prelicense instructors know about these proposed changes and request feedback.



## QUESTION

When is the deadline to submit CE credit for license renewal?

## ANSWER

Instructors normally have two weeks after a CE course to submit course credit for all students. However, that deadline is reduced in September of every even year due to the CE deadline for license renewal. **All CE credit must be submitted prior to midnight on September 30 of this year.** If that is not done, licensees will be forced inactive and the blame will fall on the school. Please schedule your classroom courses to allow time for all CE credit to be entered in CMap prior to the September deadline.

Distance education providers must also take appropriate steps to have all CE credit submitted prior to midnight on September 30. If you allow a student to finish a course at 11:50pm CDT, you will have 10 minutes to submit that course credit. Please notify your CE students that courses need to be completed by an earlier date to give you time to

## Calendar of Events

*Dates and events are subject to change*

### September

- 5 Commission Office Closed
- 7 Briefly Legal on Microsoft Teams
- 21 Coffee with the Commission
- 22 Commission Meeting
- 30 Deadline for CE courses to be completed and submitted for license renewal

### October

- 1 Beginning of 2023-2024 License Period
- 10 Commission Office Closed
- 13 Commission Meeting in Mobile
- 19 Coffee with the Commission
- 21 Instructor Training with Juanita McDowell

### November

- 3-4 New Instructor Orientation
- 11 Commission Office Closed
- 16 Coffee with the Commission
- 17 Commission Meeting
- 24 Commission Office Closed

### December

- 26 Commission Office Closed



## Education Snapshot

April 2022-July 2022

### SALESPERSON EXAMINATION

#### Overall

Taken - 2,446  
Passed - 997  
Overall Passing % - 40.8

#### First Time

Taken - 1,318  
Passed - 633  
First Time Passing % - 48.0

### BROKER EXAMINATION

#### Overall

Taken - 170  
Passed - 126  
Overall Passing % - 74.1

#### First Time

Taken - 138  
Passed - 109  
First Time Passing % - 79.0

### RECIPROCAL SALESPERSON EXAMINATION

#### Overall

Taken - 275  
Passed - 254  
Overall Passing % - 92.4

#### First Time

Taken - 263  
Passed - 243  
First Time Passing % - 92.4

### RECIPROCAL BROKER EXAMINATION

#### Overall

Taken - 139  
Passed - 95  
Overall Passing % - 68.3

#### First Time

Taken - 104  
Passed - 71  
First Time Passing % - 68.3

## Alabama Real Estate Commission's Core Mission

The core mission of the Alabama Real Estate Commission is to **serve the public** through the licensing and regulating of real estate licensees. Basically, the Commission exists to protect consumers by qualifying individuals for licensure through mandatory education and a license examination that measures entry-level knowledge to ensure competency prior to licensing. These individuals must abide by a body of laws and

regulations addressing necessary disclosures and proper practice in order to maintain a license. Upon the Commission's formation, its mandate from the Legislature was to educate those who are serving as a fiduciary and assisting members of the public who are making what is often their largest financial transaction in buying or selling a house. When teaching license applicants and new licensees, please keep this core mission in mind.