

The Educator

Instructor Training Opportunities in 2024

COMMISSION TRAININGS

April 26

Risk Management/Mandatory Broker CE
Anne Powell

September 13

10 Essential Skills of an Exceptional Instructor
John Wenner

Each training will provide 6 of the 12 hours needed to renew instructor approval in 2025. Remember, these hours are not interchangeable with CE hours that are needed to renew your real estate license. These CE hours are only applied toward the renewal of your instructor approval.

LOCATION: Alabama Real Estate Commission Training Room

TIME: 9:00 a.m. – 4:00 p.m.

COST: \$139 for early registration and \$189 for late registration

Registration is available on Auburn University's Office of Professional & Continuing Education website at auburn.edu/outreach/opce/re/arec.

AREEA TRAININGS

February 16

REEA Gold Standard Instructor (GSI) IDW #2
Theresa Barnabei

Date TBD

REEA Gold Standard Instructor (GSI) IDW #3

REEA TRAININGS

February 14

REEA Gold Standard Instructor (GSI) IDW #1
Theresa Barnabei
Mobile Area Association of REALTORS®

June 25-29

REEA Annual Conference
Memphis, TN

Registration will be available through REEA's website at reea.org.

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.

Keep Track of All Renewal Requirements

The Commission understands that prelicense instructors must know broker license renewal requirements **and** prelicense instructor renewal requirements. This may be confusing since both involve CE course completion and license renewal at different times. There has also been confusion between the **late** renewal deadline for licensees and the education renewal deadline for instructors.

Here is a reminder of renewal deadlines:

LICENSE RENEWAL for all licensees is every even-numbered year. Late license renewal can take place from October 1 of an even-numbered year through

September 30 of the next year (12 months). If an unexpired license is not renewed by this deadline, the license will lapse.

EDUCATION RENEWAL for instructors and administrators is every odd-numbered year. Late license renewal can take place from October 1 of an odd-numbered year through December 31 of the same year (3 months). If an unexpired license is not renewed by this deadline, the license will lapse. Also, if a license is renewed but instructor CE is not completed by the deadline, that license will lapse.

Based on these deadlines, instructors may see Commission emails

regarding education renewal and emails regarding late license renewal at the same time during an odd-numbered year. Please do not confuse these emails. Checking your various licenses and CE courses in *Online Services* will help keep everything current. Also, keeping all license renewal requirements organized and separated will result in both renewals being completed on time and without problems.



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Deadlines Are Real

We cannot tell you the number of times we have heard distance education students tell us they have finished an online prelicense or post license course by the completion deadline, but they are only referring to the course lessons. For some reason, they do not think the course examination is included in that deadline. Students need to be told that **EVERYTHING** must be completed before the deadline, including the course examination, the submission of mandatory documents, as well as the submission of course credit by the school, and not just the course lessons.

Students tell us, *“I finished the course, but I can’t take my course exam until next week, and my deadline is today”* or *“I passed my Post License course exam last night, but when the school tried to enter my credit today, your system shows that my license lapsed.”* These situations are sad and unfortunate, but they are

out of our control. Students have one year to complete the prelicense and post license courses as stated in License Law. There are no deadline extensions available, and it is always difficult when we tell people that they will have to retake the prelicense course. That is why we need you as the instructor to make sure students understand exactly what must be completed prior to the deadline. Help us stress to students that they cannot wait until the day of their deadline to complete the modules of a prelicense or post license course because it is unlikely that they will be able to schedule the proctored course examination and have the course credit submitted to us that same day.

Although this issue arises for the Salesperson Prelicense and Broker Prelicense courses, it is more prevalent with the post license course. Toward the end of **every** month, we receive calls from temporary salesperson

licensees who are facing their 12-month deadline, but they cannot complete all Post License course requirements, have their course credit submitted, and have their original salesperson license application submitted prior to the last day of the month. When we tell them they missed the deadline and we cannot extend it, the response usually involves anger or tears. Please make sure your prelicense and post license students are aware of everything that must be completed before their published deadlines, so they are not surprised on the last day.



Education Staff Change



We congratulate **NANCY WILLIAMSON** on her retirement! Nancy has been with the Commission’s Education Division for 13 years. She has been a blessing to Commission staff members as well as licensees in the state. We thank Nancy for her devotion to the job and her desire to help licensees.

PHILLIP HORTON has joined the Education Division. He has a real estate background having served with the Alabama Association of REALTORS® and the Birmingham Association of REALTORS®. Phillip’s existing real estate knowledge and his positive personality will be a blessing to the Education Division.



We thank Nancy for the time she has served with us, and we welcome Phillip to the Education Division.

Important Communication

The Commission attempts to keep all licensees, instructors, and administrators informed about important topics without sending too many emails. The emails that we do send contain very important information for all recipients. However, we have heard instructors say “I never received that email” when we share detailed information regarding the topic in question and say an email has already been sent.

To avoid missing important information from the Commission, please do the following:

1. Read every email you receive from the Commission. Important information is always being shared.
2. Read all newsletters. Both *The Educator* and *The Update* newsletters contain important information for recipients.
3. Make sure we have your correct email address. There is a possibility it has changed and it was not updated in our system.

Please take the time to read the information we share. If you know of someone who is not receiving emails that you are receiving, please ask them to contact us so the problem can be identified.

Correct Information in Advertising is Important

We all know the importance of advertising and may have experienced both positive and negative results from it. If advertising is incorrect or exaggerated, it can lead to a disappointing experience. This is especially important when it involves CE courses. The Commission has noticed several examples of advertising that can lead to questions and possible problems.

For example, using an incorrect name of a mandatory CE course can lead to confusion. We saw an advertisement for the *Risk Management: Initial Contact to Accepted Offer* course identifying it as *Risk Management: Initial Contact to Contract*. Simply advertising

the course as *Risk Management* is acceptable. However, if using the full course name, it needs to be correct.

Also, make sure you advertise the correct CE requirements for the various licenses. Some schools are still advertising the CE requirement for all licensees as 3 mandatory hours and 12 elective hours, but all brokers now have 6 mandatory hours and 9 elective hours required. This should be clearly stated in your advertising. It is strongly recommended that the 15 hours of CE for salespersons be advertised using the specific course title for the mandatory course and the 15 hours of

CE for associate brokers and qualifying brokers be advertised using the specific course titles for the two mandatory courses. One simple statement of the 3-hour mandatory course and 12 elective hours for all licensees can result in confusion.

All distance education providers advertising 15-hour CE packages need to make sure associate and qualifying brokers have the two mandatory courses and not market a 15-hour CE package without the



Mandatory Broker CE Course. If that happens, some brokers may be forced inactive while thinking they have satisfied the CE requirement.

We ask all instructors and administrators to check your website and all CE course advertisements to make sure the correct courses are being advertised and offered.

Salespersons

Risk Management: Initial Contact to Accepted Offer (3 hours)
Elective CE courses (12 hours)

Associate Brokers and Qualifying Brokers

Risk Management: Initial Contact to Accepted Offer (3 hours)
Mandatory Broker CE Course (3 hours)
Elective CE courses (9 hours)

Changes in License Examination Statistics

“The Broker Prelicense course must be taught differently than the Salesperson Prelicense course.”

The Commission changed license examination providers last year beginning January 1 and PSI was replaced by Pearson VUE. The change in examination providers resulted in a change in license examinations. Here is a summary of the changes:

SALESPERSON LICENSE EXAMINATION

- The number of items was changed from 140 items (100 national and 40 state) to 120 items (80 national and 40 state).
- The examination results have improved from a 50.8% first-time pass rate in 2022 to a 67.4% first-time pass rate in 2023.

BROKER LICENSE EXAMINATION

- The national portion changed from 10 simulation items to 80

multiple choice items. There are still 40 state items.

- The national outline is the same as the salesperson examination outline with the exception of items being written at a higher level.
- The examination results have dropped from an 82.5% first-time pass rate in 2022 to a 45.8% first-time pass rate in 2023.

The Commission provided time for schools and instructors to make the transition to the new broker examination format. However, some broker applicants who did not take the license examination immediately after completing the prelicense course in 2022 had prepared for a simulation examination but were required to take the multiple

choice examination based on a different outline. The broker examination statistics should have improved during this time of transition, but they are still lower than they should be. Broker prelicense instructors need to make sure the correct information is being taught and at the appropriate level for broker license candidates.

Please remember the three types of items that are on a license examination: *Knowledge, Application, and Analysis*. *Knowledge* is simply recall and recognition, *Application* requires interpretation, and *Analysis*

requires evaluation. This is the difference in the salesperson and broker license examinations. The outline topics are the same, but the levels at which the examination items are written are different based on the category. Here is a comparison of the number of items in each category to show the difference:

SALESPERSON EXAMINATION

Knowledge: 40 items
Application: 27 items
Analysis: 13 items

BROKER EXAMINATION

Knowledge: 20 items
Application: 28 items
Analysis: 32 items

You can see that the broker license examination has higher-level items than the salesperson license examination. That is why the Broker Prelicense course must be taught differently than the Salesperson Prelicense course. The content should not be taught at the same level.





QUESTION

Is there a new rule in License Law that needs to be taught?

ANSWER

Yes! Rule 790-X-3-.15 entitled *Broker Supervision* became effective on March 17, 2022. This rule specifies the supervisory responsibilities of qualifying brokers. Proper examination items are being added to the state content of the broker license examination and the reciprocal broker license examination. For proper preparation of broker license candidates and reciprocal broker license candidates, this rule must be explained in the 60-hour *Broker Prelicense* course and the 6-hour *Reciprocal Broker Prelicense* course.

New Instructor Orientation Dates

A New Instructor Orientation for brokers interested in being approved as prelicense instructors will be offered three times in 2024.

February 1-2
May 30-31
August 15-16

Contact Pam Oates at pam.oates.arec.alabama.gov or 334-353-0873 for more information.

Calendar of Events

Dates and events are subject to change

January

15 Commission Office Closed
 17 Coffee with the Commission
 18 Commission Meeting

February

1-2 New Instructor Orientation
 19 Commission Office Closed
 21 Coffee with the Commission
 22 Commission Meeting

March

20 Coffee with the Commission
 21 Commission Meeting

April

22 Commission Office Closed
 24 Coffee with the Commission
 25 Commission Meeting - Baldwin Co.
 26 Instructor Training - Anne Powell



Education Snapshot

July-November 2023

SALESPERSON EXAMINATION

Overall

Taken - 1,945
 Passed - 1,025
 Overall Passing % - 52.7

First Time

Taken - 1,166
 Passed - 781
 First Time Passing % - 67.0

BROKER EXAMINATION

Overall

Taken - 344
 Passed - 130
 Overall Passing % - 37.8

First Time

Taken - 166
 Passed - 84
 First Time Passing % - 50.6

RECIPROCAL SALESPERSON EXAMINATION

Overall

Taken - 382
 Passed - 338
 Overall Passing % - 88.5

First Time

Taken - 341
 Passed - 303
 First Time Passing % - 88.9

RECIPROCAL BROKER EXAMINATION

Overall

Taken - 190
 Passed - 156
 Overall Passing % - 82.1

First Time

Taken - 154
 Passed - 124
 First Time Passing % - 80.5

Commission Website Change Reminder

The Commission's IT Division had to make a change to our website this past August. As a result, some licensees were experiencing difficulty accessing important information.

An email was sent to instructors and administrators offering suggested options:

- If you enter the website address arec.alabama.gov and you are redirected to arec.alabama.gov/arec/, you need to clear your browsing history and cache.
- If you have the website **bookmarked** on your computer and that address includes the **/arec/**, that bookmark needs to be edited, or it can be deleted and recreated.

If you are still experiencing problems with the website, make sure the website address you are using is arec.alabama.gov.

