



# THE EDUCATOR

*a publication of the Alabama Real Estate Commission*

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## INSTRUCTOR TRAININGS PLANNED FOR 2025

Education renewals will take place in 2025 and will include all instructors, courses, and schools. All prelicense instructors must have 12 hours of instructor CE to satisfy renewal requirements and continue teaching. Here are options for satisfying this requirement:

- Instructor trainings offered by the Commission every year.
- Instructor trainings offered by AREEA every year.
- IDWs that are taken in the classroom in other states.
- Attendance at the REEA Annual Conference.
- Online trainings approved by the Commission. Information for these trainings is available in Instructor Resources on the Commission's website.

The Commission will be offering two instructor trainings next year:

### May 2

Craig Grant will be offering "The Modern Real Estate Instructor" addressing topics such as professionalism, the modern flipped classroom, instructional material, AI and technology, virtual presentations, and memorable/impactful presentations.

Craig travels the country offering trainings for a variety of organizations including REEA and REALTOR® organizations. He is the CEO of The Real Estate Technology Institute.



### September 26

Pearson VUE will share information on the license examination including the scheduling process, exam site infrastructure, exam delivery, and the item writing process. We may also have Alabama instructors share information on how their schools maintain a high examination pass rate.



Registration will be available on the [website for Auburn University's Office of Professional and Continuing Education \(OPCE\)](#). The Commission will also advertise AREEA instructor trainings when the information is available.

## IN THIS ISSUE

### EDUCATION STAFF CHANGE

### CHECK STUDENTS' LICENSE EXAMINATION PERFORMANCE

### LICENSE EXAMINATION OUTLINE UPDATES

### SALESPERSON PRELICENSE COURSE PLANNING

### CMAP COURSE SCHEDULE ENTRIES

### 2024 LICENSE RENEWAL

### Q & A

### CALENDAR OF EVENTS

### EDUCATION SNAPSHOT

## EDUCATION STAFF CHANGE

Pam Oates is retiring from the Commission on November 30. She has been with the Education Division for approximately 19 years and has been a blessing to Commission staff members as well as licensees in the state.

We thank Pam for the time she has served with our Education Division and her devotion to the job. A new employee will be hired in the upcoming months and will be introduced to everyone.



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**“Saying goodbye is like trying to fold a fitted sheet – nobody really knows how to do it properly.”**

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*I’m sure that I will never be able to express the feelings I have leaving the Real Estate Commission and all the people that have touched my life for almost 19 years.*

*Retirement is something you spend your entire working life dreaming of and then one day it becomes obtainable, and the next day it is here. It seems like only yesterday that I left the school system to take the job as an Education Specialist and I was scared to death. I was hired to start the audit program and establish standards and accountability.*

*I soon found friends that maybe just needed my help. It seemed hard to pinpoint deficiencies in instructors who were never really taught how to teach. I soon remembered something my wise grandmother told me. She said, “You don’t fatten a pig by weighing it,” and things just all came into focus. I needed to be feeding my pigs and not just weighing them. Please don’t think that I am calling you a pig, it is just part of the analogy.*

*Through the years, feeding my pigs became my priority. I wanted you to know that I was there for you and would provide meals of clarity, motivation, support, and laughter.*

*It didn’t take long for me to realize how much I enjoyed our mealtimes.*

*All of you are important to me and I cannot thank you enough for the respect and friendship I have received over the years. As I think back over my time with the Real Estate Commission, I can honestly say that I have learned more from you than you could ever learn from me.*

*I am so extremely proud to have been a part of your journey as an instructor or administrator. My memory bank is full, and my heart is overflowing.*

*Thanks for a wonderful 19 years.*

*Pam Oates*



## CHECK STUDENTS' LICENSE EXAMINATION PERFORMANCE

This is a reminder to check the license examination performance of your prelicense students. You should be receiving a weekly email from Pearson VUE identifying your students who took the license examination the previous week. If no students took the license examination, you would not receive a Pearson VUE email. When you see students who are failing the license examination multiple times, contact them to assist with better preparation. You may be able to identify the specific area(s) where improvement can be made. When students continue to fail the examination, your school's pass rates will become lower, which is shared with the public on our website.

Please do not simply say goodbye to students when they complete your course. Stay in touch with them to make sure they are successful on the license examination. Some students may not like to talk about failed examinations, but you can make the effort to assist them. You can see the specific areas of the examination where students need assistance and help them achieve a passing score.

Take advantage of this information that Pearson VUE is sharing and improve your students' performance on the license examination.



## LICENSE EXAMINATION OUTLINE UPDATES

As identified in previous emails sent in July and August, Pearson VUE has updated the national salesperson and broker outlines. This is done periodically to keep up with the dynamic changes in real estate.



Pearson VUE collaborates with the Association of Real Estate License Law Officials (ARELLO®) and subject matter experts nationwide to create, review, and approve new examination items to ensure the license examination reflects the current industry standards.

You will see minor adjustments throughout the examination outlines including more detailed information in some areas and changes in the number of items in each cognitive level (Knowledge, Application, and Analysis).

For example, Section 1 of the examination outline is *Real Property Characteristics, Legal Descriptions, and Property Use*. Currently, there are nine items from that section: five are Knowledge items, two are Application items, and two are Analysis items. The update is changing that to 11 items from that section: six are Knowledge items, three are Application items, and two are Analysis items.

Also in Section 1, B is *Characteristics of Real Property*. Currently, it includes *Economic Characteristics* and *Physical Characteristics*. Pearson VUE has added sub-topics to identify the characteristics.

You can see these outline changes below. Words or numbers that are underlined are being added. Words or numbers that have a strike-through are being removed.

### I. REAL PROPERTY CHARACTERISTICS, LEGAL DESCRIPTIONS, AND PROPERTY USE (SALES 11 ~~9~~; 6 ~~5~~ KNOWLEDGE, 3 ~~2~~ APPLICATION, 2 ANALYSIS)

#### A. Real property vs. personal property (3 ~~2~~ Items)

1. Fixture, trade fixtures, emblements
2. Attachment, severance, and bill of sale

#### B. Characteristics of real property (2 ~~2 to 3~~ Items)

##### 1. Economic characteristics

- a. Scarcity
- b. Modification / Improvement
- c. Permanence of Investment / Fixity
- d. Area Preference / Situs

##### 2. Physical characteristics

- a. Immobility
- b. Indestructibility
- c. Non-homogeneity / Uniqueness

These changes will be launched in mid-January, and Pearson VUE will provide a 90-day notice prior to the changes. Please understand that these are not major changes that will completely alter license examinations. Pearson VUE is simply adding more detailed information and changing the cognitive levels in some areas.



# SALESPERSON PRELICENSE COURSE PLANNING



The Commission requires a New Instructor Orientation for new prelicense instructors. A portion of that training involves proper preparation for a salesperson prelicense course.

This information not only benefits new instructors, but it can also serve as a beneficial reminder for experienced instructors.

**1) Learn the Pearson VUE outlines for the Alabama real estate law content and the general content.** Be very familiar with the topics for each outline. Know the number of questions on the license examination for each topic and the difficulty levels of Knowledge, Application and Analysis. Read, study, and research the content areas and gain thorough knowledge of each topic.

**2) Establish your student learning objectives using the topics in the outlines.** Example: Students will be able to define real property and personal property and provide examples of each.

**3) Use the Exam Analysis Forms to create effective course exams for License Law and general content that match the content spread on the license examination.** You do not have to write your own examination items. You may use items from other sources to create your examinations. You will need more than one examination for re-takes if students fail. The number of retakes allowed is determined by the school.

**4) Plan effective lecture (including examples and brief stories) and engaging activities that help students to meet your objectives.** Do not just read from a textbook. Know your content well enough to not be tied to a textbook.

**5) Create student information sheets to give to students when they enroll. Include the information below and any other information that you think will be helpful for them.**

- Rules and expectations. (Examples: Read/Research ahead. Be on time.)
- Class make-up policy. (90% attendance is required by law. Missed time beyond that must be made up.)
- *Licensing Process and Deadlines* form.
- Best times and ways to contact you.
- Behavioral expectations during class.
- Textbook/resources available at [prepagent.com](http://prepagent.com).
- Number of retakes allowed on course examinations.

**6) Determine what school you will teach under.** That school's Administrator will need to email the Education Division a request to place you as an approved instructor under the school. If you want to open your own school, you will need an Administrator, which can be you or someone else.

If you plan to have your own school, here are some requirements to consider:

- An Administrator must be approved for each school. The Administrator Application can be downloaded from The Commission's website under *Professionals/Education/Applications*. The Administrator must pass an open-manual test on education rules and procedures. The Administrator is not required to have a real estate license.
- After an Administrator is approved, he/she must obtain a \$20,000 surety bond for the school with the Alabama Real Estate Commission as trustee. The surety bond form to be completed by the surety company can be found on the Commission's website under *Professionals/Education/Resources/Applications*.
- Once the surety bond has been accepted by the Commission, a school application may be submitted by the Administrator by logging in to *Online Services* on the Commission's website and selecting *School Application*.
- Once the school application has been approved, the Administrator should return to the online school application and pay the license fee. If the application is approved during the first year of the education license period, the fee is \$500. If the application is approved during the second year of the education license period, the fee is \$250.

**7) Determine the days and times that you will have class.**

Collaborate with the school's Administrator to determine days and times that classes will be held. The Administrator should enter the course dates by logging in on the Commission's website and selecting *Education Management/Manage Course Schedules*. Course information should be checked for accuracy in the *Course Search* link under *Professionals*.

**8) Students who have not demonstrated their knowledge of content by passing your course examination should not be given a passing grade for your course.** If they cannot pass the course examination, they are likely not prepared for the license examination.

**9) Follow-up with students who do not pass the license examination. You may charge a fee for tutoring to help students with content on which they had low scores.**

**10) The following school records (paper or electronic) should be kept for four years:**

- Sign-in sheets.
- *Licensing Process and Deadlines* forms signed by each student and the instructor.
- Student exam answer sheets.
- Copies of mid-term and final exams used.
- Records of incremental testing with documentation that students scored a minimum grade of 70.
- A *Course Credit History* report showing credit entered for the course.



## CMap COURSE SCHEDULE ENTRIES

Please remember to enter all course offerings in **CMap**. This includes classroom and distance education courses. There are two main reasons for this:

1. The Commission needs to be aware of all courses being taught so information can be shared with people interested in getting a license, as well as current licensees. Also, this helps in the planning of course audits.
2. License applicants and licensees need to see these scheduled courses using the Course Search on our website because that is where they are directed when asking for course availability and options. Entering courses in CMap can result in additional students for schools.

All classroom course schedules (including virtual courses) must be entered in CMap five (5) business days prior to the first class. Course credit for prelicense and post license students must be entered in CMap within three (3) business days of course completion. Course credit for CE course students must be entered within 10 days of course completion.

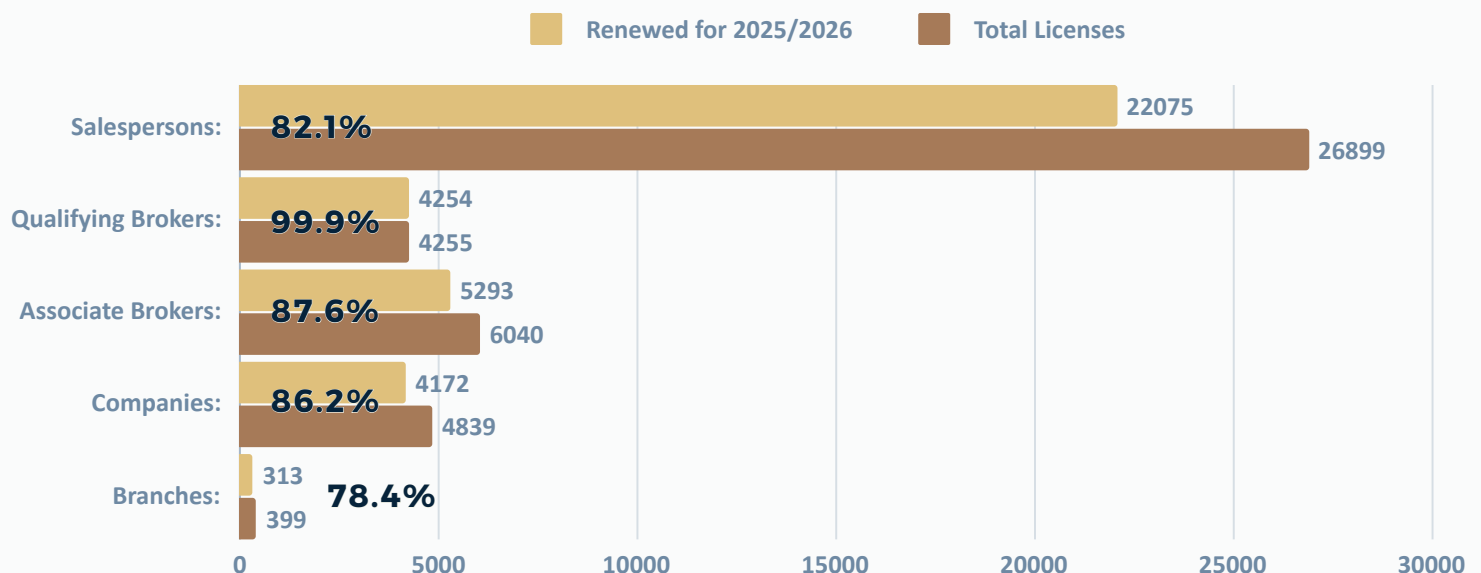
Please submit accurate course information at the proper time as required by License Law. If this is not done, the Education Division receives a notification that course credit was submitted for a course that was not entered in CMap's Manage Course Schedules. The submission of course schedules helps the Commission advertise available courses and helps schools fill their seats with students.



## 2024 LICENSE RENEWAL

We had a successful license renewal, and we thank all instructors and schools who provided the needed education for licensees either in the classroom or through distance education. We asked all distance education providers to advertise a date and time prior to midnight on September 30 for all courses to be completed. This allowed more time for the schools to submit the CE credit prior to the deadline. However, some licensees still waited until the last day to complete their courses and did not allow time for the school to submit course credit. As a result, those licensees were forced inactive and required to pay a license activation fee once the course credit was reported.

Here are license renewal statistics as of October 15, 2024:



NOTE: Late renewals continue to take place, so these numbers are constantly changing.

**QUESTION:**

How do I know if I need instructor CE hours?

**ANSWER:**

Instructor CE hours for prelicense instructors can be found in the same Education History (CE Credit) area in Available Services where Licensee CE hours are found. Simply scroll down to find Instructor CE beneath Licensee CE.

**November**

<b>20</b>	Coffee with the Commission
<b>21</b>	Commission Meeting
<b>28-29</b>	Commission Office Closed

**December**

<b>25</b>	Commission Office Closed
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**January**

<b>1</b>	Commission Office Closed
<b>16</b>	Commission Meeting
<b>20</b>	Commission Office Closed

**February**

<b>17</b>	Commission Office Closed
<b>20</b>	Commission Meeting

*Dates and events are subject to change.*



## EDUCATION SNAPSHOT

### JUNE - SEPTEMBER 2024

**Salesperson Examination****Overall**

Taken – 1,449  
Passed – 738  
Overall Passing % – 50.0

**First Time**

Taken – 828  
Passed – 551  
First Time Passing % – 66.5

**Broker Examination****Overall**

Taken – 267  
Passed – 128  
Overall Passing % – 47.9

**First Time**

Taken – 146  
Passed – 88  
First Time Passing % – 60.3

**Reciprocal Salesperson Examination****Overall**

Taken – 245  
Passed – 208  
Overall Passing % – 84.9

**First Time**


Taken – 208  
Passed – 180  
First Time Passing % – 86.5

**Reciprocal Broker Examination****Overall**

Taken – 109  
Passed – 84  
Overall Passing % – 77.1

**First Time**

Taken – 81  
Passed – 166  
First Time Passing % – 81.5



ALABAMA REAL ESTATE  
**COMMISSION**  
EMPOWER, CONNECT, AND EDUCATE

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