

1201 Carmichael Way • Montgomery, Alabama 36106
 Telephone: 334.242.5544 • Fax: 334.270.9118
 arec.alabama.gov

Application for Prelicense/Post License Instructor

Application Fee: \$ 100.00 - Between 10/01/11 and 09/30/12
\$ 50.00 - Between 10/01/12 and 09/30/13

Applicant **MUST** have a minimum score of 70 to meet instructor qualifications. Documentation **MUST** be attached in order for points to be awarded. Applicant will receive no points in any area which is not sufficiently documented.

Name _____ Final Score

Mailing Address _____
 _____ City _____ State _____ Zip _____

Email Address _____ Fax # _____

Daytime Telephone _____ Social Security No. _____ D.O.B. _____

School Name _____

School Address _____

I am applying to teach (Check all that are appropriate): _____ Prelicense _____ Post License _____ Continuing Education

Before teaching Risk Management, you must complete the one-day instructor training course. Contact the Commission for information regarding dates and registration.

Signature of Applicant _____ Date _____

Signature of School Administrator _____ Date _____

Print Signature of School Administrator _____

I. Active Real Estate Experience	Units	Points
A. Active Salesperson License.....	1 pt. per year	_____
B. Active Broker License (Prelicense instructor must have a Broker's License.)	2 pts. per year	_____
Company with whom licensed. _____	Total (Max. 20)	<input type="text"/>

II. Real Estate Education	Units	Points
A. College Credit Courses in Real Estate (5 pts. each for 3 Semester or 5 Quarter hour course)....	_____ Courses	_____
B. Real Estate Professional Designation Courses (3 pts. for each course completed up to 12 pts.).....	_____ Courses	_____
C. Prelicense Courses Completed (2 pts. per 15 classroom hours up to 10 pts.)	_____ Hours	_____
D. Post License Courses Completed (2 pts. per 15 classroom hours up to 8 pts.).....	_____ Hours	_____
E. Continuing Education Courses Completed (.5 pts. per 3 classroom hours up to 10 pts.).....	_____ Hours	_____
F. Real Estate Training Courses Completed (1 pt. per course up to 5 pts.)	_____ Courses	_____
<i>Course MUST have been at least one day in length to be acceptable. (Examples: Board Orientation, Franchise Training, etc.)</i>	Total (Max. 20)	<input type="text"/>

III. Formal Education (Choose appropriate level of education completed. NOT a cumulative score)	Units	Points
A. High School	5 pts.	_____
B. 2 Year Degree (Or college level studies between 2 and 4 year degrees)	10 pts.	_____
C. 4 Year Degree	15 pts.	_____
D. 4 Year Degree with Major in Real Estate	20 pts.	_____
E. Masters Degree or Higher	20 pts.	_____
Total (Max. 20)		<input type="text"/>

IV. Teaching Experience	Units	Points
A. Formal Institution (Elementary, Secondary, Post Secondary, College, University) <i>Submit official documentation which includes the name of courses along with dates taught.</i>		
1. Full Time Instructor 10 pts. per year	_____ Years	_____
2. Adjunct Faculty 2.5 pts. per course.....	_____ Courses	_____
5 pts. per Real Estate course.....	_____ Courses	_____
B. Commission Approved Courses (If previously taught in Alabama or any other state)		
1. Salesperson Prelicense Course (3 pts. per 15 classroom hours up to 12 pts.).....	_____ Hours	_____
2. Broker Prelicense Course (3 pts. per 15 classroom hours up to 12 pts.).....	_____ Hours	_____
3. Continuing Education (1 pt. per 3 classroom hours up to 10 pts.).....	_____ Hours	_____
4. Post License Course (3 pts. per 15 classroom hours up to 12 pts.).....	_____ Hours	_____
5. Guest Lecturer for AREC Approved Course (1 pt. per class session up to 3 pts.)	_____ Courses	_____
C. Informal Institution		
1. Real Estate Designation Courses (5 pts. per course)	_____ Courses	_____
2. Board Orientation (2 pts. for each course up to 6 pts.)	_____ Courses	_____
D. Attendance at Instructor Development Courses		
1. One Day Workshops (5 pts. for each workshop up to 20 pts).	_____ Workshops	_____
2. Workshops Lasting Two or More Days (10 pts. for each workshop up to 20 pts.)	_____ Workshops	_____
E. Apprenticeship <i>Points awarded for attendance of an entire Prelicense or Post License Course taught by an approved instructor via live presentation in which applicant must teach at least 20% of the course under supervision of the approved instructor. Prior approval from the Commission is required. A notarized letter of verification of 100% attendance and 20% instruction MUST be sent by the approved instructor.</i>		
60 Hour Salesperson Prelicense Course	_____ 10 pts.	_____
30 Hour Post License Course	_____ 5 pts.	_____
60 Hour Broker Prelicense Course	_____ 10 pts.	_____
Total (Max. 30)		

V. Real Estate and Related Experience	Units	Points
A. Member of Real Estate Professional Organization (1 pt. per year)	_____ Years	_____
B. Licensure/Certification in Auxiliary Field (1 pt. per year up to 5 pts.)	_____ Years	_____
C. Closed Brokerage Transactions (.2 pts. for each transaction up to 5 pts.)..... <i>May verify by notarized statement from broker(s) giving date transaction(s) closed.</i>	_____ Transactions	_____
Total (Max. 10)		

Total From Page 2

Total From Page 1

Total From All Categories

Make your check payable to the Alabama Real Estate Commission and mail it, along with your application and appropriate documentation, to the Alabama Real Estate Commission, Education Division, 1201 Carmichael Way, Montgomery, AL 36106.