

Rule 790-X-1-.12. Continuing Education Course Approval And Requirements

(1) All instructors of continuing education courses shall apply for course approval on a form prescribed by the Commission along with a \$100 course review fee and all required documents. Applications for courses shall be submitted online as required by the Commission.

(2) Approved continuing education courses shall be taken from a Commission approved school and taught only by approved instructors. Otherwise those completing the course shall not receive credit toward meeting continuing education requirements.

(3) In order to be approved for continuing education credit, courses shall contain a minimum of three (3) clock hours of instruction. ~~A licensee shall not earn more than nine (9) hours of continuing education credit in any one day. Upon special request courses which contain one and one-half (1 1/2) hours may be approved by the Commission.~~

(4) Administrators shall not advertise courses out as approved, enroll students or conduct classes for which students expect to earn continuing education credit prior to the course instructor receiving written approval from the Commission. Course instructors shall submit the course application to the Commission at least ~~14~~³⁰ days prior to the proposed beginning date of the course.

(5) Administrators shall report all required course information including the exact location, times and dates of the courses to the Commission via the electronic submission program provided by the Commission at least five (5) business days prior to the beginning of each course. Should changes occur in this information, the administrator shall submit the changes immediately via the electronic submission program provided by the Commission. Business days are Monday through Friday and do not include federal holidays, state holidays and weekends.

(6) Administrators shall within 10 days of course completion, report credit for the students who successfully completed the course to the Commission via the electronic submission program provided by the Commission. Credit completed on or before September 30 of a renewal year shall be entered before midnight of September 30 to avoid possible disciplinary action.

(7) Each school shall maintain permanent records for its students showing attendance, course credit submission via the electronic submission program provided by the Commission, and any other documentation required by the Commission for a minimum of four (4) years. If a school closes because it merges with another school or is

bought by another school, the records for the previous four years shall be turned over to and become the responsibility of the new school. If a branch school closes, the records for the previous four years shall be turned over to and become the responsibility of the principal school.

(8) No more than one-third of any continuing education class can be presented through video unless the course is an ARELLO certified distance education course.

(9) Students shall attend 100% of the course offering in order to be awarded continuing education credit. Instructors may take a 10-minute break after each 50 minutes of instruction. Credit shall not be given for time spent on meals or other unrelated activities. The instructor and school shall not issue credit to students who do not attend 100% of the course offering.

~~(10) Prior to becoming licensed, a person shall not earn real estate continuing education credit.~~

(10) ~~(11)~~ Any licensee who completes the entire 60 hour broker prelicense course or the entire 30 hour post license course shall earn 15 clock hours of continuing education credit which shall satisfy all continuing education requirements for the current license period.

(11) ~~(12)~~ Instructors and schools shall provide each student in any approved continuing education class with instructions on how they can check continuing education credit and electronically submit a course evaluation on the Commission's website.

(12) ~~(13)~~ Any licensee who completes a continuing education classroom course in another state which is approved by any state may receive credit in Alabama for successful completion of that course by submitting appropriate documentation as prescribed by the Commission including verification of approval by any state, the number of hours for which the course is approved, and course completion. Such courses shall count as elective continuing education credit only. These courses shall not be subject to renewal procedures, instructor application and fee or the course review fee.

Author: Alabama Real Estate Commission

Statutory Authority: Code of Ala. 1975, §§ 34-27-6, 34-27-8, 34-27-32, 34-27-35.

History: Filed August 27, 1986. **Ed Note:** Former Rule 790-X-1-.11 entitled "Waiver of Course Requirements under Certain Conditions" moved in its entirety to become Rule 790-X-1-.18. **Amended:** Filed May 17, 1988; August 15, 1988. Emergency rule filed October 1, 1990.

Amended: Filed December 6, 1990; February 6, 1991; August 7, 1992.
Amended: Filed August 23, 1993; effective September 27, 1993.
Amended: Filed August 23, 1996; effective September 27, 1996.
Amended: Filed August 3, 1998; effective September 7, 1998. **Amended:**
Filed August 29, 2000; effective October 3, 2000. (**Ed. NOTE:** Former
Rule 790-X-1-.11 was moved in its entirety to become 790-X-1-.12, as
per this certification). **Amended:** Filed September 18, 2001; effective
October 23, 2001. **Amended:** Filed November 25, 2003; effective
December 30, 2003. **Amended:** Filed August 31, 2004; effective October
5, 2004. **Amended:** Filed August 25, 2006; effective September 28,
2006. **Amended:** Filed April 24, 2007; May 29, 2007. **Amended:** Filed
July 11, 2008; effective August 15, 2008. **Amended:** Filed May 27,
2009; effective July 1, 2009. **Amended:** Filed August 27, 2009;
effective October 1, 2009. **Amended:** Filed September 6, 2013;
effective October 11, 2013. **Amended:** Filed August 17, 2016; effective
October 1, 2016; **Amended:** Published February 28, 2023; effective
April 14, 2023. **Amended:** Published February 28, 2025; effective April
14, 2025.