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[arec.alabama.gov](http://arec.alabama.gov)

May 12, 2010

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Mr. Porter:

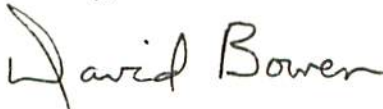
This is to inform you that you have been approved as a continuing education instructor with the Alabama Real Estate Commission. Your instructor license number is **81329**.

You will find enclosed "Key Points for Continuing Education Instructors."

You are reminded that any courses you wish to teach must first be approved by the Commission. Course applications should be submitted to the Commission on our Website: [www.arec.alabama.gov](http://www.arec.alabama.gov). You will also find enclosed "Instructions for the Online Course Application" and "Important Reminders for Submitting Course Applications."

If you have any questions, please do not hesitate to contact our office.

Sincerely,



David Bowen  
Education Specialist

# **Key Points for Alabama Real Estate Commission Approved Continuing Education Instructors**

**Below you will find the duties and responsibilities associated with offering and instructing a continuing education course. There are many occasions when you will teach for another approved school in which the course sponsor may perform some of the responsibilities identified in this document. It is advisable that you confirm with the course sponsor which responsibilities they will perform so you will be aware of all expected duties.**

## **CMap (Course Management Application Program)**

CMap is the system in which all courses and credit are entered. It can be found on our Web site [www.arec.alabama.gov](http://www.arec.alabama.gov) in Online Services under Education Management. To login to this management system you will need your instructor code, last four of your social security number and your date of birth.

- Course schedule should be entered into CMap at least 7 days prior to course offering.
- Course credit should be entered into CMap within 10 days following the course offering.
- All class records should remain with course sponsor if different from course instructor.

## **Classroom Facility**

- The classroom should be accessible to persons with disabilities.
- The classroom should have adequate lighting and HVAC equipment.
- Writing surfaces are required for each student.
- The classroom must be free of outside noise & distractions.
- The room size and arrangement should be sufficient for the number of attendees.
- All students should have an unobstructed view from their seat.

## **Administration**

- Have an organized and orderly registration and/or sign in.
- Students must be in class 100% of the time. Credit cannot be earned if they enter the classroom after the instruction has begun. (This includes after breaks or meals)
- Once instruction has begun, late arrivals are welcome to stay for the information but cannot earn continuing education credit.
- Inform the students at the beginning of class and after each break to turn off their electronic devices.
- Complete attention is to be given to the instructor. Individual conversations or unrelated activity should be conducted during the breaks.
- Ten minutes of break for every 50 minutes of instruction is allowed.

## **Instructor**

- Arrive in advance of start time.
- State the learning objectives for the benefit of the learner.
- Use appropriate movement around the room.
- Incorporate strategies to encourage student participation.
- Repeat student questions for full class before answering.
- Integrate teaching strategies other than lecture.
- Keep the class interesting so as to hold the students' attention.
- Provide instructions to students on how to check course credit in CMap as well as how to submit an online evaluation. (A CMap Instruction sheet is available on our web site)

### **Course Content and Teaching Aids**

- The approved content outline and timeline should be followed.
- All handouts should be legible and professionally prepared.
- Visual aids should be used effectively.
- Visual aids and projected images should be large enough to be seen by all.

**Please contact the Education Division of the Alabama Real Estate Commission at 334-242-5544 if you have any questions regarding the responsibilities listed above.**

## **Instructions for the Online Course Application**

1. Go to the Commission's Web site at [www.arec.alabama.gov](http://www.arec.alabama.gov) and click "Online Services" in the Quick Links.
2. On the *Online Services* screen, click "Online Services".
3. On the *Login for All AREC Services* screen type in your five digit instructor license number, the last four digits of your social security number, and your date of birth.
4. If no changes need to be made to the instructor information, click "Next".
5. Under *Available Services*, click "Course Applications".
6. On the *Course Application* page, select either a classroom or distance education course application.
7. Enter all required information in the spaces provided. The information required for the online application is the very same as the information required on the paper application.
8. Once all of the information has been entered, you will be taken to the Signature Page.
9. There will be an opportunity to review and edit any information that has been entered. Once satisfied with the entries, verify that the accuracy and applicability of the content has been renewed. If so, click "Yes".
10. Enter an e-Signature.
11. There will be an option to pay with a credit card or e-check. All appropriate information for the credit card or e-check must be entered for the payment to be processed. Once the accuracy of your information has been verified, click "Submit".
12. You are now given an option to print a receipt for your payment or to return to enter another course. You are strongly encouraged to print a receipt for your records.
13. After three business days, log in to *Online Services*, go to *Course Applications*, and click "*See Pending Approval/Approved Courses*" to check the status of course submissions.
14. If the course has been approved you will see the message that it has been approved. If the Commission requires additional information the requested information will need to be submitted. After submitting the requested information, check two business days later to see if the course has been approved.
15. If you would like to see a list of all of the courses you are approved to teach, go back to the Available Services screen. Click "*Approved Courses*" and you will see a list of the courses you are currently approved to teach. If you would like a letter with your approved courses you can print one from this screen by clicking "*Course Approval Notice*."

## **IMPORTANT REMINDERS FOR SUBMITTING COURSE APPLICATIONS**

- **The specific rule in Alabama License Law that governs content for continuing education courses is 790-X-1-11.**
- **The curriculum must consist of subjects which are core real estate and which will assist the licensee in fulfilling the Commission's objective of protecting the public.**
- **On the application you must show how the consumer/client will benefit from the licensee taking this course. You are not showing how a licensee will benefit.**
- **Alabama License Law specifically lists as unacceptable subject matter: motivational courses, personal development courses, sales meetings, in-house training and orientation sessions.**
- **The \$100 fee is a course review fee. If your course is denied, this fee is not refunded.**
- **The content outline should be detailed with time segments of between 5 and 30 minutes each. You should clearly identify the topic that will be covered during the time segment.**
- **Course objectives should be in the format of "At the conclusion of this course, the student will be able to....." Objectives must be measurable.**
- **Course strategies should clearly describe what the instructor plans to do in the course to promote student interaction. We want to know what you will do in the class other than lecture (role play, town hall, questions/answers, Power Point, games, case studies, etc.)**
- **Three days after submitting the course you should log on to the Commission Web site to see if the course has been approved or if more information is required.**
- **Courses must be taught under an approved school.**