

Welcome  
to the  
KREC Education Conference

# Agenda

- 9:30 a Registration
- 10:00 a Welcome Director Corder
- 10:30 a Education Update Hannah Carlin
- 11:15 a Application on line Jennifer Franklin
- 11:45 a Lunch
- 12:45 p FBI Background Checks Nick Van Over
- 1:15 p Educators Association Christine Morgan
- 1:45 p E&O Insurance Cindy Grissom
- 2:15 p KREC Staff Q&A KREC Staff



The image features two thick black L-shaped corner brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner. They are oriented towards each other, framing the central text.

# EDUCATION UPDATE

# Goals

- To provide potential applicants with the information and tools necessary to be successful in the real estate business
- To offer quality, practical instruction for licensees that will expand their knowledge of the laws and current trends in the industry
- To protect licensees and the general public



Education is that whole system of human training within and without the school house walls, which molds and develops men (and women).

-W.E.B. DuBois

# This presentation will...

- Describe the education application process
- Update educators on need-to-know information for the upcoming year
- Reaffirm responsibilities as an educator/instructor/school administrator

# THE EDUCATION APPLICATION PROCESS

The Do's and Don'ts of Applying for Approval



# Top 4 reasons Why Courses are DENIED

1. Course Content
2. E105's- Course Outlines
3. E100's- Instructor Applications
4. Missing Documents



# E101– Provider Application

## Do

- Provide a current form for your file each year
- Make sure contact information is accurate
- Include your KCPE certificate, if applicable

## Don't

- **FORGET TO SIGN AND DATE THE DOCUMENT**
- Add personal contact information to the form
- Skip over the questions– **READ THEM CAREFULLY!**

**PLEASE SEND UPDATED  
CERTIFICATES FROM KCPE AS  
SOON AS POSSIBLE!**

# E102- Course Application

## Do

- Fill out **ALL** parts of the document
- Clearly indicate what type of education you are requesting
- Previously-approved courses: include the course number

## Don't

- **FORGET TO SIGN AND DATE THE DOCUMENT**
- Skip over the checklist on the 2<sup>nd</sup> page

# A Word on Course Content and Instruction...

“Marry the principle, date the model.” –Jared James

Tradition is nice, but its imperative to understand the real estate industry is always changing. Our approaches to education should too.

# E105- Course Outline

## Do

- Pay attention to the time increments (CE/PLE- 15 minutes, Pre-license- 4 hours)
- **DETAILS, DETAILS, DETAILS**

## Don't

- Forget to include BREAKS
- Underestimate the power of course objectives

# Course Objectives

PLE course objectives **MUST** be, “practicum based to allow application of knowledge from pre-license education to practical real estate brokerage scenarios.” (201 KAR 11:235 Section 4)

Try using...

- *Apply*
- *Demonstrate*
- *Practice*
- *Respond*
- *execute*

# E100- Instructor Application

## Do

- Each provider submits 1 application per instructor for ENTIRE year
- Attach a current resume
- Fill out the correct school information

## Don't

- **FORGET TO SIGN AND DATE THE DOCUMENT**
- Submit an application from a previous year

# Instructor Qualifications

201 KAR 11:175 says an approved instructor shall have:

- *An bachelor's or master's degree from an accredited institution in a field DIRECTLY RELATED to the area they wish to teach... OR*
- *An associate's degree from an accredited institution in real estate... OR*
- *5 years of full-time experience in the area in which they wish to teach... OR*
- *A combination of education and experience that totals 5 years in the area they wish to teach*



# Additional Required Documents

- Student handouts
- PowerPoint presentation
- Quizzes
- Login information, E114 form, final exam (distance education courses only)
- Textbooks, description of practicum, grading scale, final exam (pre-license only)
- Sample student enrollment agreement (1 per year)
- Sample transcript/certificate (1 per year)

# Course Submissions

- Course must be in the KREC office at least 20 days prior to the Commission meeting in which you are seeking approval.
- **ALL** applications and supplemental materials must be printed and sent in the mail along (Pro Tip: Use paperclips instead of staples)
- Course materials submitted on disc, USB drive, Drop Box, and/or email will not be accepted!

# What happens if a course needs revisions or additional documentation?

You will be notified via email of the needed correction/information.

You MAY submit revised or missing documents electronically.

# Course Submission Deadlines (subject to change)

| <b>Commission Meeting</b>    | <b>Course Application Deadline</b> |
|------------------------------|------------------------------------|
| Thursday, December 13, 2018  | Friday, November 23, 2018          |
| Thursday, January 17, 2019   | Friday, December 28, 2018          |
| Thursday, February 21, 2019  | Friday, February 1, 2019           |
| Thursday, March 21, 2019     | Friday, March 1, 2019              |
| Thursday, April 18, 2019     | Friday, March 29, 2019             |
| Thursday, May 16, 2019       | Friday, April 26, 2019             |
| Thursday, June 20, 2019      | Friday, May 21, 2019               |
| Thursday, July 18, 2019      | Friday, June 28, 2019              |
| Thursday, August 15, 2019    | Friday, July 26, 2019              |
| Thursday, September 19, 2019 | Friday, August 30, 2019            |
| Thursday, October 17, 2019   | Friday, September 27, 2019         |
| Thursday, November 21, 2019  | Friday, November 1, 2019           |
| Thursday, December 19, 2019  | Friday, November 29, 2019          |

# Procedure for Short Forms

- Short forms are acceptable ONLY IF a course has been approved to be taught by another provider for that calendar year.
- The course credits and instructor MUST be the same as the initial approval.
- Submit the following documents
  - *E102: must indicate which provider has initial approval*
  - *E105*
  - *E100: must have one on file for instructor for current year*
- Short forms MUST be submitted at least 30 days before you plan on offering it.

# What are YOUR Responsibilities?

## ...As an **INSTRUCTOR**

- Teach the content that was approved by KREC
- Refrain from soliciting business
- Behave and dress in a professional manner
- Stay up-to-date on current issues in the industry

## ...As an **ADMINISTRATOR**

- Submit course rosters, evaluations, and transmittals to KREC within 10 days after a class is offered
- Ensure a class monitor is observing a course in its entirety
- Report any issues with uploading information to KREC within 10 days

# NEED-TO-KNOW UPDATES



# Mandatory vs Elective PLE Hours

Effective January 1, 2019, licensees cannot use extra mandatory hours towards elective hours.



# KREC Education Courses

Core, Licensee Compliance, and Broker Management curriculums will be reviewed and updated in 2019.

In the meantime, continue to use current materials.

# KREC Regulations

KREC is currently in deep discussions to revise the regulations. We have held several special Commission meetings dedicated to this conversation.

**Stay up-to-date on these discussions.**

Regulatory change affects all of us. It is your job as an educator to teach new laws to licensees.

# SUGGESTION BOX

How can the KREC Education Department help you as an educator?

