



Culverhouse  
College of Commerce

Alabama Center for Real Estate

## CONTINUING EDUCATION OFFERINGS

The dictionary defines “resource” as “an available means” and “a source of information or expertise.” With ACRE’s commitment to quality real estate education and professional development, we offer the following approved continuing education courses for the Alabama real estate licensee:

**RISK MANAGEMENT: AVOIDING VIOLATIONS (501) (Level One)**. This is the only 3-hour course required of every licensee in the state for license renewal. It consists of two major sections. The first section, Alabama License Law, examines those portions of the law often violated by the licensee, with special emphasis on trust funds and earnest money. The second section deals with property condition and disclosure. Such topics as the source of law suits, “caveat emptor,” home inspections, and stigmatized properties are studied.

**RISK MANAGEMENT FOR BROKERS (502) (Level Two)**. This course is required of every licensee who has a broker’s license. Salespersons may take this course as well. The somewhat technical course examines trust funds, earnest money, and property management escrows. It also looks at Alabama Real Estate Commission’s auditing procedures. Another part of the course considers the importance of managing people – both agents and staff – from a risk management perspective.

**RISK MANAGEMENT FOR SALESPERSONS (503) (Level Two)**. Designed primarily for salespersons, this 3-hour course can fulfill the 6 hours that are required for those with a salesperson’s license. It consists of 3 sections: (1) agency, with emphasis on fiduciary duties and RECAD; (2) real estate sales contracts and the problems that can occur with the form and clauses; and (3) the licensee as a principal in a transaction.

**ALABAMA LICENSE LAW (990)**. A 3-hour elective that emphasizes those portions of license law confronted by the licensee on a daily basis. Special emphasis is placed on the many ways that the licensee can be disciplined for improper or illegal behavior.

**RECAD (REAL ESTATE CONSUMER’S AGENCY AND DISCLOSURE ACT) (700)**. A 3-hour elective class dealing with agency representation in the Alabama real estate transaction. It contains a study of the fiduciary duties and the types of representation available to clients and customers throughout the state.

**AGENCY THE RIGHT WAY (611)**. A very practical examination of the troublesome concept of agency representation in Alabama. A course designed primarily for REALTORS®, this 3-hour elective looks at the fiduciary duties, the practical side of the RECAD law, Article 16 of the REALTOR® Code of Ethics, and the confusing idea of “procuring cause.”

**THE CODE OF ETHICS: OUR PROMISE OF PROFESSIONALISM (201)**. Required of every REALTOR® BY THE National Association of REALTORS®, this 3-hour elective examines certain key Articles of NAR’s Code of Ethics. Other important issues such as “procuring cause” and the settlement of disputes are also addressed.

**BE A PRO: THE SECRETS TO SUCCESS IN REAL ESTATE SALES (604)**. This 3-hour course is a study of the sixteen traits that all successful real estate salespeople have in common. This popular class emphasizes professional selling and income-producing behavior.

**EFFECTIVE NEGOTIATING: MAKE IT HAPPEN (148)**. A study of the one trait that all licensees must master to be a top producer. This 3-hour elective contains much practical information and has proven to be an income generating course. Such topics as the traits of a good negotiator, negotiating skills, the value of power, negotiating techniques, handling objections, and closing the sale are discussed.

**ADVANTAGE NEGOTIATING: THE BASICS (154)**. An in-depth study of the fundamentals required of every effective negotiator/agent and how to advantage the client in the transaction. This 3-hour elective course examines the basics of effective negotiating, the traits of a good negotiator, negotiating skills, the value of power, and reading body language. **NOTE:** This course is recommended before ADVANTAGE NEGOTIATING: ADVANCED.

**ADVANTAGE NEGOTIATING: ADVANCED (149)**. A 3-hour elective that builds on the course, ADVANTAGE NEGOTIATING: THE BASICS. The study looks at listening skills, negotiating techniques, handling objections, and closing the sale. There is much student participation in applying the negotiating techniques learned in the two courses. **NOTE:** ADVANTAGE NEGOTIATING: THE BASICS is recommended before this course.

**EFFECTIVE BUYER REPRESENTATION (240)**. A 3-hour elective that emphasizes the agent in the role of buyer representation. This course is quite significant in Alabama's "buyer beware" sales environment.

**LEADERSHIP IN REAL ESTATE (610)**. A 3-hour elective study of the characteristics of all successful leaders. The course is specifically designed for present and future leaders of real estate companies and trade organizations.

**TROUBLE SHOOTING 101 (007)**. A lively 3-hour elective that presents six realistic residential real estate situations that contain legal, ethical, and perhaps moral issues. This class encourages much student participation.

**PROFESSIONAL STANDARDS: CONCEPTS & PROCEDURES (513)**. This 3-hour CE elective is a practical examination of the somewhat technical and confusing subject of REALTOR® Professional Standards concepts and procedures. Such topics as the roles of the professional standards committee and grievance committee, the concept of "due process," the proper conduct of an ethics hearing, an arbitration hearing, and mediation, are considered.

**HOW TO RUN A REAL ESTATE COMPANY (165)**. A 6-hour elective that examines the "real world" side of running an effective real estate operation. Such topics as successful leadership traits, the business plan, the business model and office structure, effective brokerage operations, recruiting and retention, training, and brokerage financials are studied from a practical perspective. This course is designed to create more effective real estate office managers/leaders.

**FEDERAL RULES AND REGS IMPACTING REAL ESTATE (297)**. This 3-hour elective deals with the very serious rules and regulations handed down by the federal government that address the selling and leasing of real estate. Such important topics covered are Fair Housing, Antitrust, Lead-Based Paint, "Do Not Call," and CAN-SPAM, violations of which can lead to very serious consequences for the real estate licensee.

**THE AMERICAN DREAM FOR ALL: FAIR HOUSING IN TODAY'S MARKET (360)**. Developed in partnership with the Alabama Association of REALTORS®, this 3-hour elective educates the licensee on the very serious issues involved in the sale or rental of residential real estate to all peoples regardless of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. This practical course deals not only with the thorough identification of the protected classes but examines actual situations and court cases that illustrate proper agent behavior.

**RUN IT RIGHT: ROBERT'S RULES REVISITED**. This NON-CE class teaches the student the proper yet often misunderstood mechanics of conducting a meeting according to Robert's Rules of Order. Length of class varies.

**LENDING IN 2015 (461), LENDING IN 2016 (507)**. TAUGHT BY KIMBERLE BARTON OF ROCK MORTGAGE, these timely 3-hour CE classes address the new closing and disclosure rules and regulations handed down by the CFPB (Consumer Financial Protection Bureau) effecting all residential real estate transactions.

**TENANTING & EVICTING (168) – TAUGHT BY DAVID SKINNER**. Active course through 9/30/2016. This course is designed to take the student through the life cycle of rental property from tenant selection to lease execution and opening of the lease administration file, and then moving to the lease termination and eviction process and regaining possession to start the cycle over again.

**REAL PROPERTY ASSET PROTECTION STRATEGIES I (279) – TAUGHT BY DAVID SKINNER**.

**REAL PROPERTY ASSET PROTECTION STRATEGIES II (208) – TAUGHT BY DAVID SKINNER**. Active course through 9/20/2016.

This is a two-part course, representing six (6) total hours of material. It is possible to present both classes in a single presentation, which would last approximately four and a half (4.5) hours. Asset Protection Strategies I is designed to discuss exemptions, deeds and basic “structures” such as using LLC's wisely. Asset Protection Strategies II is designed to briefly review Asset Protection Strategies I and then talk about multiple entity structures combined with trusts and including some taxation information to provide a full picture of what a complete asset protection plan (domestic as opposed to offshore) looks like and how it operates.

**RISK MANAGEMENT FOR PROPERTY MANAGERS (710) – TAUGHT BY DAVID SKINNER**. Active course through 9/30/2016.

**RISK MANAGEMENT FOR COMMERCIAL PRACTITIONERS (805) – TAUGHT BY DAVID SKINNER**. Active course through 9/30/2016. These two courses are very similar. The course first investigates the actual academic exercise of how one assesses risk in the abstract and then applies that process in the real property context from the perspective of the property manager and from the perspective of the commercial practitioner. The class can be further focused to a particular type of manager or practitioner, such as a large apartment complex manager or an agent who focuses on industrial leases. The last hour of the class includes working through practical exercises selected by the students to provide genuine real-world solutions to the student-provided fact scenarios that they have actually experienced or are anticipating at the time.

**CONVEYANCING (501) – TAUGHT BY DAVID SKINNER** (Inactive Course)

**CONVEYANCING IN ALABAMA (651) - TAUGHT BY DAVID SKINNER** (Inactive Course)

The Conveyancing courses discuss how land is measured, how interests in land are created and described, and how they are translated into a legal document. They also discuss the different ways that land ownership can be divided. Restated, other than owning the land in fee simple absolute, how to “slice off” pieces of ownership such as easements, life estates, leasing, specialty deeds and finally how to put those interests into place in the sense of what type of legal document is used to achieve the result.

**AD-VALOREM TAX SALE & REDEMPTION – TAUGHT BY DAVID SKINNER**. One (1) hour version & Three (3) hour version. *Not approved by Alabama Real Estate Commission for CE.*

**AD-VALOREM TAX SYSTEM IN ALABAMA – TAUGHT BY DAVID SKINNER**. One (1) hour version. *Not approved by Alabama Real Estate Commission.* Ad-Valorem Tax Classes focus on how real property taxes are assessed and computed in Alabama and how the sale and redemption process works to include strategies and options for those who have lost properties at tax sales, those who have purchased at tax sales and those who are trying to perfect their tax sale interest.

**THE CADASTRAL SURVEY IN ALABAMA TAX MAPPING SYSTEM – TAUGHT BY DAVID SKINNER**. One (1) hour, Two (2) hour and Three (3) hour versions. *Not approved by Alabama Real Estate Commission.* This class is focused on how land is actually measured. This is not the mechanics of a surveyor's job. However it does include an understanding of the surveyor's goal and an understanding of how to determine what you are being asked to convey or what you are being asked to accept in a conveyance to you or your client. This includes a broad overview of the different types of interests, which are discussed in much greater detail in the conveyancing class.

**LEASE CONSTRUCTION (DRAFTING LEASES) – TAUGHT BY DAVID SKINNER.** Three (3) hour lecture or Six (6) hour hands on workshop. *Not approved by Alabama Real Estate Commission.* This is a particularly important course, as it actually walks the student through what must, or should be, in the lease, as well as what should be excluded from the lease. The class utilizes example provisions to demonstrate how to achieve a wide variety of results on various issues. In the lease construction seminar, a small group of students are each given a base lease document designed for their property. During the six (6) hour class, we touch on each provision of the lease, one at a time, and as a group, help each other revise his or her personal lease so that each student has a usable document when they leave the classroom. The lecture version has no limitation on size. The actual seminar should be taught with twelve (12) or fewer students. The students bring their laptop with them or the instructor provides them with one. The workshop can be taught in two three (3) hour blocks or a single six (6) hour block, with lunch provided.

**PROVING TITLE IN ALABAMA – TAUGHT BY DAVID SKINNER.** One (1) hour lecture and Three (3) hour lecture versions. Not approved by Alabama Real Estate Commission. This class includes all of the tax sale and redemption information (without the tax assessment information) with a focus on how to perfect and prove your tax title, as well as perfect and prove typical fees simple interest in land, as well as boundary line disputes.

Jim Lawrence is also a certified instructor for Alabama Association of REALTOR® GRI courses Professionalism, Accountability and Development, Working with Buyers, and Working with Sellers, National Association of REALTOR® CRB courses, and NAR designation courses Accredited Buyer’s Representative (ABR), Seniors Real Estate Specialist (SRES), and Military Relocation Professional (MRP). He also holds the CDEI™ (Certified Distance Education Instructor) designation.

**Unless otherwise indicated, all classes are taught by Jim Lawrence (5424). Pricing for Jim Lawrence courses:**

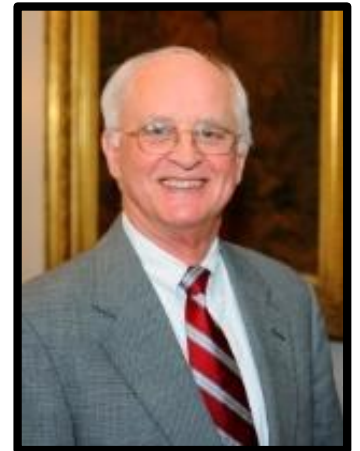
\$500 for 3 hour course (with discount for more than 3 hours) plus expenses

**To schedule:**

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Education Director

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