

ALABAMA REAL ESTATE COMMISSION

NOTICE OF INTENDED ACTION

Agency Name: Alabama Real Estate Commission

Rule No: Rule 790-X-1-.16

Rule Title: Audits Of Approved Schools And Instructors.


Intended Action: Amend Rule

Substance of Proposed Action: The proposed amendment removes registration records from required documents for school audits.

Date, Time, Place, Manner of Presenting Views: Comments can be presented at the public hearing scheduled at 9:00 a.m. on June 23, 2016 at the Alabama Real Estate Commission located at 1201 Carmichael Way, Montgomery, Alabama. Additionally, written comments may be addressed to Patricia Anderson, Executive Director, Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama 36106. Written comments must be received in the Commission office no later than 4:30 p.m. on July 5, 2016.

Final Date For Comment and Completion of Notice: July 5, 2016

Contact Person at Agency: Ryan Adair, Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama 36106. (334) 242-5544.



Patricia Anderson
Executive Director

Rule 790-X-1-.16. Audits Of Approved Schools And Instructors.

(1) All schools and instructors shall be subject to audit to ensure compliance with the Real Estate License Law and the Rules and Regulations of the Alabama Real Estate Commission. In the event of such an audit, the responsible individual shall make available to the authorized representative of the Commission all documentation and information requested which is necessary for the audit. This information may include but is not limited to:

- (a) a list of all guest lecturers and substitutes within the past six (6) months
- (b) ~~registration and~~ attendance records, credit entry verification, and licensing process and deadline forms when appropriate
- (c) classroom facilities as set forth in Commission rules
- (d) school advertisements
- (e) course examinations and answer sheets when appropriate
- (f) classroom management as set forth in Commission rules
- (g) any provision identified in Commission rules that could lead to disciplinary action

(2) The Commission representative(s) may make photocopies of records which the education provider is required to maintain by the Real Estate License Law or by Rules and Regulations of the Commission.

Author: Alabama Real Estate Commission

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

History: Filed August 27, 1986. **Amended:** Filed August 15, 1988 (Rule title changed Rule previously entitled "Review of Approved Courses.") **Amended:** Filed August 31, 2004; effective October 5, 2004. **Amended:** Filed August 25, 2006; effective September 28, 2006. **Amended:** Filed May 27, 2009; effective July 1, 2009. **Amended:** Filed August 27, 2009; effective October 1, 2009.