

Alabama Real Estate Commission Contingency Plan for COVID-19  
March 23, 2020

There is no higher priority to our entire Alabama Real Estate Commission family than the safety of our licensees and employees. In response to the new COVID-19 pandemic, the Commission has modified its operations, procedures, and onsite staffing. We are in close communication with the Governor's Office and other State agencies to stay on top of this evolving situation.

**Regarding Deadlines And Extensions:**

If an applicant or licensee cannot meet a deadline through no fault of their own because of changes in life due to the coronavirus, all deadlines will be extended until education and other services are restored and the virus is not a risk factor. Because our online and in-house services remain intact, this does not affect renewals at this time. The need for possible extensions for renewals and obtaining CE will be evaluated later if needed. Check the Commission's website and social media often for updates.

**Regarding PSI Test Sites For Salesperson And Broker Exams:**

All PSI test sites are closed and are tentatively scheduled to reopen on April 14, 2020. PSI will be attempting to contact everyone who has scheduled an examination during this time. You will not forfeit your exam fee and will be allowed to reschedule without additional charge. Exam candidates can currently schedule an exam for April 14 or later using PSI's website at [goamp.com](http://goamp.com). If your exam deadline expires prior to April 14, 2020, please see Alabama Real Estate Commission Contingency Plan for COVID-19 regarding deadlines and extensions.

**Regarding Commission Meeting:**

Of immediate concern and upon advice, the Commission Meeting set for Thursday, March 19, 2020 was canceled. The new meeting date and time will be announced at a later date. Secondly, future Commission functions (licensing and education) will also be modified until further notice. All trust account audits, and education audits are canceled immediately.

**Regarding Fingerprint Sites:**

Fingerprint sites may or may not be open. Those are beyond our control. However, Gemalto has assured us that they are instituting careful cleaning procedures and if sites must close, they will endeavor to open new ones. Consult their website at [aps.gemalto.com](http://aps.gemalto.com). We advise temporary salesperson applicants and broker applicants to go ahead and send your completed application to the Commission office and then get your fingerprints when the site is open, and it is safe to do so.

**Regarding Operations Of The Commission:**

We want you to feel confident that the operations of the Commission will continue throughout this period. For the time being the office will be closed to licensees and the public. Licensees can leave any documents in the mail slot and speak to any staff member by phone. As a result, we have enhanced some of our phone and internet procedures in the interest of our licensee and employee health and safety. Staff will remain accessible by phone and email. Stay tuned to our website for updates and notices.

**Regarding Payments:**

Please be aware that if a payment needs to be made to the Commission, it can be made electronically at [alabamainteractive.org/arecmenu/welcome.action](http://alabamainteractive.org/arecmenu/welcome.action).

As we are sure you are aware, things change rapidly and decisions that are made are consistently being reviewed and revised. PLEASE USE THE FOLLOWING LINKS FOR CONTINUED UPDATES AND INFORMATION FROM THE ALABAMA REAL ESTATE COMMISSION:

Staff Phones: Call Us

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

Facebook: [facebook.com/ARECalabamagov](https://facebook.com/ARECalabamagov)

Twitter: [twitter.com/ARECalabamagov](https://twitter.com/ARECalabamagov)

Instagram: [instagram.com/ARECalabamagov](https://instagram.com/ARECalabamagov)