



## MEMORANDUM

**DATE:** September 2, 2009  
**TO:** Alabama Real Estate School Administrators  
**FROM:** Larry Flint, Director of Operations  
**SUBJECT:** Electronic Eligibility Database Participation

Please find enclosed enrollment forms for you to complete for participation in AMP's Electronic Eligibility Database (EED). Your participation enhances the security of the EED and ensures the integrity of the student's data.

Please return your completed Enrollment Form and User Information Sheet to AMP by fax or mail no later than **October 1, 2009**. If you have questions about the EED or need help completing these forms, please contact AMP at 800/345-6559 or by e-mail at [AMPEXAMSERVICES@GOAMP.COM](mailto:AMPEXAMSERVICES@GOAMP.COM).

### EED BENEFITS

- The EED allows you or a designated program official to transmit student information directly to AMP. Electronic transmission of student data facilitates processing of your graduates' applications for testing and eliminates the need for them to provide AMP official proof of completion of your program. This will help your students qualify for testing as soon after completion as possible. AMP must receive your student's records via the EED before they can schedule an examination appointment for an Alabama real estate licensing examination. Therefore, **we encourage you to enter records for students who completed your course beginning October 1, 2008.**
- Electronic submission of graduate data allows students to apply for an examination, pay the applicable fee and schedule an appointment within days of graduation in one online session via AMP's website, [www.goAMP.com](http://www.goAMP.com).

### ENROLLMENT FORM

- This form must be properly executed by officials from your institution to guarantee accuracy of the student data received by AMP.

### USER INFORMATION SHEET

- This form authorizes up to three individuals to enter data into the EED.
- You will automatically be given 'ADMIN' status allowing them to access both the EED and online reports.
- You may authorize other individuals listed on this form to access both the EED and online reports by checking the box marked 'ADMIN'.

Once we receive your forms for renewal, you and those you authorize will be notified by e-mail of the instructions for accessing the EED.

AMP is dedicated to providing you and your students the best service possible. Please contact our office if you have any questions about the EED or require assistance completing the required forms. We look forward to assisting you with this important task.



### AMP Electronic Eligibility Database Enrollment Form

To facilitate the applications for students of this institution, we elect to participate in the electronic transmission of student information to Applied Measurement Professionals, Inc. (AMP). Authorized program personnel will enter information regarding student completion of the Alabama real estate licensing course provided by this institution directly in AMP's Electronic Eligibility Database (EED) via a secure area on AMP's website.

We acknowledge that no completion date shall be entered in the EED before an individual has officially completed the course. We authorize the individuals named on the attached User Information Sheet to enter data regarding course completion and acknowledge that entry of a respective User Personal Password in conjunction of the School Password issued by AMP constitutes a valid signature and authentication of completion from the program operated by this institution.

Institution: \_\_\_\_\_

School Code: \_\_\_\_\_

\_\_\_\_\_  
Please Print Name and Title

\_\_\_\_\_  
Signature/Date

**Due date: October 1, 2009**

Please complete and submit this page and the User Information Sheet by facsimile to:

**913/895-4650**

If you prefer to submit by regular mail, send to:

Examination Services Department  
Applied Measurement Professionals  
18000 W. 105<sup>th</sup> Street  
Olathe, KS 66061-7543

**AMP Electronic Eligibility Database  
User Information Sheet**  
Please print

Program Number: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**User #1 – School Administrator**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail (**required**): \_\_\_\_\_

ADMIN – You will be granted access to the EED and online reports.

User #2

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail (**required**): \_\_\_\_\_

ADMIN – Check here to allow access to the EED and online reports.

User #3

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail (**required**): \_\_\_\_\_

ADMIN – Check here to allow access to the EED and online reports.