



***Electronic Eligibility Data Base***  
***Presented to***  
***Alabama Real Estate Educators***  
***September 2009***

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# *Background*

- Electronic Eligibility Database (EED) system for RE in use in Georgia for five years
- Used with other professions longer
- Streamlines communications between students, schools and the licensing authority

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## Responsibility of School Administrator

- **Determine users** (complete enrollment form)
  - Initial information (e.g., name, contact information) may be entered any time
  - Graduation date updated at time of graduation
- **Maintain security and integrity**

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## 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 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

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## AMP Electronic Eligibility Database User Information Sheet

Program Number:

Institution:

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User #1

Name:

Title:

Phone Number:

E-mail (**required**):

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---

User #2

Name:

Title:

Phone Number:

E-mail (**required**):

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---

---

---

User #3

Name:

Title:

---

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## School Login

\*Passwords are case sensitive\*

School Code:

School Password:

← School Code and Password  
will be provided to each user

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## User Login

\*User Names and Passwords are case sensitive\*

User Name:

User Password:

Login

Cancel

← *Individual* User Name and Password – must be kept secure

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**\*NBRC/AMP Test Database\*** - This database is for demonstration purposes only.

### AMP SAMPLE SCHOOL

School #105662



STUDENT INFORMATION



REPORTS



USER MAINTENANCE



LOGOUT

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Name

Sort

[Add New Student](#)

[Return to Menu](#)

Click on the letters below to display students by last name OR Click ALL to display all students.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

AMP SAMPLE SCHOOL

| Student Name | SSN | Address | Information |
|--------------|-----|---------|-------------|
|--------------|-----|---------|-------------|

0 students with first initial of last name as A

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# Entering Student Data

- Timing is to be determined by Administrator
- **Basic Student information:**
  - can be entered upon enrollment or closer to the date of graduation/completion
- **Graduation Date:**
  - *Only* upon graduation

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## Student Mailing Address

Please enter the name and address below.

\*Required Fields

Social Security Number: \* (No spaces or dashes)

First Name: \*

Middle Name:

Last Name: \*

Suffix:

### MAILING ADDRESS

Address 1: \*

Address 2:

City: \*

State: \*

Zip Code: \* -

Gender:

Birth Date:  /  /

The student's default password is "password". The student will be asked to choose a new password the next time they log in.

Basic Student information can be entered at any time by an authorized user

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## Student Residence Address

\*Required Fields

SSN: 111-22-3333

Name: CANDIDATE, TEST

### RESIDENCE ADDRESS

Address 1:

Address 2:

City:

State:

Zip Code:  -

Home Phone: (  )  -  \*

Work Phone: (  )  -

E-mail Address:

Basic student information – screen 2

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# Upon Graduation

- Only the administrator or authorized user may enter a graduation date
- Students may register and schedule an appointment approximately 24 hours after graduation date is entered
- E-mail notification to student
  - or post card, if no e-mail address

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## Student Information

Graduation Date:

Month  / Day  / Year

Exam Type:

Select an Exam Type...

Graduation  
Date Screen:  
Important to  
complete in a  
timely manner

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\*NBRC/AMP Test Database\* - This database is for demonstration purposes only.

## Student Information

Graduation Date:

Month  / Day  / Year

Exam Type:

Select an Exam Type

- Select an Exam Type
- Salesperson Examination
- Broker Examination
- Salesperson Reciprocal Examination
- Broker Reciprocal Examination

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**\*You are not allowed to update a record once the graduation date has been entered. Please review the student information.\***

SSN: 111-22-3333  
First Name: TEST  
Middle Name:  
Last Name: CANDIDATE  
Suffix:

**MAILING ADDRESS**

Address 1: AMP  
Address 2: 18000 W 105TH STREET  
City: OLATHE  
State: KS  
Zip Code: 66061 -

**RESIDENCE ADDRESS**

Address 1:  
Address 2:  
City:  
State:  
Zip Code: -

Gender: M  
Birth Date: 12/29/1969

Home Phone: (888) 555-1111  
Work Phone:  
E-mail Address: TESTCANDIDATE@GOAMP.COM

Graduation Date: 03/09/2009



## Graduate Listing

Students Graduating 01/24/2008 through 08/24/2009

School: AMP SCHOOL OF REAL ESTATE #98765

| ID          | Name             | Grad. Date | Date Processed         | Application Status |
|-------------|------------------|------------|------------------------|--------------------|
| XXX-XX-1234 | HUGHEY, CALLIE   | 05/14/2008 | 05/15/2008 12:30:04 PM | Tested             |
| XXX-XX-2345 | HARRIS, SHAMATAE | 05/07/2008 | 05/15/2008 12:30:04 PM | Tested             |
| XXX-XX-4567 | ANTHONY, SANDY   | 04/13/2008 | 05/05/2008 04:00:05 PM | Tested             |
| XXX-XX-4569 | METZ, BONNIE     | 09/29/2008 | 09/29/2008 04:00:09 PM | Eligible           |
| XXX-XX-7897 | METZ, BONNIE     | 09/29/2008 | 09/29/2008 04:00:09 PM | Eligible           |
| XXX-XX-7845 | BLACK, CHARLES   | 07/26/2008 | 08/01/2008 04:00:01 PM | Tested             |
| XXX-XX-1524 | MASTERS, AMY     | 08/18/2008 | 08/19/2008 04:00:09 PM | Tested             |
| XXX-XX-5587 | PIPER, JOEL      | 08/03/2008 | 11/19/2008 04:00:03 PM | Tested             |
| XXX-XX-6523 | PIPER, JOEL      | 08/03/2008 | 11/19/2008 04:00:03 PM | Tested             |
| XXX-XX-1478 | BROWN, ARTIS     | 02/17/2009 | 02/26/2009 12:30:10 PM | Eligible           |
| XXX-XX-6541 | RUTLAND, WANDA   | 11/05/2008 | 11/20/2008 12:30:02 PM | Tested             |

Total Students per School: 9

Total Students per Report: 9

Report: for administrator to  
track student progress

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# Questions?

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