

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MINUTES

November 18, 2009 Meeting

The Real Estate Board Education Committee met on November 18, 2009, at the Department of Professional and Occupational Regulation in Richmond.

Committee Members present: Judith Childress, Chair
Scott Gaeser
Byrl P. Taylor
Cifford Wells

Staff Member present: Kevin Hoeft, Education Administrator

The meeting was called to order at 3:05 p.m.

A motion was made and approved unanimously to approve the agenda.

The following actions were taken:

A. One Proprietary School Application was approved

1. Cedric Johnson, t/a CJ Banker Training
Hamilton, VA, Contact Person: Cedric Johnson

B. 135 Continuing Education Course Applications were reviewed.
Of these applications:

23 previously approved continuing education course applications submitted by approved schools were approved:

1. 60466 Buyer Representation in Real Estate, 4 hours Real Estate Related, Long and Foster Institute of Real Estate
2. 60467 VA 8 Hour Mandatory CE Course (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Long and Foster Institute of Real Estate
3. 60468 Risk Management (On-line), 4 hours Real Estate Related, Long and Foster Institute of Real Estate
4. 60521 Environmental Issues in Your Real Estate

- Practice (On-line), 4 hours Real Estate Related, Act Web Real Estate School
5. 60522 Fair Housing (On-line), 4 hours Fair Housing, Act Web Real Estate School
 6. 60523 Risk Management (On-line), 4 hours Real Estate Related, Act Web Real Estate School
 7. 60524 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Act Web Real Estate School
 8. 60525 Real Estate Finance Today (On-line), 4 hours Real Estate Related, Act Web Real Estate School
 9. 60526 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Act Web Real Estate School
 10. 60527 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, Act Web Real Estate School
 11. 60528 Risk Management (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 12. 60529 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 13. 60530 Real Estate Finance Today (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 14. 60531 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 15. 60532 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 16. 60533 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 17. 60534 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 18. 60535 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
 19. 60555 Ethics in Today's Real Estate World (On-line), 4 hours Ethics and Standards of Conduct, Kaplan Real Estate Schools
 20. 60558 Business Management in a Real Estate Office (On-line), 8 hours Broker Management, Ed Smith Real Estate School
 21. 60596 Buyer Representation in Real Estate (On-

- line), 4 hours Real Estate Related, Carruthers Academy of Real Estate
22. 60597 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Carruthers Academy of Real Estate
23. 60598 Virginia 8 hour Mandatory Continuing Education (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Carruthers Academy of Real Estate

111 original applications for continuing education courses offered by approved schools were considered. 109 of these applications were approved. Two applications for Broker Management and Agent Supervision credit were denied because they were not related to Broker Management and Agent Supervision:

1. 60371 Broker Real Estate Company Management and Agent Supervision Course, 8 hours Real Estate Related, Alpha College of Real Estate
2. *60372 Property Management, 1 hour Real Estate Related, Old Dominion Real Estate Institute
3. 60374 2009 SIOR Fall World Conference, 8 hours Real Estate Related, SIOR
4. *60378 Land 101 - Fundamentals of Land Brokerage, 8 hours Real Estate Related, VAR
5. *60398 Escrow Management, 4 hours Real Estate Related, Alpha College of Real Estate
6. 60400 HRRA Short Sales Basics, 2 hours Broker Management, Alpha College of Real Estate
7. *60401 HRRA Short Sales Basics, 2 hours Real Estate Contracts, Alpha College of Real Estate
8. 60404 Misrepresentation and Case Studies (On-line), 5 hours Real Estate Related, McKissock, LP
9. 60405 Short Sale and Foreclosure Risk Management (On-line), 4 hours Real Estate Related, The CE Shop, Inc.
10. 60414 Accredited Buyer Representative, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 3 hours Real Estate Agency, 3 hours Real Estate Contracts, 3 hours

- Real Estate Related Subjects, Alpha
College of Real Estate
11. *60419 Broker Licensing - Real Estate Law (CRP),
8 hours Real Estate Related, Alpha College
of Real Estate
 12. *60422 Broker Licensing - Real Estate Finance
(CRP), 8 hours Real Estate Related, Alpha
College of Real Estate
 13. *60425 Broker Licensing - Real Estate Law (CRP),
4 hours Real Estate Contracts, Alpha
College of Real Estate
 14. *60429 Broker Licensing - Real Estate Law -
Agency (CRP), 3 hours Real Estate Agency,
Alpha College of Real Estate
 15. *60431 Broker Licensing Real Estate Appraisal
(CRP), 8 hours Real Estate Related, Alpha
College of Real Estate
 16. *60436 Night Court - Agency - Avoiding the
Pitfalls, 2 hours Real Estate Agency,
Peninsula Real Estate School
 17. 60438 Effective Contract Writing, 2 hours Real
Estate Contracts, Central Virginia School
of Real Estate
 18. *60439 Effective Contract Writing, 2 hours Real
Estate Related, Central Virginia School of
Real Estate
 19. *60441 Offer, Contracts and Related Issues, 3
hours Real Estate Contracts, Central
Virginia School of Real Estate
 20. *60443 Serving and Protecting Clients in the
Internet Age, 2 hours Real Estate Related,
VAR
 21. *60445 Agency Law, 3 hours Real Estate Agency,
Central Virginia School of Real Estate
 22. *60456 National Association of Realtors Code of
Ethics, 3 hours Ethics and Standards of
Conduct, William E. Wood and Associates
Real Estate Academy
 23. *60458 Offer to Purchase: Contract Law and Real
Estate Issues, 4 hours Real Estate
Contracts, William E. Wood and Associates
Real Estate Academy
 24. *60460 Agency Law and Real Estate, 3 hours Real
Estate Agency, William E. Wood and
Associates Real Estate Academy
 25. *60481 Tax Tips for Buyers, Sellers & Real Estate

- Professionals, 2 hours Real Estate Related, Moseley-Flint Schools of Real Estate
26. *60483 Broker Licensing - Real Estate Brokerage (CRP), 8 hours Real Estate Related, Alpha College of Real Estate
 27. *60486 Fair Housing, 3 hours Fair Housing, Central Virginia School of Real Estate
 28. *60491 Introduction to Commercial Real Estate, 3 hours Real Estate Related, Williamsburg Real Estate School
 29. 60493 Introduction to Commercial Real Estate, 3 hours Broker Management, Williamsburg Real Estate School
 30. 60494 Antitrust in Real Estate, 1 hour Broker Management, Williamsburg Real Estate School
 31. *60495 Antitrust in Real Estate, 1 hour Real Estate Related, Williamsburg Real Estate School
 32. *60497 Real Estate Law and Legal Updates, 3 hours Legal Updates, Central Virginia School of Real Estate
 33. 60499 Agency and Fair Housing, 3 hours Fair Housing, 3 hours Real Estate Agency, Central Virginia School of Real Estate
 34. 60500 Agency and Contracts, 2 hours Real Estate Agency, 2 hours Real Estate Contracts, Central Virginia School of Real Estate
 35. *60501 Business Concepts for Realtors-Protecting Yourself as You Serve Your Clients, 2 hours Real Estate Related, FSLAWVA Real Estate Education, LLC
 36. 60503 Understanding Mold in the Restoration Industry, 3 hours Real Estate Related, SERVPRO Industries, Inc.
 37. *60504 Business Planning/Survival of the Fittest, 4 hours Real Estate Related, Montague Miller Real Estate Academy
 38. *60506 Understanding Short Sales, 2 hours Real Estate Contracts, Alpha College of Real Estate
 39. 60508 Broker Management - Understanding Short Sales, 2 hours Broker Management, Alpha College of Real Estate
 40. *60509 Understanding Short Sales, 4 hours Real Estate Contracts, Alpha College of Real Estate

- 41. 60511 Broker Management - Understanding Short Sales, 4 hours Broker Management, Alpha College of Real Estate
- 42. *60512 How Houses Work, 4 hours Real Estate Related, Alpha College of Real Estate
- 43. 60514 How Houses Work - Broker Management, 4 hours Broker Management, Alpha College of Real Estate **(DENIED)**
- 44. *60515 The Nature & Scope of Title Insurance, 1 hour Legal Updates, RAR
- 45. *60517 An Overview of Short Sales, 1 hour Real Estate Contracts, RAR
- 46. *60519 Broker Workshop: The New HUD-1 Settlement Statement, 1 hour Real Estate Contracts, RAR
- 47. 60536 Virginia 16-Hour C.E. Renewal Package (On-line) 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, Kaplan Real Estate Schools
- 48. 60537 2010-2011 National USPAP Update, 7 hours Real Estate Related, McKissock, LP
- 49. 60538 Risky Business: Ways to Minimize Liability, 7 hours Real Estate Related, McKissock, LP
- 50. *60539 Technology, 3 hours Real Estate Related, Alpha College of Real Estate
- 51. 60541 Technology - Broker Management, 3 hours Broker Management, Alpha College of Real Estate **(DENIED)**
- 52. *60542 Land Use (CRP), 1 hour Real Estate Related, Alpha College of Real Estate
- 53. 60544 Land Use - Broker Management (CRP), 1 hour Broker Management, Alpha College of Real Estate
- 54. *60545 Real Estate Accounting Set Up & Management, 1 hour Real Estate Related, Old Dominion Real Estate Institute
- 55. *60547 MLS & Website Technology, 1 hour Real Estate Related, Old Dominion Real Estate Institute
- 56. *60549 Community Assn., Mgt., & the Relo. Process, 1 hour Real Estate Related, Old Dominion Real Estate Institute
- 57. *60551 Understanding Virginia's Agency Law, 3 hours Real Estate Agency, NRVAR

- 58. *60553 Contracts with Escalators - An Elevator to the Top Sales Price, 2 hours Real Estate Contracts, MBH Settlement Group, L.C.
- 59. *60556 The New Realtors Introduction to Mortgage Financing, 3 hours Real Estate Related, RAR
- 60. *60560 Fair Housing, 3 hours Fair Housing, NRVAR
- 61. *60562 Certified Distressed Property Expert, 4 hours Real Estate Contracts, 8 hours Real Estate Related, Alpha College of Real Estate
- 62. *60566 Take it to the Bank: Tax Strategies, 3 hours Real Estate Related, VAR
- 63. *60568 RLI Land Development, 8 hours Real Estate Related, VAR
- 64. *60570 CI Intro: Introduction to Commercial Real Estate Investment, 8 hours Real Estate Related, VAR
- 65. *60574 Signed, Sealed But Did You Deliver?: Contract Updates, 1 hour Real Estate Contracts, Institute of Continuing Education, LC.
- 66. *60576 RESPA Guidelines: A Primer, 1 hour Real Estate Related, Institute of Continuing Education, LC.
- 67. *60578 Managing Escrow Accounts, 1 hour Ethics & Standards of Conduct, Institute of Continuing Education, LC.
- 68. *60580 RESPA Guidelines, 3 hours Real Estate Related, Institute of Continuing Education, LC.
- 69. *60582 The Regional Sales Contract, 3 hours Real Estate Contracts, Champion University
- 70. *60584 Sticks & Bricks, 2 hours Real Estate Related, RAR
- 71. *60586 Equal Opportunity in Real Estate, 3 hours Fair Housing, William E. Wood and Associates Real Estate Academy
- 72. *60588 CI 101: Financial Analysis for Commercial Real Estate Investment, 8 hours Real Estate Related, VAR
- 73. *60590 Mediation - Dispute Resolution, 2 hours Real Estate Related, Peninsula Real Estate School
- 74. *60592 Real Estate Investment for Everyone, 3 hours Real Estate Related, Realtor Association of Prince William
- 75. *60594 Federal Lead Paint Laws, 2 hours Legal

76. 60599 Updates, Carruthers Academy of Real Estate
Real Estate Contracts, 1 hour Real Estate
Contracts, Moseley-Dickinson Academy of
Real Estate
77. 60600 Real Estate Agency, 1 hour Real Estate
Agency, Moseley-Dickinson Academy of Real
Estate
78. 60601 Fair Housing, 2 hours Fair Housing,
Moseley-Dickinson Academy of Real Estate
79. *60602 Residential Finance, 4 hours Real Estate
Related, Moseley-Dickinson Academy of Real
Estate
80. *60605 CI 102: Market Analysis for Commercial
Real Estate Investment, 8 hours Real
Estate Related, VAR
81. *60608 CI 103: User Decision Analysis for
Commercial Real Estate Investment, 8 hours
Real Estate Related, VAR
82. *60611 CI 104: Investment Analysis for Commercial
Real Estate Investment, 8 hours Real
Estate Related, VAR
83. *60614 2010 Professional Standards Seminar, 3
hours Ethics & Standards of Conduct, 3
hours Real Estate Related, VAR
84. *60619 Social Media (On-line), 2 hours Real
Estate Related, Alpha College of Real
Estate
85. 60621 Social Media - Broker Management (On-
line), 2 hours Broker Management, Alpha
College of Real Estate
86. 60622 Getting the Contract to Settlement (CRP),
1 hour Real Estate Contracts, Long and
Foster Institute of Real Estate
87. 60623 Agency (CRP), 1 hour Real Estate Agency,
Long and Foster Institute of Real Estate
88. 60636 Real Estate Law & Legal Update, 1 hour
Legal Updates, Dulles Area Real Estate
School
89. 60637 Real Estate Agency, 1 hour Real Estate
Agency, Dulles Area Real Estate School
90. 60638 Real Estate Contracts, 1 hour Real Estate
Contracts, Dulles Area Real Estate School
91. *60639 Ethics and Standards of Conduct, 3 hours
Ethics and Standards of Conduct, Dulles
Area Real Estate School
92. 60641 Fair Housing, 2 hours Fair Housing, Dulles
Area Real Estate School
93. *60642 Helping Seller Clients Make Better

- Decisions, 3 hours Real Estate Related,
Long and Foster Institute of Real Estate
94. *60646 Agency, 3 hours Real Estate Agency, Long
and Foster Institute of Real Estate
95. *60648 RESPA Reform - An Overview, 1 hour Legal
Updates, Old Republic National Title
Insurance Company
96. *60650 RESPA Reform - The Details, 2 hours Legal
Updates, Old Republic National Title
Insurance Company
97. *60652 The Rules and Tools of Advertising, 4
hours Broker Management, NVAR
98. *60655 Ethics and Standards of Conduct, 3 hours
Ethics & Standards of Conduct, NVAR
99. 60658 Agency and Ethics, 3 hours Ethics and
Standards of Conduct , 1 hour Real Estate
Agency, NVAR
100. 60659 Fair Housing, Legal Updates and Contracts,
2 hours Fair Housing, 1 hour Legal
Updates, 1 hour Real Estate Contracts,
NVAR
101. *60660 Ethics and Standards of Conduct - New
Member Orientation, 3 hours Ethics &
Standards of Conduct, NVAR
102. *60662 Advanced Residential Finance, 4 hours Real
Estate Related, NVAR
103. 60668 8-Hour Mandated CE Course, 2 hours Fair
Housing, 3 hours Ethics and Standards of
Conduct, 1 hour Legal Updates, 1 hour Real
Estate Agency, 1 hour Real Estate
Contracts, NVAR
104. 60669 NVAR 16-Hour CE Renewal Package - Day 1, 2
hours Fair Housing, 1 hour Legal Updates,
1 hour Real Estate Contracts, 4 hours Real
Estate Related, NVAR
105. 60670 NVAR 16-Hour CE Renewal Package - Day 2, 3
hours Ethics and Standards of Conduct, 1
hour Real Estate Agency, 4 hours Real
Estate Related, NVAR
106. *60671 Accredited Buyer Representative, 2 hours
Fair Housing, 3 hours Ethics and Standards
of Conduct, 1 hour Legal Updates, 4 hours
Real Estate Agency, 2 hours Real Estate
Contracts, 4 hours Real Estate Related,
NVAR
107. *60678 Short Sales & Foreclosure Certification, 8
hours Real Estate Related, Realtor
Association of Prince William

- 108. 60681 2009 RVAR Purchase Agreement and Inspection Addendum, 3 hours Broker Management, The Real Estate School, Inc.
- 109. *60682 2009 RVAR Purchase Agreement and Inspection Addendum, 3 hours Real Estate Contracts, The Real Estate School, Inc.
- 110. 60684 VA Continuing Education Mandatory Topics, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, Moseley-Dickinson Academy of Real Estate
- 111. *60685 PWC Human Rights Fair Housing Workshop, 3 hours Fair Housing, PWC Human Rights Commission

One original continuing education course application with a pending school application was approved:

- 1. 60559 - FHA 203K Loans, 3 hours Real Estate Related, CJ Banker Training

C. 143 Post License Education Course Applications were reviewed. Of these applications:

Twenty-five previously approved post license education course applications offered by approved schools were considered and approved:

- 1. 60447 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
- 2. 60448 Ethics & Standards of Conduct (On-line), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
- 3. 60449 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
- 4. 60450 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
- 5. 60451 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
- 6. 60452 Limited Service Agency in VA (Other Real Estate Related)(On-line), 2 hours Residential Real Estate Elective

- Topics, Long and Foster Institute of Real Estate
7. 60453 Property Valuation (Property Valuation/Listing Process) (On-line), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 8. 60454 Business Planning (On-line), 2 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 9. 60455 Financing Properties (Finance)(On-line), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 10. 60462 Land Use (Land Use Issues)(On-line), 1 hour Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 11. 60463 Land Use Issues (On-line), 2 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 12. 60464 Technology (On-line), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 13. 60465 VA Real Estate Selling Process (Selling Process)(On-line), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
 14. 60624 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Dulles Area Real Estate School
 15. 60625 Business Planning (On-line), 2 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
 16. 60626 Ethics & Standards of Conduct (On-line), 3 hours Residential Real Estate Mandatory Topics, Dulles Area Real Estate School
 17. 60627 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Dulles Area Real Estate School
 18. 60628 Financing Properties (Finance) (On-line), 3 hours, Residential Real Estate Elective Topics, Dulles Area Real Estate School
 19. 60629 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, Dulles Area Real Estate School
 20. 60630 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory

- 21. 60631 Topics, Dulles Area Real Estate School
Real Estate Law (On-line), 3 hours
Residential Real Estate Mandatory
Topics, Dulles Area Real Estate School
- 22. 60632 Property Valuation & Listing Process
(On-line), 3 hours Residential Real Estate
Elective Topics, Dulles Area Real Estate
School
- 23. 60633 Technology (On-line), 3 hours Residential
Real Estate Elective Topics, Dulles Area
Real Estate School
- 24. 60634 Selling Process (On-line), 3 hours
Residential Real Estate Elective Topics,
Dulles Area Real Estate School
- 25. 60635 Land Use Issues (On-line), 2 hours
Residential Real Estate Elective Topics,
Dulles Area Real Estate School

118 original applications for post license education courses offered by approved schools were considered. 117 of these applications were approved outright. One application was approved for two hours instead of the requested three hours because the course content did not warrant three hours of credit:

- 1. 60370 Contracts - Part 2 (Selling Process), 3
hours Residential Real Estate Elective
Topics, Alpha College of Real Estate
- 2. *60373 Property Management (Other Real Estate
Related), 1 hour Residential Real Estate
Elective Topics, Old Dominion Real Estate
Institute
- 3. *60379 Land 101 - Fundamentals of Land Brokerage
(Land), 4 hours Commercial Real Estate
Elective Topics, VAR
- 4. 60380 Land 101 - Fundamentals of Land Brokerage
(Other Real Estate Related), 4 hours
Commercial Real Estate Elective Topics,
VAR
- 5. *60399 Escrow Management (Other Real Estate
Related), 4 hours Residential Real Estate
Elective Topics, Alpha College of Real
Estate
- 6. *60402 HRRA Short Sales Basics (Finance), 2 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
- 7. 60415 ABR Offer to Purchase (Offer to Purchase),
3 hours Residential Real Estate Mandatory

8. 60416 Topics, Alpha College of Real Estate
ABR Agency Law (Agency Law), 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
9. 60417 ABR Related - Part 1 (Other Real Estate
Related), 4 hours Residential Real Estate
Elective Topics, Alpha College of Real
Estate
10. 60418 ABR Related - Part 2 (Other Real Estate
Related), 4 hours Residential Real Estate
Elective Topics, Alpha College of Real
Estate
11. *60420 Broker Licensing - Real Estate Law - Part
1 (Other Real Estate Related)(CRP), 4
hours Residential Real Estate Elective
Topics, Alpha College of Real Estate
12. 60421 Broker Licensing - Real Estate Law - Part
2 (Other Real Estate Related)(CRP), 4
hours Residential Real Estate Elective
Topics, Alpha College of Real Estate
13. *60423 Broker Licensing - Real Estate Finance -
Part 1 (Finance)(CRP), 4 hours Residential
Real Estate Elective Topics, Alpha College
of Real Estate
14. 60424 Broker Licensing - Real Estate Finance -
Part 2 (Other Real Estate Related)(CRP), 4
hours Residential Real Estate Elective
Topics, Alpha College of Real Estate
15. *60426 Broker Licensing - Real Estate Law (Offer
to Purchase)(CRP), 3 hours Residential
Real Estate Mandatory Topics, Alpha
College of Real Estate
16. 60427 Broker Licensing - Real Estate Law
(Selling Process)(CRP), 3 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
17. 60428 Broker Licensing - Real Estate Law (Real
Estate Law)(CRP), 3 hours Residential Real
Estate Mandatory Topics, Alpha College of
Real Estate
18. *60430 Broker Licensing - Real Estate Law -
Agency (Agency Law)(CRP), 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
19. *60432 Broker Licensing - Real Estate Appraisal
(Property Valuation/Listing Process)(CRP),
4 hours Residential Real Estate Elective
Topics, Alpha College of Real Estate

20. 60433 Broker Licensing - Real Estate Appraisal - Part 2 (Other Real Estate Related)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
21. *60437 Night Court - Agency - Avoiding the Pitfalls (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
22. *60440 Effective Contract Writing (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Central Virginia School of Real Estate
23. *60442 Offer, Contracts and Related Issues (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Central Virginia School of Real Estate
24. *60444 Serving and Protecting Clients in the Internet Age (Technology), 2 hours Residential Real Estate Elective Topics, VAR
25. *60446 Agency Law, 3 hours Residential Real Estate Mandatory Topics, Central Virginia School of Real Estate
26. *60457 National Association of Realtors Code of Ethics (Ethics and Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics William E. Wood Real Estate Academy
27. *60459 Offer to Purchase: Contract Law and Real Estate Issues (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, William E. Wood Real Estate Academy
28. *60461 Agency Law and Real Estate (Agency Law), 3 hours Residential Real Estate Mandatory Topics, William E. Wood Real Estate Academy
29. 60469 Broker Licensing - Real Estate Law - Part 4 (Other Real Estate Related)(CRP), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
30. 60470 Broker Licensing - Real Estate Law - Part 3 (Other Real Estate Related)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
31. 60477 Broker Licensing - Real Estate Appraisal - Part 3 (Other Real Estate Related)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
32. 60478 Broker Licensing - Real Estate Appraisal -

- Part 4 (Other Real Estate Related)(CRP), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
33. 60479 Broker Licensing - Real Estate Finance - Part 3 (Other Real Estate Related)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
34. 60480 Broker Licensing - Real Estate Finance - Part 4 (Other Real Estate Related)(CRP), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
35. *60482 Tax Tips for Buyers, Sellers & Real Estate Professionals (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Moseley-Flint Schools of Real Estate
36. *60484 Broker Licensing - Real Estate Brokerage (Business Planning)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
37. 60485 Broker Licensing - Real Estate Brokerage - Part 2 (Other Real Estate Related)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
38. *60487 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, Central Virginia School of Real Estate
39. 60488 Broker Licensing - Real Estate Brokerage - Part 3 (Other Real Estate Related)(CRP), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
40. 60489 Broker Licensing - Real Estate Brokerage - Part 4 (Other Real Estate Related)(CRP), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
41. 60490 Broker Licensing - Real Estate Brokerage - Finance (Finance)(CRP), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
42. *60492 Introduction to Commercial Real Estate (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Williamsburg Real Estate School
43. *60496 Antitrust in Real Estate (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Williamsburg Real Estate School
44. *60498 Real Estate Law and Legal Updates (Real

- Estate Law), 3 hours Residential Real Estate Mandatory Topics, Central Virginia School of Real Estate
45. *60502 Business Concepts for Realtors-Protecting Yourself as You Serve Your Clients (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, FSLAWVA Real Estate Education, LLC
46. *60505 Business Planning/Survival of the Fittest (Business Planning), 4 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
47. *60507 Understanding Short Sales (Finance), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
48. *60510 Understanding Short Sales (Finance), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
49. *60513 How Houses Work (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
50. *60516 The Nature & Scope of Title Insurance, (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, RAR
51. *60518 An Overview of Short Sales (Selling Process), 1 hour Residential Real Estate Elective Topics, RAR
52. *60520 The New HUD-1 Settlement Statement (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, RAR
53. *60540 Technology, 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
54. *60543 Land Use (Land Use Issues)(CRP), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
55. *60546 Real Estate Accounting Set Up & Management (Finance), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
56. *60548 MLS & Website Technology (Finance), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
57. *60550 Community Assn., Mgt., & The Relo. Process

- (Finance), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
58. *60552 Understanding Virginia's Agency Law (Agency Law) 3 hours Residential Real Estate Mandatory Topics, NRVAR
59. *60554 Contracts with Escalators - An Elevator to the Top Sales Price (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, MBH Settlement Group, L.C.
60. *60557 The New Realtors Introduction to Mortgage Financing (Finance), 3 hours Residential Real Estate Elective Topics, RAR
61. *60561 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, NRVAR
62. *60563 Certified Distressed Property Expert (Selling Process), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
63. 60564 Certified Distressed Property Expert - Part 3 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
64. 60565 Certified Distressed Property Expert - Part 2 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
65. *60567 Take It To The Bank! Tax Strategies (Finance), 3 hours Residential Real Estate Elective Topics, VAR
66. *60569 RLI Land Development (Land), 4 hours Commercial Real Estate Elective Topics, VAR
67. *60571 CI Intro: Introduction to Commercial Real Estate Investment (Leasing), 4 hours Commercial Real Estate Elective Topics, VAR
68. 60572 CI Intro: Introduction to Commercial Real Estate Investment (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VAR
69. 60573 RLI Land Development (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VAR
70. *60575 Signed, Sealed But Did You Deliver?: Contract Updates (Other Real Estate Related), 1 hour Residential Real Estate

- Elective Topics, Institute of Continuing Education, LC
71. *60577 RESPA Guidelines: A Primer (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
72. *60579 Managing Escrow Accounts (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
73. *60581 RESPA Guidelines (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Institute of Continuing Education, LC
74. *60583 The Regional Sales Contract (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Champion University
75. *60585 Sticks & Bricks (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, RAR
76. *60587 Equal Opportunity in Real Estate (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, William E. Wood and Associates Real Estate Academy
77. *60589 CI 101: Financial Analysis for Commercial Real Estate Investment (Finance), 4 hours Commercial Real Estate Elective Topics, VAR
78. *60591 Mediation - Dispute Resolution (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
79. *60593 Real Estate Investment for Everyone (Finance), 3 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
80. *60595 Federal Lead Paint Laws (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Carruthers Academy of Real Estate
81. *60603 Residential Finance (Finance), 4 hours Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate
82. 60604 CI 101: Financial Analysis for Commercial Real Estate Investment (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VAR
83. *60606 CI 102: Market Analysis for Commercial

- Real Estate Investment (Market Research),
4 hours Commercial Real Estate Elective
Topics, VAR
84. 60607 CI 102: Market Analysis for Commercial
Real Estate Investment (Other Real Estate
Related), 4 hours Commercial Real Estate
Elective Topics, VAR
85. *60609 CI 103: User Decision Analysis for
Commercial Real Estate Investment
(Leasing), 4 hours Commercial Real Estate
Elective Topics, VAR
86. 60610 CI 103: User Decision Analysis for
Commercial Real Estate Investment (Other
Real Estate Related), 4 hours Commercial
Real Estate Elective Topics, VAR
87. *60612 CI 104: Investment Analysis for Commercial
Real Estate Investment (Consulting
Services), 4 hours Commercial Real Estate
Elective Topics, VAR
88. 60613 CI 104: Investment Analysis for Commercial
Real Estate Investment (Other Real Estate
Related), 4 hours Commercial Real Estate
Elective Topics, VAR
89. *60615 2010 Professional Standards Seminar
(Ethics & Standards of Conduct), 3 hours
Residential Real Estate Mandatory Topics,
VAR
90. 60616 2010 Professional Standards Seminar (Other
Real Estate Related), 3 hours Residential
Real Estate Elective Topics, VAR
91. *60617 Real Estate Finance (Finance), 3 hours
Residential Real Estate Elective Topics,
Xtreme Agent Training, LLC
92. *60618 Real Estate Finance (Finance)(CRP), 2
hours Residential Real Estate Elective
Topics, Xtreme Agent Training, LLC
(Approved for 2 hours instead of 3 hours)
93. *60620 Social Media (Technology)(On-line), 2
hours Residential Real Estate Elective
Topics, Alpha College of Real Estate
94. *60640 Ethics and Standards of Conduct, 3 hours
Residential Real Estate Mandatory Topics,
Dulles Area Real Estate School
95. *60643 Helping Seller Clients Make Better
Decisions (Other Real Estate Related), 3
hours Residential Real Estate Elective
Topics, Long and Foster Institute of Real
Estate

96. *60647 Agency (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
97. *60649 RESPA Reform - An Overview (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Old Republic National Title Insurance Company
98. *60651 RESPA Reform - The Details (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Old Republic National Title Insurance Company
99. *60653 The Rules and Tools of Advertising (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, NVAR
100. 60654 Agency Law, 3 hours Residential Real Estate Mandatory Topics, NVAR
101. *60656 Ethics & Standards of Conduct, 3 hours Residential Real Estate Mandatory Topics, NVAR
102. 60657 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, NVAR
103. *60661 Ethics & Standards of Conduct - New Member Orientation (Ethics & Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics, NVAR
104. *60663 Advanced Residential Finance (Finance), 4 hours Residential Real Estate Elective Topics, NVAR
105. 60664 Listing Strategies and Pricing the Property (Property Valuation/Listing Process), 4 hours Residential Real Estate Elective Topics, NVAR
106. 60665 Prospecting and Selling (Selling Process), 4 hours Residential Real Estate Elective Topics, NVAR
107. 60666 Marketing and Technology (Technology), 4 hours Residential Real Estate Elective Topics, NVAR
108. 60667 Business Planning, 3 hours Residential Real Estate Elective Topics, NVAR
109. *60672 Accredited Buyer Representative (Agency Law), 3 hours Residential Real Estate Mandatory Topics, NVAR
110. 60673 Accredited Buyer Representative (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, NVAR
111. 60674 Accredited Buyer Representative

- 112. 60675 (Business Planning), 4 hours Residential Real Estate Elective Topics, NVAR Accredited Buyer Representative (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR
- 113. 60676 Real Estate and Contract Law (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, NVAR
- 114. 60677 What's in a Contract (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, NVAR
- 115. *60679 Short Sales & Foreclosure Certification (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
- 116. *60680 Short Sales & Foreclosure Certification (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
- 117. *60683 2009 RVAR Purchase Agreement and Inspection Addendum (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, The Real Estate School, Inc.
- 118. *60686 PWC Human Rights Fair Housing Workshop (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, PWC Human Rights Commission

NOTE: Mr. Wells recused himself from voting on any CE/PLE course applications in which he is included as an instructor.

D. Thirteen pre-licensing instructor applications were reviewed:

Eleven of these applications were approved. Two applications were denied because the applicants did not demonstrate expertise in "Principles and Practices of Real Estate" with at least three years of active experience in that field.

1. David L. Eaton
2. Michele Jackson-Wilson
3. Cynthia Denise Bishop
4. Ann H. Mink
5. Ericca K. Wright
6. Harrison M. Simpson
7. Robert M. Pegerson
8. Margaret C. Ireland
9. Lilyan B. Dickerson

10. Denise K. Sullivan (Expert - Principles) - **DENIED**
11. Sharon K. Nilsen (Expert - Principles) - **DENIED**
12. Mark A. Ferror (Expert - Principles)
13. Vivian B. Coutts (Expert - Principles)

E. Eleven continuing and post license education instructor applications to teach previously approved continuing and post license education courses were reviewed and approved:

1. **Tiziana Ventimiglia, Jeffrey M. Nowak, Marc S. Wiltshire, Kristin K. West** - 56617/56618 (Virginia Real Estate Law), **RGS Title Real Estate Academy**
2. **Elizabeth Tigner** - 52809 (About Real Estate Accounting), 53659 (About Critters, Pests, & Real Estate), 57464 (What You Should Know About Commercial Leasing), 57466 (What You Should know About Custom Homes), 52807 (About Ethics in Real Estate), 52810 (About Home Inspection), 53658 (About House Construction), 01800 (Understanding Real Estate Math & Appraising), 53657 (About Real Estate and Water), 57465 (What You Should Know About the Environment), 57233 (About Modern Mortgaging), 56042 (About Cultural Diversity and Real Estate), 56059 (About Limited Service Agency), 52100 (VA RE CE July 2004 Mandatory Course), 51989 (About Fair Housing in Virginia), 56083 (Virginia Broker Management & Agent Supervision), 59082 (Understanding Sexual Harassment), **Institute for Continuing Education, Inc.**
3. **Christina Sanders, Mark E. McNally**, 56405 (2007 New Agency Law in Virginia), 56403/56404 (Agency Law Demystified), 59617/59618 (An Introduction to Short Sales and the Short Sale Addendum), 57203/57204 (Bankruptcy and Foreclosure), 52543 (Congratulations - You Got the Listing!), 52283 (Contracts with Escalators), 59439/59440 (Earnest Money Deposits), 56919/56920 (Ethics for Real Estate Agents), 56402/56550 (Ethics for Real Estate Agents - The Basics) 56921/56922 (Fair Housing Law), 57587/57588 (Foreclosures REOs and Short Sales), 57585/57586 (Foreclosures REOs and Short Sales - A Primer), 57239/57240 (Foreign Buyers and Sellers), 58406/58407 Highlights of NVAR's 2006 Regional Sales Contract w/ Selected Items from VJA, 57266/57267 (Home Inspections), 52542 (IRC 1031 Tax Deferred Exchange), 58399/58400 (Legal Updates and Emerging Trends), 56585/56586 (Limited Service Agency), 57256/57257 (Mold: A Growing Problem), 59435/59436 (Navigating the Virginia Sales Contract-What's Working & What's Not) 57921/57922 (New Forms for 2008 for Your Northern VA Real Estate Practice), 57919/57920 (NVAR's 2007 Listing

Agreement)

57923/57924 (NVAR's 2008 Contingencies/Clauses Addendum to Sales Contract), 59437/59438 (The Final RESPA Rule), 55557/55558 (The New Regional Sales Contract 2006 - A Primer), 55554 (The New Regional Sales Contract 2006 in Depth), 57497/57498 (The New Virginia Residential Property Disclosure Statement), 57499/57500 (The Newest Appraisal and Financing Contingencies), 56593/56594 (Title Insurance: What Is It? Why Get It?), 52544 (Unconventional Transactions - A Primer), 59446/59447 (Unconventional Transactions (Avoiding Problem at Settlement)), 56166/56167 (Understanding Your Upcoming Virginia Transaction), 57201/57202 (What Is Delivery?), **MBH Settlement Group, LLC.**

4. **Sima Blackmon-Hall**, 59272 (NAR Green Designation Core Course - Part 1), 59322 (NAR Green Designation Core Course - Part 2), **Long and Foster Real Estate, Inc.**
5. **Brenda R. Puckett, Brenda C. Stensney, Donald J. Milton, Ella R. Hubbard, Terrylynn Harrell, Sharon L. Daniels, Nickolas A. Livanos Brown, John W. Brockwell, Ethel D. Goff, Leo P. Maimone, Cynthia K. Avery, and Kelli D. Gatewood**, 58806 - (Real Estate Contracts), 58840 - (Virginia Legislative Updates), 58796 - (Real Estate Agency), 58802 - (Smart Growth in Virginia), 58804 - (Internet's Effect on Virginia Real Estate Transaction), 58800 - (Real Estate Fair Housing), 58842 - (Legal Ethics & Professionalism in Real Estate Law). 58792 - (Home Sales and the Economy), 58790 - (Do Not Call Rules and Regulations), 58798 - (Ethics & Standards of Conduct), 53564 - (Virginia Real Estate Trends & Legal Ethics), 58844 - (Virginia Real Estate Law Update), 58699 - (Limited Service Agency) 58846 - (Virginia Salesperson CE: Mandatory and Elective Topics), 53780/53781 - (Ethics and Standards of Conduct), 53748/53749 - (Fair Housing), 53772/53773 - (Finance), 53742/53743 - (Property Law), 53750/53751 - (Real Estate Technology), 53756/53757 - (Real Estate Law), 53758/53759 - (Agency Law), 53762/53763 - (Land Use Issues), 53764/53765 - (Property Valuation & Listing Process), 53776/53777 - (Offers to Purchase), **Moseley Real Estate Schools, Inc.**
6. **Brenda R. Puckett, Brenda C. Stensney, Donald J. Milton, Ella R. Hubbard, Terrylynn Harrell, Sharon L. Daniels, Nickolas, A. Livanos Brown, John W. Brockwell, Ethel D. Goff, Leo P. Maimone**, 58848 - (Virginia Broker CE: Mandatory and Elective Topics), 58587 - (Agent Supervision and Management) Cases in Improper Listings, Leasing, and Commissions 58585 - (Agent Supervision and Management) Cases in Personal Misconduct and Proper

- Supervision 58545 - (Agent Supervision and Management)
Cases in Advertising and Communication 58547 - (Agent
Supervision and Management) Cases in Agency Initiation,
Supervision and Management 58549 - (Agent Supervision and
Management) Cases in Improper Disclosure and Disclosure
Management 58551 - (Agent Supervision and Management)
Cases in Escrow Account Management 58553 - (Agent
Supervision and Management) Cases in Improper Dealing and
Financial Management 57941 - (Agent Supervision and
Management) Cases in Agent Misconduct 58794 - (Agent
Supervision and Management), **Moseley Real Estate Schools**
7. **Timothy D. Freshly**, 60368/60369 - (VA Real Estate Law),
Long and Foster Real Estate Law
 8. **B. June Chapman**, 58814 - (Risk Management & Creating a
Positive Office Environment), 58746 - (Escrow,
Supervision, Advertising & Office Policy), **Realtor
Association of Prince William**
 9. **Peggy L. Holloway Burke**, 58814 (Risk Management &
Creating a Positive Office Environment), 58746 - (Escrow,
Supervision, Advertising & Office Policy), 58978/58979 -
CE & PL Ethics & Standards of Conduct, 53817/53818 - CE &
PL Fair Housing, **Realtor Association of Prince William**
 10. **Robert D. Gering, Diane Moreland**, 56390/56391 - (Rental
Certification), **Long and Foster Real Estate, Inc.**
 11. **Hal Folts**, 58817/53818 - (Fair Housing), 59755
(Accredited Buyers Representation (Business Planning)
59756 - Accredited Buyers Representation (Real Estate
Law), 59761 - (Accredited Buyers Representation (Agency
Law), 59757 - (Accredited Buyers Representation (Real
Estate Related),
59760 - Accredited Buyers Representation (Legal
Updates, Ethics, Real Estate Agency, Real Estate
Contracts, Real Estate Related), 59757/59758 -
(Accredited Buyers Representation - Short Sales &
Foreclosures (Real Estate Related), 59759 -
(Accredited Buyers Representation - Short Sales &
Foreclosures (Real Estate Related), **Realtor Association
of Prince William**

F. Other Committee Business

1. The Committee requested that an e-mail be sent to all
Board-approved education providers reminding them to
submit adequate information, as outlined in "Required
Attachment #2" of the CE/PLE Course Application, for
prospective CE/PLE course instructors.

2. The Committee recommended approval of education provider Lawyers Title Insurance Corporation's request that its September 17, 2009, CE course, "Deed Warranties, Tenancies and Decedents' Estates," be approved. Approved course instructor Lisa Tully became ill and was unable to teach the course that day. Norbert Prigge taught the course in Ms. Tully's place.
 3. The Committee approved a guidance document informing Board-approved online education providers to require licensees to stay engaged online in approved courses for at least 50 minutes to receive one hour CE/PLE credit. Board staff will work with the Office of the Attorney General to draft appropriate language for this Guidance Document for Board review.
- G. There being no further business nor public comment, the meeting adjourned at 4:45 p.m.
- * Continuing Education and Post License Education Course Companion Applications**