



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

Terence R. McAuliffe  
Governor

Todd Haymore  
Secretary of  
Commerce and Trade  
Jay W. DeBoer  
Director

VIRGINIA REAL ESTATE BOARD  
EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, November 15, 2017, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Committee Chair  
Sandee Ferebee  
Lynn Grimsley  
Lee Odems

Department Staff Members present: Jay DeBoer, Director  
Jeffrey Williams, Board Administrator  
Jim Chapman, Board Administrator (Real Estate Appraiser Board)  
Ana Quimpo, Education Specialist  
Janice Toole, Licensing Specialist

Mr. Hoover called the meeting to order at 2:06 p.m.

A motion was made to approve the agenda. The Committee approved it unanimously.

Public Comment.

No one from the public offered any comments.

Technology courses: should they be counted as "real estate related"?

The Committee members agreed that technology is integral to the real estate industry and agents need at least a minimal level of competency in order to serve and protect their clients. The Committee asked Board staff to provide the Committee with a draft statement at its next meeting that provides guidelines and standards for technology courses the Committee is likely to approve. The statement will then be shared with education providers. The Committee would like to encourage classes that teach how technology influences a licensee's legal responsibilities, risk management strategies, and public safety. The Committee would like to discourage courses that are primarily about how technology can be used in marketing or to provide a competitive advantage. Although the Committee did not set a specific percentage of a technology course's

material that should be devoted to legal responsibilities, risk management, or public safety, it did agree that a preponderance of the material should do so.

#### Reconsider 0214022451.

Course application 0214022451, "What's Your Business Structure?" was denied at the last Committee meeting because the course content did not protect the public's health, safety, and/or welfare. However, the education provider who submitted the course asked the Committee to reconsider the application under the Continuing Education criteria of "Business Law" (18VAC135-20-101.2.w). The members discussed the content of the application and what course content falls under the Business Law category. The Committee decided to uphold its original decision to deny the approval of the application for continuing education.

#### Transcript vs Certified Diploma.

When an applicant for a Pre-License Instructor certification applies for a waiver, the application requires the applicant to submit an educational transcript. If a transcript is not provided, the application is deemed incomplete and not forwarded to the Committee for review. In the past, Board staff has asked applicants for documentation as to why an educational transcript could not be provided. A current applicant provided documentation of having received a college diploma, but not an educational transcript. Board staff did not accept the diploma in lieu of a transcript. Mr. Williams shared with the Committee that the applicant stated she was having difficulty getting her transcript from her college. Mr. Williams then asked if the Committee if it would like to review the application at its next meeting regardless of whether staff had received a transcript. The Committee stated that it would be willing to review the application.

#### Carryover Update.

Board staff has approved approximately 5 individuals for carryover education since October 1, 2017. Approximately 15–20 additional individuals have applied for carryover credit but were not approved. The vast majority of those individuals did not complete the carryover form correctly, i.e., they did not include all of their completed courses on the form and/or did not send in their course completion certificates.

#### Provider Email Update.

Within the next several months, Board staff will send all the education providers an email outlining all the recent Board and Education Committee decisions affecting education as well as any "updates" from Board staff. Board staff had done this in the past.

If an education provider is told not to change course completion dates to "make them work" but they do it again, the situation will be referred to our complaint intake section.

Board staff have been working with a number of providers to help them increase the accuracy of their course completion uploads and emphasized the fact that course completions dates should never be changed. If a provider changes a course completion date after being notified that it is not an acceptable practice, the provider will most likely be referred to the Department's complaint intake section.

Additional Pre-licensing Instructor application – Martha Gail Caleb Townes  
0230001488.

Due to an administrative matter, Pre-License Education Instructor Application for Martha Gail Caleb Townes, 0230001488 – waiver (Principles, all Broker Related), was not included in the Committee's original agenda. Mr. Williams asked the Committee if it would be willing to review the application. The Committee members reviewed and approved the application.

Application Review.

The following applications were approved without stipulation unless noted otherwise (bullet numbering mirrors the meeting's agenda):

IV. Proprietary School Applications

1. 0211001217 Real Estate Staging Association Inc.  
Valley Springs. CA  
Contact Person: Shell Brodnax
2. 0211001218 Title Resources, Dallas, TX  
Contact Person: Sandra Frantz
3. 0211001216 Virginia College, LLC, La Crosse, WI  
Contact Person: Lisa Goyette
4. 0211001219 Pruitt Title, LLC, Vienna, VA  
Contact Person: Sara Bolton
5. 0211001220 CoreLogic Valuation Solutions, Inc.  
San Antonio, TX; Contact Person: Jeanne Crane

V. Continuing Education Course Applications

A. Previously-approved Continuing Education Course Applications, Approved Schools **(Review for Instructor Only – Attachment 2):**

1. 0214022487 Introduction to Commercial Real Estate Sales V5.0 (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Abraham Michael Halaw)**
2. 0214022490 Property Management and Managing Risk V5.0 (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Abraham Michael Halaw)**
3. 0214022562 Introduction Ro Commercial Real Estate Sales v5.0 (On-line), 4 hours Real Estate Related, CHC, Inc. **(Charles B. "Chuck" Cornwell, Jr.)**
4. 0214022563 Property Management & Managing Risk V5.0 (On-line), 4 hours Real Estate Related, CHC, Inc. **(Charles B. "Chuck" Cornwell, Jr.)**
5. 0214022564 Everyday Ethics in Real Estate V1.1 (On-line), 4 hours Ethics and Standards of Conduct, CHC, Inc. **(Charles B. "Chuck" Cornwell, Jr.)**
6. 0214022593 Mechanics' Lien Law In Virginia, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
7. 0214022594 Decedents Estates For VA Re Agents, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
8. 0214022595 Intricacies Of Title Insurance, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
9. 0214022596 Clearing Common Title Issues, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
10. 0214022597 Title Insurance: Claims Can & Do Happen, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
11. 0214022598 Foreclosure For Realtors; What Virginia Real Estate Professional, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
12. 0214022599 Cyber Crime, Title Agent & Realtor Alert, 1 hour Real Estate Related, DB TITLE ACADAMY LLC, **(David A. Burger and Kristine E. Stossel)**
13. 0214022602 Authority To Execute; Who Can Sign? 1

hour Real Estate Related, DB TITLE  
ACADAMY LLC, **(David A. Burger and  
Kristine E. Stossel)**

14. 0214022603 Judgement Liens and Bankruptcy, 1  
hour Real Estate Related, DB TITLE  
ACADAMY LLC, **(David A. Burger and  
Kristine E. Stossel)**
15. 0214022610 Risk Management V4.0, 4 hours Real  
Estate Related, CHC, Inc. **(Charles B.  
"Chuck" Cornwell, Jr.)**

**ITEMS 16-19 WERE TABLED UNTIL A RESUME IS RECEIVED FOR  
THE PROPOSED INSTRUCTOR FOR THE COURSES**

16. 0214022611 Property Management and Managing Risk  
V5.0 (On-line), 4 hours Real Estate  
Related, NVRE University **(Azmi Alkurd)**
17. 0214022612 Introduction to Commercial Real Estate  
Sale V5.0 (On-line), 4 hours Real  
Estate Related, NVRE University **(Azmi Alkurd)**
18. 0214022613 Everyday Ethics in Real Estate V1.1  
(On-line), , 4 hours Ethics and  
Standards of Conduct, NVRE University  
**(Azmi Alkurd)**
19. 0214022620 Risk Management V4.0 (On-line), 4  
hours Real Estate Related, NVRE  
University **(Azmi Alkurd)**

B. Original Continuing Education Course Applications,  
Approved schools:

1. 0214022485 Top Policy Issues Facing Brokerages  
Today (On-line), 3 hours Broker  
Management, McKissock, LLC  
**Not approved: For Real Estate brokerage in Virginia, the Common  
Law duties of agency have been abrogated intentionally by statute.  
It is not relevant to Virginia law to teach common law duties as to  
real estate brokerage.**
2. 0214022502 Land Installment Contracts (On-line),  
1 hour Real Estate Contracts, The CE Shop, Inc.
3. 0214022503 Generating Buyer and Seller Leads (On-  
line), 6 hours Real Estate Related, The CE Shop, Inc.  
**Not approved: Course content does not fall under a continuing  
education category listed in 18VAC135-20-101.2 and does not  
protect the public health, safety, and welfare.**
4. 0214022504 Working with Investors, 3 hours Real  
Estate Related, New Millennium  
University
5. 0214022505 Virginia Real Estate Law Combo (On-  
line), 2 hours Fair Housing, 1 hour

- Real Estate Agency, 1 hour Real Estate Contracts, McKissock, LP
6. 0214022506 The Doctor Is In: Diagnosing Your Risk Management (On-line), 3 hours Broker Management, McKissock,  
**Not approved: Course material relevant to real estate in another state, but not Virginia.**
  7. 0214022507 Real Estate Auction (On-line), 1 hour Real Estate Related, The CE Shop, Inc.
  8. 0214022508 Real Estate Contracts, 1 hour Real Estate Contracts, Coldwell Banker Residential Brokerage School of Real Estate
  9. 0214022514 Preparing A Market Analysis-Best Practices (On-line), 4 hours Broker Management, The CE Shop, Inc.
  10. 0214022515 Builder Contracts, 1 hour Real Estate Contracts, Champion University
  11. 0214022516 Getting To Settlement: Top 20 Frequently Asked Questions & Answer That Will Make You Look Like A Rock Star, 2 hours Real Estate Related, Champion University
  12. 0214022517 Mortgage Basics, 2 hours Real Estate Related, Champion University
  13. 0214022518 Foreign Buyers & Sellers, 1 hour Real Estate Related, VESTA Settlement, LLC
  14. 0214022519 Virginia Escrow Requirements, 3 hours Broker Management, Long and Foster Institute of Real Estate **(duplicate PLE #1)**
  15. 0214022521 Mortgage Fraud, 1 hour Real Estate Related, Fidelity National Title Insurance Company
  16. 0214022522 Open Doors To More Business, 2 hours Real Estate Related, Alpha College of Real Estate **(duplicate CE #17 and PLE #2)**
  17. 0214022523 Open Doors To More Business, 2 hours Broker Management, Alpha College of Real Estate **(duplicate CE #16 and PLE #2)**
  18. 0214022525 Radon...Facts & Myths, 2 hours Real Estate Related, Cindy Bishop Worldwide **(duplicate PLE #3)**
  19. 0214022527 Real Estate Law & Board Regulations, 8 hours Legal Updates, Long and Foster Institute of Real Estate **(duplicate PLE #4)**
  20. 0214022529 VAR Property Management Forms Update 2017, 2 hours Real Estate Contracts, VAR **(duplicate PLE #5)**
  21. 0214022532 Don't Let Your Transaction Go Down the Drain... Avoiding Mortgage Pitfalls, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage School of Real Estate

22. 0214022533 FHA Loans, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage School of Real Estate
23. 0214022534 VA Loans, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage School of Real Estate
24. 0214022535 What is Credit Scoring? 2 hours Real Estate Related, Coldwell Banker Residential Brokerage School of Real Estate
25. 0214022536 Mortgage After the Meltdown, 8 hours Real Estate Related, Moseley Flint Schools Of Real Estate Inc
26. 0214022537 Real Estate Fraud, 4 hours Real Estate Related, Moseley Flint Schools Of Real Estate Inc
27. 0214022538 Residential Standard Agency, 3 hours Real Estate Agency, Moseley Flint Schools Of Real Estate Inc
28. 0214022539 RESPA, 4 hours Real Estate Related, Moseley Flint Schools of Real Estate
29. 0214022540 Virginia Continuing Education Mandatory Topics, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, Moseley Flint Schools Of Real Estate Inc
30. 0214022541 Technology Trends in Real Estate (Online), 4 hours Real Estate Related, OnCourse Real Estate, Inc.  
**Not approved: For Real Estate brokerage in Virginia, the Common Law duties of agency have been abrogated intentionally by statute. It is not relevant to Virginia law to teach common law duties as to real estate brokerage. Additionally, course content does not fall under a continuing education category listed in 18VAC135-20-101.2 and does not protect the public health, safety, and welfare.**
31. 0214022542 Understanding the Ups and Downs of Mortgage Interest Rates, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage School of Real Estate
32. 0214022543 The Appraisal Process, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage School of Real Estate  
**Not approved: Limited amount of course material.**
33. 0214022544 RESPA for Real Estate Agents, 2 hours Real Estate Related, Champion University
34. 0214022545 Fair Housing, 3 hours Fair Housing, Montague Miller & Company
35. 0214022546 Risk Management, 3 hours Real Estate Related, Long and Foster Institute of Real Estate

36. 0214022547 1031 Exchanges and Updates, 1 hour  
Real Estate Related, Realty Exchange  
Corporation
37. 0214022548 Advanced 1031 Exchanges, 3 hours Real  
Estate Related, Realty Exchange  
Corporation
38. 0214022549 How To Do A 1031 Like-Kind Exchange, 3  
hours Real Estate Related, Realty  
Exchange Corporation
39. 0214022550 Introduction to Wells, 3 hours Real  
Estate Related, GCAAR  
**Not approved: Limited amount of course  
material.**
40. 0214022551 Presenting Multiple Offers, 3 hours  
Real Estate Related, GCAAR
41. 0214022552 Most Common Mistakes that Delay  
Settlement, 2 hours Real Estate  
Related, GCAAR
42. 0214022553 Spotting Defects in Residential  
Properties, 3 hours Real Estate  
Related, GCAAR  
**Not approved: Subject matter beyond the scope of real estate  
duties.**
43. 0214022554 Short Sales, 3 hours Real Estate  
Related, GCAAR
44. 0214022555 Successful Open Houses, 1 hour Real  
Estate Related, GCAAR
45. 0214022556 Title Insurance, 3 hours Real Estate  
Related, GCAAR
46. 0214022557 Virginia Mandatory Agency, 1 hour Real  
Estate Agency, GCAAR
47. 0214022558 Virginia Fair Housing, 2 hours Fair  
Housing, GCAAR
48. 0214022559 Credit Score and the Effects on Your  
Client, 2 hours Real Estate Related, GCAAR  
**Only approved for 1 hour of Real Estate Related.**
49. 0214022560 Avoiding Transaction Errors, 2 hours  
Real Estate Related, GCAAR
50. 0214022561 Successfully Selling HUD Houses, 3 hours Real Estate  
Related, GCAAR **(Staff question: is this the only resource for selling  
HUD homes?)**
51. 0214022565 Condomania! Understanding Condominium  
Financing, 1 hour Real Estate Related, Central  
Virginia School Of Real Estate
52. 0214022566 Property Management Broker Office  
Policy Manual, 2 hours Legal Updates, VAR
53. 0214022567 Property Management Broker Office  
Policy Manual, 2 hours Broker  
Management, VAR
54. 0214022568 Property Management Forms



- Tips, Tricks & Loopholes, 1 hour Real Estate Contracts, VAR
55. 0214022569 Preparing a CMA, 3 hours Real Estate Related, PenFed Realty, LLC  
**Only approved for 2 hours of Real Estate Related.**
  56. 0214022570 Common Contract Addenda, 3 hours Real Estate Contracts, PenFed Realty, LLC
  57. 0214022571 Renovation Financing With FHA 203k Loan, 2 hours Real Estate Related, Mclean Mortgage Corporation
  58. 0214022572 Mortgage Basics, 1 hour Real Estate Related, Mclean Mortgage Corporation
  59. 0214022573 Mortgage Mastery-Assumptions 101, 1 hour Real Estate Related, Mclean Mortgage Corporation
  60. 0214022574 Mortgage Mastery-TRID 101, 1 hour Real Estate Related, Mclean Mortgage Corporation
  61. 0214022575 Mortgage Mastery-Valuable Market Resources 101, 1 hour Real Estate Related, Mclean Mortgage Corporation
  62. 0214022576 Comparison between NVAR and GCAAR Contracts, 2 hours Real Estate Contracts, New World Title & Escrow  
**(duplicate PLE #6)(If not approved as Contracts, would like reviewed as Real Estate Related)**
  63. 0214022578 Environmental Issues in Your Real Estate Practice, 2 hours Real Estate Related, DAAR **(duplicate PLE #7)**
  64. 0214022580 2017 Ethics Seminar, 3 hours Ethics and Standards of Conduct, Champion University  
**Not approved: No permission to offer letter from the course owner.**
  65. 0214022581 Introduction to Commercial Real Estate, 2 hours Real Estate Related, Long and Foster Institute of Real Estate **(duplicate PLE #8)**
  66. 0214022583 Social Media and Internet Advertising, 2 hours Real Estate Related, Long and Foster Institute of Real Estate **(duplicate PLE #9)**
  67. 0214022585 Contract Presentation and Negotiating, 2 hours Real Estate Related, Long and Foster Institute of Real Estate
  68. 0214022587 Title Insurance, 3 hours Real Estate Related, Alltech Title dba ATG Title
  69. 0214022588 Accredited Buyers Representative (ABR) Core Course, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 3 hours Real Estate Agency, 1 hour Real Estate Contracts, and 3 Hours Real Estate Related, RAR **(duplicate PLE #11)**
  70. 0214022600 Appraisals...Figuring the Numbers, 3 hours Real Estate Related, Cindy Bishop Worldwide, LLC **(duplicate CE #71)**
  71. 0214022601 Appraisals...Figuring the Numbers, 3 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate CE #70)**

**Only Richard A. Pruitt was approved to teach the course.**

72. 0214022604 1031 Exchanges and Updates, 1 hour  
Real Estate Related, GCAAR
73. 0214022605 How to do 1031 Like Kind Exchanges, 3  
hours Real Estate Related, GCAAR
74. 0214022608 Preparing and Pricing for Today's  
Market, 2 hours Real Estate Related,  
Coldwell Banker Residential Brokerage School of Real Estate
75. 0214022609 Airbnb: Treasure For Some  
Homeowners/Trash For Others, How Real Estate Licensees Need To  
Address This Issue For Their Clients, 1 hour Real  
Estate Related, The settlement Group, Inc.

C. Original Continuing Education Course Application, pending school application:

1. 0214022606 Avoiding Disputes Concerning Home  
Repairs Associated with Purchase & Sale Agreement, 1 hour Real Estate  
Contracts, Pruitt Title, LLC **(school pending 0211001219)**
2. 0214022607 Community Association & Real Property  
Transactions, 1 hour Real Estate  
Contracts, Pruitt Title, LLC **(school pending 0211001219)**
3. 0214022619 The Staging to Sell What Every Agent  
Should Know, 3 hours Real Estate  
Related, Real Estate Staging  
Association, Inc. **(school pending  
0211001217)**

VI. Post License Education Course Applications

B. Original Post License Education Course Applications,  
Approved Schools:

1. 0214022520 Virginia Escrow Requirements, 3 hours  
Escrow Requirements, Long and Foster Institute of Real Estate **(duplicate  
CE #14)**
2. 0214022524 Open Doors To More Business, 2 hours  
Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate  
CE #16 and #17)**
3. 0214022526 Radon...Facts & Myths, 2 hours Current  
Industry Issues and Trends, Bishop Worldwide **(duplicate PLE #18)**
4. 0214022528 Real Estate Law & Board Regulations, 8 hours Real Estate  
and Board Regulations, Long and Foster Institute of Real Estate  
**(duplicate CE #19)**
5. 0214022530 VAR Property Management Forms Update 2017, 2 hours  
Current Industry Issues and Trends, VAR **(duplicate PLE #20)**
6. 0214022577 Comparison between NVAR and GCAAR  
Contracts, 2 hours Current Industry Issues and Trends, New World Title &

Escrow **(duplicate CE #62) (If not approved as Contracts, would like reviewed as Real Estate Related)**

7. 0214022579 Environmental Issues in Your Real Estate Practice, 2 hours Current Industry Issues and Trends, DAAR **(duplicate CE #63)**
8. 0214022582 Introduction to Commercial Real Estate, 2 hours Current Industry Issues and Trends, Long and Foster Institute of Real Estate **(duplicate CE #65)**
9. 0214022584 Social Media and Internet Advertising, 2 hours Current Industry Issues and Trends, Long and Foster Institute of Real Estate **(duplicate CE #66)**
10. 0214022586 Risk Management, 3 hours Risk Management, Long and Foster Institute of Real Estate
11. 0214022589 Accredited Buyers Representative (ABR) Core Course, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE #69)**
12. 0214022590 Accredited Buyers Representative (ABR) Core Course, 3 hours Ethics and Standards of Conduct, RAR **(duplicate CE #69)**
13. 0214022591 Accredited Buyers Representative (ABR) Core Course, 2 hours Fair Housing, RAR **(duplicate CE #69)**
14. 0214022592 Accredited Buyers Representative (ABR) Core Course, 3 hours VA Agency Law, RAR **(duplicate CE #69)**
15. 0214022614 Fair Housing, 2 hours Fair Housing, New World Title & Escrow

#### VII. Pre-License Education Instructors

1. 0230001470 – Debra Elaine O’Connell – Education and Experience (Principles, Appraisal, Finance, Brokerage and Law)
2. 0230001474 – William Loftis – Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)
3. 0230001478 – Joie Boykins - Education and Experience (Principles, Finance, Brokerage and Law)
4. 0230001475 – Robert Jon Resh – Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)
5. 0230001473 – Jolita Ann Brazzano – waiver (Principles)  
**Not approved: Lacked sufficient Virginia experience.**
6. 0230001498 – Laura Lane Drummond – education and experience (Principles, Appraisal, Finance, Brokerage and Law)
7. 0230001496 – Elizabeth Blackmon – waiver (Principles)  
**Not approved: Lacked sufficient active experience.**
8. 0230001491 – Suzanne Bodor Saunders – waiver (Principles)  
**Not approved: Lacked sufficient active experience.**
9. 0230001492 – Michael James Shearer – Education and Experience (Principles, Appraisal, Finance, Brokerage and Law)
10. 0230001493 - William Scott Fogleman – Experience and Professional Designation ((Principles, Appraisal, Finance, Brokerage and Law)
11. 0230001494 – Dorothy Jean Stoba - Professional Designation and Teaching Credentials (Principles)
12. 0230001497 – Jameel Alexander Scott – waiver (Principles)

## VIII. Pre-License Education Courses

## IX. Additional Continuing/Post License Education Instructors

### 1. **Sonja Kuppert**

0214020871 - Standard Owner's Policy V. 2013 Homeowner's Policy  
0214022041 - Descriptions & Surveys  
0214019336 - What Is Title Insurance?  
0214020224 - Know Before You Close: The New Loan Estimate and Closing Disclosure Explained

#### **FIDELITY NATIONAL TITLE INSURANCE COMPANY**

### 2. **Loretta Colom**

0214018671/0214018691 - Understanding Title Insurance  
0214020009/0214020007 - Clearing Title Matters  
0214021865/0214021866/0214021867 - Risky Closing Choices  
0214020763/0214020769 - Mock Settlement

#### **CINDY BISHOP WORLDWIDE LLC**

### 3. **David C. Snipes**

0214020443 – CE Mandatory-Fair Housing and Contracts  
0214020442 - CE Mandatory-Ethics and Agency  
0214018656/0214018677/0214018680 - Watch Where You Step: Realtors Guide To Risk Management  
0214018025/0214018074 - Escrow Management, And Earnest Money Deposit

0214019957 - A Broker's Responsibilities: Supervising Agents, Escrow Management, Office Procedures

0214019958 - A Broker's Responsibilities: Rules & Regs, Listing Office Policies, And Grievance Process

#### **RAR**

### 4. **Caeli Volk**

0214021777 – Crash Course in Residential Sales Contract  
0214019714 - Escalation Addendum  
0214020112 - 2015 Fair Housing Seminar  
0214022061 - Property Owners Association & Condominium Disclosure  
0214022063 - Pre & Post Occupancy Agreements  
0214020964 - The Virginia Uniform Power Of Attorney Act  
0214020963 - Deeds in Virginia  
0214018980 - Virginia Agency Law  
0214022064 - A Crash Course in Title Insurance  
0214022460 - How Can I Get Sued In Real Estate? A Primer for Real Estate,

#### **CHAMPION UNIVERSITY**

### 5. **Robert J. Simcox III**

0214021777 – Crash Course in Residential Sales Contract  
0214019714 - Escalation Addendum  
0214020112 - 2015 Fair Housing Seminar  
0214022061 - Property Owners Association & Condominium Disclosure  
0214022063 - Pre & Post Occupancy Agreements  
0214020964 - The Virginia Uniform Power Of Attorney Act

0214020963 - Deeds in Virginia  
0214018980 - Virginia Agency Law  
0214022064 - A Crash Course in Title Insurance  
0214022460 - How Can I Get Sued In Real Estate? A Primer for Real Estate,

**CHAMPION UNIVERSITY**

**6. Richard E. Grizzell**

0214022004/0214022005 – Real Estate Investing: Build wealth Representing Investors and becoming one Yourself, **RAR**

**7. Semmes Evans Zazzara**

0214021308 - 1031 Exchanges: What Realtors need to know  
0214021294 - Prepping For the Unusual Overview of the Nonstandard Transaction  
0214021309 - Title Insurance Basics-Claims  
0214021304 - CFPB Combined Disclosures the Impact Of New Regulations On The Settlement Process  
0214020779 - Fair Housing  
0214021295 - Protecting Your Reputation and Profession Ethics and Standards of Conduct  
0214020780 - Legal Updates and Emerging Trends  
0214020778 - Contracts  
0214020777 - Agency Primer

**COBALT SETTLEMENTS LLC**

**8. Harry Yazbek**

0214018889 - Broker Supervision & Escrow Management  
0214018992 - Broker Risk Management  
0214019162/0214020608 - Risk Management  
0214018989/0214020618 - Escrow Management

**DAAR**

**9. Carrie Lindsey**

0214019117/0214019129 - Fair Housing  
0214021694 - Tax Matters Updated 2014  
0214016931 - The Code of Ethics and Standards of Practice for Real Estate  
0214016926 - How to Help Clients Avoid Foreclosure 0214020554 - 2015 Virginia Real Estate Law  
0214020739 - Buyer Beware and Disclosure Law in Virginia  
0214018771 - Short Sales, REOS Sales and Some Related Tax Issues  
0214016945 - Living Trusts In Real Estate  
0214016816 - Title Insurance Basic: What Is It and How It Works  
0214016935 - The Closing Process  
0214016929 - VA Residential Property Disclosure  
0214021101 - Contract Review- A Tale of Two Contracts 0214020741 - Current Legal Issues & Ethical Pitfalls/Short Sale  
0214020740 - Deeds of Conveyance  
0214020742 - Preparing For Success: Keeping Issues From Becoming Problems  
0214020738 - Handling Sales of Properties In Decedents' Estates  
0214021703 - Surveys and Easements-Mapping out an Approach 0214021289 - FIRPTA Requirements in Real Estate Transactions  
0214021701 - Closings with a Twist (Non Standard Transactions)

0214018991 - Property Owners & Condominium Owners Association: How They Work and What You Need To Know 0214018775 - Special Contracts and Seller Financing 02140191160/214019128 - Current Industry Issues & Trends 0214020755 - Real Estate Law & Board Regulations (PLE) 0214019852 - The 2015 Residential Sales Contract (CE) 0214020123/0214020749 - Know Before You Owe: The New Industry Forms 0214019118/0214019130 - VA Agency Law 0214021105 - Ethics And Standards Of Conduct (PLE)0214021290 - The Agent Did What? A Focus on Contract Language within the NVAR Regional Sales Contract 0214021705 - Contract Writing (PLE) 0214021704 - Escrow Writing (PLE) 0214022075 - E-Communications & Cyber Fraud: Do We Worry Too Much? 0214022056 - Negotiation 101: The Psychology Of The Deal 0214022449/0214022455 - Busted! Hope You Gotta Good Lawyer: Fair Housing, **THE RGS TITLE REAL ESTATE ACADEMY**

10.

**Rebecca McAnallen**

0214019117/0214019129 - Fair Housing  
0214021694 - Tax Matters Updated 2014  
0214016931 - The Code of Ethics and Standards of Practice for Real Estate  
0214016926 - How to Help Clients Avoid Foreclosure  
0214020554 - 2015 Virginia Real Estate Law  
0214020739 - Buyer Beware and Disclosure Law in Virginia  
0214018771 - Short Sales, REOS Sales and Some Related Tax Issues  
0214016945 - Living Trusts In Real Estate  
0214016816 - Title Insurance Basic: What Is It and How It Works  
0214016935 - The Closing Process  
0214016929 - VA Residential Property Disclosure  
0214021101 - Contract Review- A Tale of Two Contracts 0214020741 - Current Legal Issues & Ethical Pitfalls/Short Sale  
0214020740 - Deeds of Conveyance  
0214020742 - Preparing For Success: Keeping Issues From Becoming Problems  
0214020738 - Handling Sales of Properties In Decedents' Estates  
0214021703 - Surveys and Easements-Mapping out an Approach 0214021289 - FIRPTA Requirements in Real Estate Transactions 0214021701 - Closings with a Twist (Non Standard Transactions)  
0214018991 - Property Owners & Condominium Owners Association: How They Work and What You Need To Know 0214018775 - Special Contracts and Seller Financing 02140191160/214019128 - Current Industry Issues & Trends 0214020755 - Real Estate Law & Board Regulations (PLE) 0214019852 - The 2015 Residential Sales Contract (CE) 0214020123/0214020749 - Know Before You Owe: The New Industry Forms 0214019118/0214019130 - VA Agency Law 0214021105 - Ethics And Standards Of Conduct (PLE)0214021290 - The Agent Did What? A Focus on Contract Language within the NVAR Regional Sales Contract 0214021705 - Contract Writing (PLE) 0214021704 - Escrow Writing (PLE)

0214022075 - E-Communications & Cyber Fraud: Do We Worry Too Much?  
0214022056 - Negotiation 101: The Psychology Of The Deal  
0214022449/0214022455 - Busted! Hope You Gotta Good Lawyer: Fair Housing,  
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**11. Bill Bataille**

0214019117/0214019129 - Fair Housing  
0214021694 - Tax Matters Updated 2014  
0214016931 - The Code of Ethics and Standards of Practice  
for Real Estate  
0214016926 - How to Help Clients Avoid Foreclosure 0214020554 -  
2015 Virginia Real Estate Law  
0214020739 - Buyer Beware and Disclosure Law in Virginia  
0214018771 - Short Sales, REOS Sales and Some Related Tax Issues  
0214016945 - Living Trusts In Real Estate  
0214016816 - Title Insurance Basic: What Is It and How It  
Works  
0214016935 - The Closing Process  
0214016929 - VA Residential Property Disclosure  
0214021101 - Contract Review- A Tale of Two Contracts 0214020741 - Current Legal  
Issues & Ethical Pitfalls/Short Sale  
0214020740 - Deeds of Conveyance  
0214020742 - Preparing For Success: Keeping Issues From Becoming Problems  
0214020738 - Handling Sales of Properties In Decedents' Estates  
0214021703 - Surveys and Easements-Mapping out an Approach 0214021289 -  
FIRPTA Requirements in Real Estate Transactions 0214021701 - Closings with  
a Twist (Non Standard Transactions)  
0214018991 - Property Owners & Condominium Owners Association: How They Work  
and What You Need To Know 0214018775 - Special Contracts and Seller  
Financing 02140191160/214019128 - Current Industry Issues & Trends  
0214020755 - Real Estate Law & Board Regulations (PLE) 0214019852 - The  
2015 Residential Sales Contract (CE) 0214020123/0214020749 - Know Before  
You Owe: The New Industry Forms  
0214019118/0214019130 - VA Agency Law  
0214021105 - Ethics And Standards Of Conduct (PLE) 0214021290 - The Agent Did  
What? A Focus on Contract Language within the NVAR Regional Sales  
Contract  
0214021705 - Contract Writing (PLE)  
0214021704 - Escrow Writing (PLE)  
0214022075 - E-Communications & Cyber Fraud: Do We Worry Too Much?  
0214022056 - Negotiation 101: The Psychology Of The Deal  
0214022449/0214022455 - Busted! Hope You Gotta Good Lawyer: Fair Housing,

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**12. Helen Krause, Valerie Triplett, and Grace Swersey**

0214022133 – Surveys: The Basics and Beyond, **New World Title & Escrow**  
**Not Approved: Lacks sufficient experience/education.**

**13. Toulia Gross**

0214020205 - Neighbor Law  
0214018559 - Conquering Contracts  
0214019300/0214019299 - Conquering Broker Agreements, **NVAR**

**14. Matthew L. Troiani**

- 0214019498 - An In-Depth Look at Virginia Contracts  
0214019482 - 16 HR CE Course Day 1  
0214019484 - 8 HR Mandated CE  
0214019432 - Fair Housing, Legal Updates, Re Contracts  
0214019483 - 16 HR CE Course Day 2  
0214019428 - Re Agency & Ethics, **NVAR**
- 15. Mary Hurley**  
0214021705 - Contract Writing  
0214021704 - Escrow Writing (PLE)  
0214022075 - E-Communications & Cyber Fraud: Do We Worry Too Much?  
0214022056 - Negotiation 101: The Psychology Of The Deal  
0214022455/0214022449 - Busted! Hope You Gotta Good Lawyer: Fair Housing,  
**THE RGS TITLE REAL ESTATE ACADEMY**
- 16. Ali Newkirk**  
0214021705 - Contract Writing  
0214021704 - Escrow Writing (PLE)  
0214022075 - E-Communications & Cyber Fraud: Do We Worry Too Much?  
0214022056 - Negotiation 101: The Psychology Of The Deal  
0214022455/0214022449 - Busted! Hope You Gotta Good Lawyer: Fair Housing,  
**THE RGS TITLE REAL ESTATE ACADEMY**
- 17. Matthew L. Troiani**  
0214020389/0214020372/0214020374 - Advertising Rules For Real Estate Agents  
0214018559 - Conquering Contracts  
0214018557 - VA Agency Law  
0214018554 - Contract Writing  
0214018555 - Ethics Know the Code  
0214018712 - RE Law & Board REGS  
0214018556 - Fair Housing  
0214018694 - Current Industry Issues and Trends  
**NVAR**
- 18. Karen Daily**  
0214020621/0214020628 - 2015 - A Year of Change and Growth: A Review of  
New Virginia Contract, New Regulation and New Legislation  
0214020992/0214021009 - Successful Settlements and Title Insurance  
0214021126/0214021112 - Home Inspections 2016  
0214021292/0214021302 - Deconstructing the New Home Contract  
0214021293/0214021303 - Distressed Properties: Short Sales, Foreclosures and  
Bank Owned Properties  
0214019464 - A Title's Life after Death: How to Survive an Estate Closing  
0214021926/0214021925 - 1031 Exchange Basics and Estates  
0214021924 - The Basics of the 1031 Tax Deferred Exchange 2017 0214021928 -  
Anatomy of A Split Closing  
0214021927 - Till Death Do Us Part - Divorce and Real Estate Transactions Primer  
0214021929/0214021930 - Till Death Do Us Part - Divorce and Real Estate  
Transactions, **INSTITUTE OF CONTINUING EDUCATION,**

There was no other business discussed. The meeting adjourned at 4:31 p.m.