



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

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Governor

Maurice Jones
Secretary of
Commerce and Trade
Jay W. DeBoer
Director

**VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING MINUTES**

The Real Estate Board Education Committee met on Wednesday, March 16, 2016, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

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

Staff Members present: Jeffrey Williams, Board Administrator
Christine Martine, Executive Director
Mark Courtney, Senior Director
Jay DeBoer, Director

The meeting was called to order by Chairman Hoover at 2:02 p.m.

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

The following items were discussed:

Carryover CE Credits for New Salesperson

Brenda Heffernan addressed the Committee on carryover CE credits for new salespersons. After discussion, the Committee made the following recommendation:

If a new salesperson completes all of the required 30 hours of post-licensing education, and then completes any continuing education courses in the last 6 months of his first licensure period, the continuing education hours can be carried over into the next two-year renewal period.

Test-Out Option for Continuing Education Requirement

Ms. Martine shared information on implementing a test-out option with the Committee. After discussion, the Committee decided not to pursue the option further.

Principal Broker Accountability

The Committee asked staff to investigate adding language to the self-audit form and/or to the Broker Management/Supervision course regarding specific regulations concerning Broker supervision and management.

The Committee next considered the education applications on the meeting agenda.

The following actions were taken:

A. Two proprietary school applications were reviewed and approved.

1. Hondros College of Business, Westerville, OH
2. Overlook Support, LLC, Potomac Falls, VA

B. Ninety one continuing education course applications were reviewed; of these courses:

Three previously-approved applications for a continuing education course offered by an approved school were considered and approved.

1. 21100 Virginia 8 hour Mandatory Topics v3.1 (On- line), 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 2 hours Fair Housing, 1 hour Agency and 1 hour Contracts, American Institute of Real Estate
2. 21125 VA 8-hour Mandatory Topics (On-line), 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, Academy of Real Estate,
3. 21130 Virginia 8 hour Mandatory Topics v3.1(On-line), 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 2 hours Fair Housing, 1 hour Agency and 1 hour Contracts, Kaplan Real Estate Schools

Eighty eight original applications for continuing education courses offered by approved schools were considered. Seventy two of these course applications were approved. One application was approved with reduced hours. Thirteen applications were not approved because they do not meet the criteria for continuing education content. The approval of two applications is contingent upon the Board's receipt of more information.

Courses listed below were approved unless noted otherwise.

1. 21064 Agency Law (On-line), 4 hours Real Estate Related, McKissock, LP **(Approved pending receipt of guidance document)**
2. 21069 Agency, 2 hours Real Estate Agency, Shenandoah Valley Training Center

3. 21070 Real Estate Board Regulations, 2 hours Real Estate Related, Shenandoah Valley Training Center
4. 21071 Virginia Legal Updates, Emerging Trends and Ethics (CRP), 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, McKissock, LLC
5. 21073 Pricing in a Shifting Market, 2 hours Real Estate Related, VAR
6. 21074 Joining or Starting a Team – Benefit or Burden? 2 hours Broker Management, VAR
7. 21075 NAR Code of Ethics and Standards of Conduct, 3 hours of Ethics and Standards of Conduct, Shenandoah Valley Training Center
8. 21076 The Property Management Primer (on-line), 3 hours Real Estate Related, McKissock, LLC
9. 21077 Millennials are Changing Real Estate: Are You Ready? (on-line), 4 hours Real Estate Related, McKissock, LLC
10. 21078 Fair Housing, 2 hours Fair Housing, Shenandoah Valley Training Center
11. 21087 Discovering Commercial Real Estate, 3 hours Real Estate Related, Alpha College
12. 21088 The Importance of House Location Surveys, 1 hour Real Estate Related, Old Republic National Title Insurance Company
13. 21090 Lead Alert: A Guide for Property Managers (on-line), 3 hours Real Estate Related, McKissock, LLC
14. 21091 Renovation Financing, 2 hours Real Estate Related, RAR
15. 21092 Mechanics' Lien Law in Virginia, 1 hour Real Estate Related, The Title Professionals, LLC
16. 21093 Signature Authority: Who Can Sign? 1 hour Real Estate Related, The Title Professionals, LLC
17. 21094 2016 Residential Sales Contract, 2 hours Real Estate Contracts, Old Dominion Settlement Inc / Key Title
18. 21095 Hoarding and the Virginia Fair Housing Law, 2 hours Fair Housing, The Virginia Fair Housing Office
19. 21096 Decedent's Estates for Virginia Real Estate Agents, 1 hour Real Estate Related, The Title Professionals, LLC
20. 21098 Urbanization and the 18-hour City (On- line), 3 hours Real Estate Related, McKissock, LLC **(Not approved – did not meet the criteria for continuing education elective content)**
21. 21099 Know the Code: Your Guide to the Code of Ethics (CRP), 3 hours Ethics & Standards of Conduct, McKissock, LLC
22. 21101 Contract Review: A Tale of Two Contracts, 1 hour Real Estate Contracts, RGS Title Real Estate Academy
23. 21104 A Fact Filled Overview of the Virginia Fair Housing Office, 3 hours Fair Housing, The Virginia Fair Housing Office
24. 21113 VA Mandatory: Agency, Legal Updates, & Contracts (On-line), 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, Institute for Continuing Education, Inc.
25. 21114 M-201: Facilities Management, 4 hours Real Estate Contracts and 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**

26. 21115 M-202: Association Communications, 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**
27. 21116 M-203: Community Leadership, 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**
28. 21117 M-205: Risk Management, 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**
29. 21118 M-206: Financial Management, 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**
30. 21119 2016 Ethics Seminar, 3 hours Ethics and Standards of Conduct, CVSRE
31. 21120 RESPA Regulatory Compliance & Marketing & Services Agreements, 2 hours Broker Management, NVAR
32. 21121 RESPA Regulatory Compliance & Marketing & Services Agreements, 2 hours Real Estate Related, NVAR
33. 21122 Pricing Strategies: Mastering the CMA (On-line), 2 hours Real Estate Related, The CE Shop, Inc.
34. 21126 Home Inspection 2016, 2 hours Real Estate Related, The Institute of Continuing Education
35. 21127 Home Inspection for Brokers, 2 hours Broker Management, The Institute of Continuing Education **(Not approved – too similar to the content of 21126)**
36. 21128 Not Your Average Transaction, 2 hours Real Estate Related, Kensington Vanguard National Land Services, LLC
37. 21129 Avoid Closing Delays with Legal Power, 2 hours Legal Updates, Cindy Bishop Worldwide, LLC
38. 21131 Real Estate Agency, 1 hour Real Estate Agency, Champion University
39. 21132 1031 “Like Kind” Exchange Transactions: The Basics That All Agents Should Know, 1 hour Real Estate Related, NVAR
40. 21134 New Real Estate Board Regulations: Advertising, 1 hour Legal Updates, VAR
41. 21135 New Real Estate Board Regulations: Advertising, 1 hour Broker Management, VAR
42. 21136 Dilemmas Facing Real Estate Licensees, 2 hours Broker Management, VAR
43. 21138 Attracting Online Consumers: Listing and Syndication (On-line), 4 hours Real Estate Related, The CE Shop, Inc. **(Not approved – did not meet the criteria for continuing education elective content)**
44. 21143 M-100: The Essentials of Community Association Management, 1 hour Ethics and Standards of Conduct, 1 hour Real Estate Contracts, and 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**

- 45. 21144 M-204: Community Governance, 1 hour Ethics and Standards of Conduct, 1 hour Real Estate Contracts, and 8 hours Real Estate Related, Community Association Institute (CAI) **(Not approved – did not meet the criteria for continuing education elective content)**
- 46. 21145 Code of Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, PWAR
- 47. 21146 “To Disclosure or Not to Disclose? The Importance of Erring on the Side of Disclosure”, 1 hour Real Estate Related, The Settlement Group Real Estate School
- 48. 21147 Listing Workshop Part 1, 2 hours Real Estate Related, Action Real Estate, LLC **(Not approved – did not meet the criteria for continuing education elective content)**
- 49. 21148 Listing Workshop Part 2, 2 hours Real Estate Related, Action Real Estate, LLC **(Not approved – did not meet the criteria for continuing education elective content)**
- 50. 21149 Working with Buyers, 2 hours Real Estate Related, Action Real Estate, LLC
- 51. 21151 Questions & Answers on VRLTA & Legislative Issues, 3 hours Legal Updates, FutureLaw, LLC
- 52. 21152 Update on Legislation and Property Management Issues, 3 hours Legal Updates, and 3 hours Real Estate Related, FutureLaw, LLC
- 53. 21153 Virginia Fair Housing Law Review, 3 hours Fair Housing, FutureLaw, LLC
- 54. 21154 Update on Legislation and Property Management Issues, 2 hours Fair Housing, 2 hours Legal Updates, and 2 hours Real Estate Related, FutureLaw, LLC
- 55. 21155 Virginia Fair Housing Law Review, 2 hours Fair Housing, FutureLaw, LLC
- 56. 21156 Update on Legislation and Property Management Issues, 1 hour Legal Updates, and 1 hour Real Estate Related, FutureLaw, LLC
- 57. 21157 Working with Investors, 1 hour Real Estate Related, GCAAR
- 58. 21160 Flood Insurance for Residential Dwellings, 1 hour Real Estate Related, The Real Estate Group
- 59. 21161 The National Flood Insurance Program, 1 hour Real Estate Related, New Millennium University
- 60. 21179 Ethical Real Estate Investing, 1 hour Real Estate Related, GCAAR
- 61. 21180 Working with Buyers, 3 hours Real Estate Related, GCAAR
- 62. 21181 Advertising Compliance, 3 hours Real Estate Related, GCAAR
- 63. 21182 Listing Presentation, 3 hours Real Estate Related, GCAAR
- 64. 21183 Help Sellers Navigate the Capital Gains and Estate Tax, 2 hours Real Estate Related, GCAAR
- 65. 21184 Fair Housing, 2 hours Fair Housing, Liz Moore University
- 66. 21185 Understanding the Housing, Finance and Mortgage Markets, 2 hours Real Estate Related, GCARR
- 67. 21186 Right Pricing a Property, 1 hour Real Estate Related, GCAAR
- 68. 21187 Straight Talk for the Managing Broker, 3 hours Broker Management, VAR

- 69. 21188 Strategies in a Multiple Offer Market, 1 hour Real Estate Related, GCAAR
- 70. 21189 Let's Inspect this a Little More Closely, 2 hours Real Estate Contracts, MBH Settlement Group, LC **(Approved as "Real Estate related)**
- 71. 21190 Spotting Defects in Residential Properties, 3 hours Real Estate Related, GCAAR **(Not approved – did not meet the criteria for continuing education elective content)**
- 72. 21191 Credit Scoring and its Techno Effects, 3 hours Real Estate Related, GCAAR
- 73. 21192 Practical Guide to FIRPTA and Foreign Sellers, 1 hour Real Estate Related, MBH Settlement Group, LC
- 74. 21193 Co-operatives and Co-operative Financing, 3 hours Real Estate Related, GCAAR
- 75. 21194 Risk Management, 3 hours Real Estate Related, GCAAR
- 76. 21195 General Escrow Requirements, 3 2 hours Real Estate Related, MBH Settlement, Group, LC **(Approved for reduced hours pending receipt of information showing it is geared toward real estate regulations)**
- 77. 21196 Credit Score and The Effects on Your Client, 2 hours Real Estate Related, GCAAR **(Approved pending receipt of a disclosure statement stating that the course is not intended to teach or council clients/consumers about their credit scores)**
- 78. 21197 Congratulations - You got the listing, 1 hour Real Estate Contract, MBH Settlement, Group, LC
- 79. 21198 Answering How's the Market, 2 hours Real Estate Related, GCAAR
- 80. 21199 Virginia Real Estate Law and Board Regulations, 8 hours Real Estate Related, MBH Settlement, Group, LC
- 81. 21200 Understanding Contract Components, 3 hours Real Estate Related, GCAAR
- 82. 21201 Mold and Its Impact on Real Estate, 3 hours Real Estate Related, GCAAR
- 83. 21202 Working with the Senior Client, 3 hours Real Estate Related, GCAAR
- 84. 21203 Rental Property Management, 3 hours Real Estate Related, GCAAR
- 85. 21204 Advising Foreign National Real Estate Clients, 2 hours Real Estate Related, GCAAR
- 86. 21205 Asset Protection, 1 hour Real Estate Related, GCAAR
- 87. 21206 Accredited Buyer's Representative Designation Core Class, 1 hour Real Estate Agency, and 7 hours Real Estate Related, RECA
- 88. 21207 Getting Your Contracts Right: A Review of Proper Contract Formation for Best Real Estate Sales Professional Practices, 1 hour Real Estate Contracts, The Settlement Group Real Estate School

C. Twenty eight post license education course applications were reviewed; of these courses:

Ten previously-approved applications for post license education courses offered by approved schools were considered and approved. **(Reviewed for Instructors Only)**

1. 21106 Virginia Post Licensing: Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Elite School of Real Estate **(Dale C. Gardner)**
2. 21107 Virginia Post Licensing: Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, Elite School of Real Estate **(Dale C. Gardner)**
3. 21108 Virginia Post Licensing: Virginia Agency Law (On-line), 3 hours Virginia Agency Law, Elite School of Real Estate **(Dale C. Gardner)**
4. 21109 Virginia Post Licensing: Virginia Contract Writing (On-line), 6 hours Contract Writing, Elite School of Real Estate **(Dale C. Gardner)**
5. 21110 Virginia Post Licensing: Risk Management (On-line), 3 hours Risk Management, Elite School of Real Estate **(Dale C. Gardner)**
6. 21111 Virginia Post Licensing: Escrow Requirements (On-line), 3 hours Escrow Requirements, Elite School of Real Estate **(Dale C. Gardner)**
7. 21139 Virginia Post Licensing: Fair Housing (On-line), 2 hours Fair Housing, Elite School of Real Estate **(Dale C. Gardner)**
8. 21141 Virginia Post-Licensing: Real Estate Law and Board Regulations (On-line), 8 hours Real Estate Law and Board Regulations, Kaplan Real Estate Schools, **(F.A. Daniels)**
9. 21142 Virginia Post-Licensing: Real Estate Law and Board Regulations (On-line), 8 hours Real Estate Law and Board Regulations, Academy of Real Estate **(William B. Frost)**
10. 21165 Virginia Post Licensing: Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law and Board Regulations, American Institute of Real Estate, **(Abraham Michael Halaw)**

Eighteen original applications for post license education courses offered by approved schools were considered and approved.

1. 21038 Risk Management, 3 hours Risk Management, Henderson Professional Development Seminars
2. 21080 Pricing in a Shifting Market, 2 hours Current Industry Issues & Trends, VAR
3. 21089 Discovering Commercial Real Estate, 2 hours Current Industry Issues & Trends, Alpha College of Real Estate
4. 21097 Renovation Financing, 2 hours Current Industry Issues and Trends, RAR
5. 21102 Joining or Starting a Team – Benefit or Burden? 2 hours Current Industry Issues & Trends, VAR
6. 21103 2016 Ethics Seminar, 3 hours of Ethics & Standards of Conduct, VAR
7. 21105 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, The RGS Title Real Estate Academy

8. 21112 Home Inspection 2016, 2 hours Current Industry Issues and Trends, The Institute of Continuing Education
9. 21123 2016 Ethics Seminar, 3 hours Ethics and Standards of Conduct, CVSRE
10. 21140 Avoid Closing Delays with Legal Power, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
11. 21162 Accredited Buyer's Representative Core Course, 2 hours Current Industry Issues and Trends, RECA
12. 21166 Code of Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, PWAR
13. 21167 Update on Legislation and Property Management Issues, 2 hours Current Industry Issues and Trends, Futurelaw, LLC
14. 21168 Virginia Fair Housing Law Review, 2 hours Fair Housing, FutureLaw, LLC
15. 21208 Virginia Real Estate Law and Board Regulations, 8 hours Virginia Real Estate Law and Board Regulations, MBH Settlement Group, LC
16. 21209 General Escrow Requirements, 3 hours Escrow Requirements, MBH Settlement Group, LC
17. 21210 Let's Inspect this a Little More Closely, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC
18. 21211 Fair Housing, 2 hours Fair Housing, Liz Moore University

D. Five pre-licensing instructor applications were reviewed. All of these applications were approved.

1. Angela Maria Wilson-Quayle – Education and Experience (Principles, Appraisal, Finance, Brokerage and Law)
2. Waikiki Tamara Frazier – waiver (Principles)
3. Dawn Ann Wilson – waiver (Principles)
4. Kacou Jean Aboi – waiver (Principles)
5. Robert Kutschbach – waiver (Principles)

E. Fifteen pre-license education course applications offered by approved schools were considered and approved.

1. 21133 45-hour Broker Real Estate Finance (Classroom), Henderson Professional Development Seminars
2. 21169 45-hour Broker Property Management (Classroom), Melrose Plantation Real Estate, LLC
3. 21170 60-hour Salesperson Principles and Practices of Real Estate (Classroom), Melrose Plantation Real Estate, LLC
4. 21171 45-hour Broker Real Estate Appraisal (Classroom), Melrose Plantation Real Estate, LLC
5. 21172 45-hour Broker Real Estate Law (Classroom), Melrose Plantation Real Estate, LLC
6. 21173 45-hour Broker Real Estate Finance (Classroom), Melrose Plantation Real Estate, LLC

7. 21174 45-hour Broker Real Estate Brokerage (Classroom), Melrose Plantation Real Estate, LLC
8. 21175 45-hour Broker Real Estate Appraisal (Classroom), Elite School of Real Estate
9. 21176 45-hour Broker Real Estate Appraisal (Correspondence), Elite School of Real Estate
10. 21177 45-hour Broker Real Estate Brokerage (Classroom), Elite School of Real Estate
11. 21178 45-hour Broker Real Estate Brokerage (Correspondence), Elite School of Real Estate
12. 21214 45-hour Broker Real Estate Law (Classroom), Henderson Professional Development Seminars
13. 21215 45-hour Broker Real Estate Related (Classroom), Henderson Professional Development Seminars
14. 21216 45-hour Broker Real Estate Appraisal (Classroom), Henderson Professional Development Seminars
15. 21217 45-hour Broker Property Management – Related (Classroom), Henderson Professional Development Seminars

F. Twenty one continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were considered. Nineteen were approved. Two were not approved due to lack of specific information.

1. Larry Anderson – 17008 (Real Estate Agency), 17000 (Real Estate Contracts), GPAAR
2. Douglas Wolfe – 18850/18969 (Short Sales/Foreclosure), 18928/18971 (2 Day ABR Designated Core Course), 18532/18540 (Military Relocation Professional Certification Core Course), Alpha College of Real Estate
3. Douglas Wolfe – 20023 (Real Estate Pitfalls), Alpha College of Real Estate
4. Robert E. Adams, Jr. 20281 (The Purchase Reverse Mortgage), American C.E. Institute, LLC
5. Laura Farley – 19426/19405 (Good Intentions But Risky Results: Balancing Clients Interest and Legal and Ethical Obligations), GPAAR
6. Richard Beard, Angela Eastman, Kathleen Tate, Wing Tsang and Ashley Tucker - 18647 (203-K Education for Renovation), 20031/20039 (2015 Residential Sales Contract (VA) Addenda), 19089/19097 (A Mock Settlement), 18610/19074 (Advanced Title Insurance Issues), 14353/17988 (Agency Demystified), 15509 (Agent Duties and Disclosures), 17124/20041 (Bankruptcy and Foreclosure), 18663 (Clearing Title to a Commission Check), 14351 (Closing Real Estate Sales in Virginia), 20035/20042 (Compulsory 2015 Contract Crash Course), 19851 (Congratulations You Got A Listing!), 17584 (Contracts with Escalators), 12832/19835 (Death, Divorce and Bankruptcy), 20117 (Earnest Money Deposits), 18768/18727 (Escrow Requirements), 14518/17618 (Ethics for Real Estate Agents), 14292 (Excellence in Profession), 19466/19488 (Fair Housing), 14500 (Foreclosures, REO's and Short Sales), 18665/18684 (Foreclosures, REOs and Short Sales-A Primer), 19829/19838 (HOA Restrictive Covenants & The VA Property Owners Association Act (2015 Contract), 20802 (Legal Updates

- and Emerging Trends with Flood), 18901/18965 (Let's Inspect this a Little More Closely), 18606/19094 (Lien on Me), 18624 (Living the Dream-Simple Steps to Avoiding Problem Settlements), 15819 (Mold and Defective Chinese Drywall), 17114 (Practical Guide to FIRPTA and Foreign Sellers), 18651 (Property Condition Disclosures in Sale Transactions), 19679/19669 (Real Estate Disclosure Law in VA), 20120/20137 (Real Estate Fraud), 19597/19599 (Real Estate Law), 20034/18512 (Risk Management), 18766 (Ten Helpful Legal Cases), 20116/20136 (The 2015 Loan Estimate and Closing Disclosure Statements), 19815/19836 (The New 2015 Residential Sales Contract), 18620/18640 (The Power of Exchange: 1031s), 14372/20040 (Title Insurance and Surveys), 18750 (To Survey or Not to Survey), 18653 (Transactional Red Flags-Authority to Sell), 20805 (Transactions Involving FHA and VA Financing), 20648/20649 (Trid-iculous TILA-RESPAS Integrated Disclosure), 20122/20141 (Unconventional Transactions), 15711 (Understanding and Using the New NVAR Well and Septic Addendum), 14294 (Understanding Deeds and Tenancy), 20028/20038 (Understanding the Conventional, FHA and VA Financing Addenda 2015), 20627/20629 (Understanding the Residential Sales Contract (VA), 14504/17614 (Why Didn't My Short Sale Close), 14503 (Wills, Estates and Title Issues), MBH Settlement Group, LC **(Not approved – did not contain enough specificity regarding which instructor would teach each course based on the instructor's qualifications/experience)**
7. Joseph A. Zanelotti – 19135 (Foreclosure In Virginia), 19148 (Judgments & Liens), 19841 (Title Insurance Basics – Claims), 19843 (Divorce And Bankruptcy), 19844 (VAR Residential Purchase Contract: Part 1), 19845 (VAR Residential Purchase Contract: Part 2) 06772 (Describing Real Property) 18124 (Things Every Loan Officer Wished Every Realtor Would Know), 19149 (CFPB Combined Disclosure), 19150 (Alta's Best Practices) 19146 (1031 Exchanges: What Realtors Need To Know) 20242 (Title Insurance – VA History & Owner's Coverage), Old Republic National Title Insurance Company
 8. Marcus Simon – 20378/20379 (The CFPB's TILA RESPA Integrated Disclosure Rule A New Way of Closing a Real Estate Transaction), NVAR
 9. Michelle Bohn – 15271 (Unconventional Transactions), 15351 (New Agency Law in Virginia), 16664 (Transaction Red Flags), 20610/20611 (Negotiating the Sales Gap), Alltech Title Group, Inc.
 10. Larry Anderson, Gary Duda, Michael Guthrie, Barbara McMurry, Donna Patton, Amy Trumbull, and Patricia Joan Widhalm – 21079 (Legal Updates with Flood Content), 21081 (Emerging Trends and Legal Updates with Flood Content), CVSRE
 11. Linda A. Martin – 18278/18282 (Agency), 19592/18679 (Ethics), 18441/18462 (Fair Housing), 19280/18737 (Contracts & Addendums), Cindy Bishop Worldwide
 12. JoAnn Kokindo – 20132 (Supervision), 15050 (Take Me to Your Leaders (Broker Management), Long and Foster Institute of Real Estate
 13. Greg Scholl and Joseph Nalls – 19456 (Financing in a New World), Long and Foster Institute of Real Estate
 14. Sita Kapur – 21029/21028 (Negotiation Skills), NVAR

15. Kara MacDonald and Christopher Saabye – 18671/18691 (Understanding Title Insurance), 20009/20007 (Clearing Title Matters), 20763/20769 (Mock Settlement), Cindy Bishop Worldwide, LLC
16. Richard Hayden – 14223 (Real Estate Finance 101 – Home Loans & the NVAR Contract), Champion University
17. Clifford Wells, William Brown, Johnny Parker, and Howard Williams Jr. – 20023 (Real Estate Pitfalls), Alpha College of Real Estate
18. Crystal Jalali, Jeremy Brown, Katie McGowan, Susie Peters, Lisa Lettau and David Ducatman – 21019 (“How to Handle Transactions When Your Seller is Deceased”), The Settlement Group Real Estate School
19. Laura Farley and Erin Barton – 18521/17329 (Critical Contract Issues), 17485/19451/19452 (Real Estate Laws You Need To Know), Piedmont School of Real Estate
20. Robert S. Pope – 18671/18691 (Understanding Title Insurance), 20009/20007 (Clearing Title Matters), 20763 20769 (Mock Settlement), Cindy Bishop Worldwide, LLC
21. Aimee L. Meade – 20876 (Judgement Liens and Bankruptcy), 20875 (Foreclosure for Realtors), 20957 (Title Insurance: Claims Can and Do Happen), 21023 (Clearing Common Title Issues), The Title Professionals, LLC **(Not approved – did not contain enough specificity regarding the instructor’s qualifications)**

G. There was no other business or additional public comment.

The meeting adjourned at 3:42 p.m.