



**COMMONWEALTH of VIRGINIA**  
**Department of Professional and Occupational Regulation**

Ralph S. Northam  
Governor

Brian Ball  
Secretary of  
Commerce and Trade

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

The Real Estate Board Education Committee met on Wednesday, April 3, 2019, at 2:00 p.m., at the Department of Professional & Occupational Regulation in Richmond, Virginia.

Committee Members present:                    Lee Odems, Committee Chair  
   Lynn Grimsley  
   Candice Bower  
   Libby Gatewood

Department Staff Members present:        Mary Broz-Vaughan, Acting Director  
   Jeffrey Williams, Board Administrator  
   Ana Quimpo, Licensing Specialist  
   Beverly Bennett, Licensing Specialist

Mr. Odems called the meeting to order at 2:02 p.m.

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

Public Comment

There was no public comment.

A Broker Management course that does not count toward the “broker supervision” requirement cannot use the word “supervision” in the course’s title.

There are currently approved courses entitled “Broker Management and Supervision” that do not fulfill the new “broker supervision” requirement because the school did not resubmit the course for review when the continuing education requirements changed in January of 2019. To prevent further confusion, staff asked the Committee to prohibit the approval of any new courses with the term “broker supervision” in the title unless the course is actually approved to fulfill the “broker supervision” requirement.

Adding additional continuing education topics to 18VAC135-20-101.2 “Qualification for Renewal; Continuing Education Requirements”.

At the last committee meeting, providers were asked to email staff a list of topics they felt should be added to or removed from the list of approved continuing education topics found in 18VAC135-20-101.2 “Qualification for Renewal; Continuing Education Requirements”. Staff

presented a list to the Committee at the meeting. The chair read through the list of proposed additional topics and asked the committee members and education providers present to share their thoughts on adding each topic. The committee members and providers felt the following topics should be added to the approved list:

Technology,  
Business Planning,  
Staging,  
Cybersecurity  
Social Responsibility in Real Estate (affordable housing, multicultural market, gentrification, diversity, etc.),  
Organizational Behavior (diversity training, multi-generational & cultural competency, managing conflict, leadership and decision-making styles),  
Data Analytics,  
Business Etiquette,  
Business Writing & Communications, and  
Social Media & Website Usage (ethical, fair housing, etc.).

It was also recommended that the current topic of “cc. Environmental issues impacting real estate” be modified as follows, “cc. Environmental issues ~~impacting real estate~~, sustainability, and energy efficiency.” There were not recommendations to remove any topics from the current list.

The Committee will recommend to the Board that the requirement for a course completion affidavit be removed from the Board’s regulation.

At the last Committee meeting the chair asked staff to report back how course completion affidavits were being used and stored. At today’s meeting, staff shared with the Committee the Board’s Guidance Document. It stated that a course completion affidavit for a correspondence course could be kept by the education provider or the licensee. After hearing from the education providers that most them, if not all of them, do not ask for a notarized course completion affidavit and being reminded that correspondence course must have testing procedures, the Committee decided to recommend to the Board that the requirement for a completion affidavit be removed from its regulation. [NOTE: After further research, the requirement for an affidavit is in § 54.1-2105.03].

Staff will finalize a new single course application for post-licensing and continuing education courses.

Staff shared a rough draft of a new single course application for a course seeking approval for post-licensing and continuing education credit. The form was well received overall, and a few suggestions were made. Both the committee members and providers agreed that the application should be further modified so that it could be used for either a post-licensing or a continuing education course as well as for a course being submitted for approval as both a post-licensing and continuing education course.

Summary of Application processing:

- A. **Three** proprietary school applications were reviewed and approved.
- B. **Eighty-nine** continuing education course applications were reviewed, of which:

One previously-approved continuing education course offered by an approved school was considered. It was approved.

Eighty-eight original applications for continuing education courses offered by approved schools were considered. Eight-five were approved.

No continuing education course applications offered by a pending school applicant were considered.

Two Timed Course Outlines of previously approved courses were reviewed to determine if the course met the Broker Supervision requirement. The courses were approved for Broker Supervision.

C. **Twenty-six** post-license education course applications were reviewed, of which:

One previously-approved post-license education course application for an approved school was considered. It was approved.

Twenty-five applications for post-license education courses offered by approved schools were considered. Twenty-four were approved.

No previously-approved post-license education course applications for a pending school were considered.

No Timed Course Outlines of previously approved courses were considered to determine if the courses met the Real Estate Finance requirement.

D. **Twenty** pre-license instructor applications were considered. Nineteen were approved.

E. **Three** pre-license education course applications offered by an approved school were reviewed. All were approved.

F. **Nineteen** continuing and post-license education instructor applications to teach previously-approved continuing and post-license education courses were reviewed. All were approved. Of the approved applications, one was approved with at least one stipulation.

Detailed Application Processing:

The following applications were approved without stipulation unless noted otherwise:

IV. Proprietary School Applications

1. 0211001260 - Shaneaka Dodson, Danville, VA  
Contact Person: Nikka Dodson
2. 0211001258 – HECM Association, Inc. Orlando Florida  
Contact Person: Tim Linger
3. 0211001262 – Sta Title & Escrow, Inc. Fredericksburg, VA

Contact Person: Penelope Wesely

V. Continuing Education Course Applications

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

1. 0214024099 Real Estate Finance Today V9.0 (On-line), 4 hours Real Estate Related, Kaplan Real Estate Education **(F.A. Dan Daniels)- (pending approval CE #24 0214024098)**

B. Original Continuing Education Course Applications, Approved schools:

1. 0214024030 8-hours Required Continuing Education, 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, Peninsula Real Estate School
2. 0214024042 What's in the REIN offer to Purchase, 1 hour Real Estate Contracts, and 5 hours Real Estate Related, Ann Palmateer Real Estate School
3. 0214024050 Anatomy of a Green Home, 8 hours Real Estate Related, Alpha College of Real Estate
4. 0214024051 Educating Homebuyers (On-line), 3 hours Real Estate Related, Contracts McKissock, LLC
5. 0214024052 Intro to Property Management (On-line), 3 hours Real Estate Related, McKissock, LLC
6. 0214024053 Real Estate Taxes (On-line), 3 hours Real Estate Related, McKissock, LLC
7. 0214024072 Basics of Title Insurance, 2 hours Real Estate Related, Provident School of Real Estate
8. 0214024073 Virginia 202 Effective Buyer Sales Strategies, 8 hours Real Estate Related, Residential Real Estate Council
9. 0214024074 Virginia 206 Technologies to Advance your Business, 8 hours Real Estate Related, Residential Real Estate Council
10. 0214024075 Virginia 210 Building an Exceptional Customer Service Referral Business, 8 hours Real Estate Related, Residential Real Estate Council
11. 0214024076 Commercial Real Estate as a Career (On-line), 3 hours Real Estate Related, Hondros College of Business

12. 0214024077 Commercial Real Estate Transaction Flow (On-line), 3 hours Real Estate Related, Hondros College of Business
13. 0214024078 Helping Clients Understand Real Estate Finance (On-line), 3 hours Real Estate Related, Hondros College of Business
14. 0214024079 What's the FHA Appraiser looking For? (On-line) 3 hours Real Estate Related, Hondros College of Business
15. 0214024080 NVAR Broker Management & Supervision, 2 hours Broker Supervision, NVAR
16. 0214024081 Broker Risk and Liability, 2 hours Broker Management, NVAR
17. 0214024082 Real Estate CE Day 1, 3 hours Ethics and Standards of Conduct, and 1 hour Real Estate Agency, Action Real Estate, LLC
18. 0214024083 Legal Update with Flood, 1 hour Legal Updates, Moseley Dickinson Academy of Real Estate
19. 0214024084 Believe It Or Not: Transaction Case Studies, 2 hours Real Estate Related, FAAR **(duplicate PLE #2)**
20. 0214024086 Nuts and Bolts of Home Construction and Design (On-line), 4 hours Real Estate Related, RealEstateCE.com
21. 0214024087 Representing Clients in Buying & Selling Real Estate of deceased Owners, 3 hours Real Estate Related, SWVAR **(duplicate PLE # 3)**
22. 0214024089 Avoiding Wire Fraud, 1 hour Real Estate Related, Academy of Real Estate
23. 0214024097 Understanding Remodeling: Rules, Regulations and Guidance, 1 hour Real Estate Related, Capital Area Title, LLC
24. 0214024098 Real Estate Finance Today V9.0 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
25. 0214024105 10 Things Every Loan Officer Wished Every Realtor Knew, 1 hour Real Estate Related, Old Republic National Title Insurance Company (no loan officer submitted to teach this course mostly attorneys) **NOT APPROVED. NO QUALIFIED INSTRUCTOR.**
26. 0214024106 Broker Office Policy Update, 2 hours Broker Management and 2 hours Broker Supervision, RAR
27. 0214024108 IRS Code 1031 Tax Deferred Exchange, 1 hour Real Estate Related, Provident School of Real Estate
28. 0214024120 Cybersecurity in Real Estate Transactions, 1 hour Real Estate Related, Old Republic National Title Insurance Company

29. 0214024121 Authorizations and Signatures, 1 hour Real Estate Related, Old Republic National Title Insurance Company
30. 0214024122 Listing Essentials, 2 hours Real Estate Related, Gralynn Inc.  
**NOT APPROVED. NO QUALIFIED INSTRUCTOR.**
31. 0214024123 Advertising Essentials, 2 hours Real Estate Related, Gralynn Inc.  
**NOT APPROVED. NO QUALIFIED INSTRUCTOR.**
32. 0214024129 VHDA Real Estate Professional Training, 2 hours Real Estate Related, Virginia REALTORS®  
**(duplicate PLE # 5)**
33. 0214024131 Real Estate CE Day 1 – Afternoon Session, 1 hour Legal Updates, 1 hour Real Estate Contracts, and 2 hours Real Estate Related, Action Real Estate, LLC
34. 0214024132 Foreign Sellers - The FIRPTA Headache, 1 hour Real Estate Related, Old Republic National Title Insurance Company
35. 0214024133 2 Day e-PRO Certification, 8 hours Real Estate Related, FAAR **(duplicate CE 36 & PLE # 6)**
36. 0214024135 2 Day e-PRO Certification, 6 hours Broker Management, FAAR **(duplicate CE # 35 & PLE # 6)**
37. 0214024136 Overview of Broker Supervision, 2 hours Broker Supervision, RAR
38. 0214024141 Management of Real Estate Brokerage Firms, 6 hours Broker Management, WAAR
39. 0214024142 From Contract til Closing, 1 hour Legal Updates, 1 hour Real Estate Contracts and 1 hour Real Estate Related, Action Real Estate, LLC
40. 0214024143 Real Estate CE Day 2 – Afternoon Session, 4 hours Real Estate Related, Action Real Estate, LLC
41. 0214024144 How Credit Works, 2 hours Real Estate Related, 2 hours Real Estate Related, Cindy Bishop Worldwide  
**(duplicate PLE # 8)**
42. 0214024146 Fair Housing, 3 hours Fair Housing, Ann Palmateer Real Estate School
43. 0214024147 Virginia Broker Management (On-line), 6 hours Broker Management, Builders License Class, LLC
44. 0214024148 Virginia Broker Supervision (On-line), 2 hours Broker Supervision, Builders License Class, LLC
- \*45. 0214024149 Accredited Staging Partner 2 Day Course, 4 hours Real Estate Related, StagedHomes.com **(staging course. Staging for stagers?)**
- \*46. 0214024150 Accredited Staging Partner 1 Day Course, 2 hours Real Estate Related, StagedHomes.com **(staging course. Staging for stagers?)**
47. 0214024151 Real Estate CE Day 2 - Morning Session, 2 hours Fair Housing, 1 hour Legal Updates, and 1 hour Real Estate Related, Action Real Estate, LLC



48. 0214024152 2019 Broker Updates and Resources, 2 hours Legal Updates, Virginia Realtors
49. 0214024153 2019 Broker Updates and Resources, 2 hours Broker Management, Virginia Realtors
50. 0214024154 Affordable Housing: Solutions for Homes and Financing (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
51. 0214024155 Preparing a Market Analysis - Best Practices (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
52. 0214024157 Working with Sellers as a Standard Agent in VA Part 1 – Being a Prepared Agent, 2 hours Real Estate Related, Action Real Estate, LLC
53. 0214024158 Residential Title Insurance Coverage, 1 hour Real Estate Related, ORNTIC
54. 0214024159 Fair Housing and Evictions Training, 2 hours Fair Housing, NVAR
55. 0214024160 Taxes and Real Estate: What You Need to Know (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
56. 0214024161 Technology Tools, Trends, and Risk Management (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
57. 0214024162 Update on Legislation & Property Management Issues, 3 hours Legal Updates, and 3 hours Real Estate Related, FutureLaw Real Estate School, LLC
58. 0214024163 Broker Supervision, 2 hours Broker Supervision, Long and Foster Institute of Real Estate
59. 0214024164 Virginia Escrow Requirements, 3 hours Broker Management, WAAR
60. 0214024165 Escrow Requirements, 3 hours Real Estate Related, CVSRE **(duplicate PLE # 9)**
61. 0214024167 ABR Designation, 5 hours Real Estate Related, CVSRE **(duplicate PLE # 10)**
62. 0214024169 Military Relocation Professional Certification, 2 hours Real Estate Related, CVSRE **(duplicate PLE # 11)**
63. 0214024171 Pricing Strategies – Mastering the CMA, 1 hour Real Estate Related, CVSRE **(duplicate PLE # 12)**
64. 0214024173 Risk Management, 3 hours Real Estate Related, CVSRE **(duplicate PLE # 13)**
65. 0214024175 Contract Writing, 6 hours Real Estate Contracts, CVSRE **(duplicate PLE # 14)**
66. 0214024177 Other People's Property, 1 hour Real Estate Related, ORNTIC
67. 0214024178 Judgments & Liens, 1 hour Real Estate Related, ORNTIC
68. 0214024179 Who Owns It? Title & Ownership of Real Estate in VA, 1 hour Real Estate Related, ORNTIC

69. 0214024180 Title Insurance Basics - Common Problems that Slow Settlement, 1 hour Real Estate Related, ORNTIC
70. 0214024181 Divorce and Bankruptcy, 1 hour Real Estate Related, ORNTIC
71. 0214024182 Broker Management Nuts & Bolts, 1 hour Broker Management, Virginia Realtors
72. 0214024183 Escrow Requirements-Staying Compliant with State Law and Regulations, 3 hours Real Estate Related, William E. Wood & Associates Real Estate Academy
73. 0214024188 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, MAI Institute **(duplicate PLE # 18)**
74. 0214024190 Virginia Agency Law, 3 hours Real Estate Agency, Ann Palmateer Real Estate School, LLC
- \*75. 0214024191 Constructing Real Estate Agreement, 3 hours Real Estate Contracts, Ann Palmateer Real Estate School, LLC **(are course materials complete?)**
76. 0214024192 Assistance Animals and Housing (On-line), 4 hours Real Estate Related, The CE Shop, Inc.
- \*77. 0214024193 Sex and Real Estate- Sexual Harassment, Sexual Discrimination, and Housing (On-line), 3 hours Real Estate Related, The CE Shop, Inc. **(does this course protect the public?)**
78. 0214024194 Real Estate Law & VREB Regulations, 6 hours Real Estate Related, WAAR **(duplicate PLE # 20)**
79. 0214024197 Working with Sellers as a standard agent in Virginia Part 2 - Getting it Sold, 1 hour Real Estate Contracts, and 1 hour Real Estate Related, Action Real Estate, LLC
80. 0214024198 Understanding the CVRMLS Purchase Agreement, 1 hour Real Estate Contracts, and 1 hour Real Estate Related, Action Real Estate, LLC
81. 0214024199 Broker Supervision, 2 hours Broker Supervision, DAAR
82. 0214024208 Legal Updates and Emerging Trends, 1 hour legal Updates, Coldwell Banker Residential Brokerage
83. 0214024209 Non-Individuals Transacting in Real Estate, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage
- \*84. 0214024211 Administrative Essentials, 1 hours Real Estate Related, Gralynn Inc. **(does this course protect the public?)**
85. 0214024213 VA Real Estate Agency, 1 hour Real Estate Agency, Georgetown SANA, LLC dba Reed Training Center
86. 0214024214 VA Real Estate Contracts, 1 hour Real Estate Contracts, Georgetown SANA, LLC dba Reed Training Center



- 87. 0214024216 The Numbers Behind the Deal , 1 hour Real Estate Contracts and 1 hour Real Estate Related,
- 88. 0214024222 International Council of shopping Centers (ICSC) Broker Risk & Escrow Management, 6 hours Broker Management, DAAR

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

- 1.
- 2.

D. Timed Course Outline review for updated Broker Supervision requirements

- 1. 0214023697 Broker Management (correspondence), 8 hours Broker Management, McKissock, LP.
- 2. 0214018848 Broker Management (On-line), 8 hours Broker Management, McKissock, LP

D1. New Broker Supervision Courses:

## VI. Post License Education Course Applications

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

- 1. 0214024091 Real Estate-Related Finance, 2 hours Real Estate-Related Finance, Moseley-Dickinson Academy of Real Estate
- 2.

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

- 1. 0214024041 Fair Housing, 2 hours Fair Housing, Montague Miller Real Estate Academy
- 2. 0214024042 Believe It Or Not: Transactional Case Studies, 2 hours Current Industry Issues and Trends, FAAR **(duplicate CE # 19)**
- 3. 0214024107 Representing Clients in the Buying and Selling Real Estate of Deceased Owners, 2 hours Current Industry Issues and Trends, SWVAR **(duplicate CE # 21)**
- 4. 0214024119 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Oncourse Learning Corp.

5. 0214024130 VHDA Real Estate Professional Training, 2 hours Current Industry Issues and Trends, Virginia REALTORS® **(duplicate CE # 32)**
6. 0214024134 2 Day e-PRO Certification, 2 hours Current Industry Issues and Trends, FAAR **(duplicate CE # 35)**
7. 0214024138 Financing Options for Residential, Commercial and Land, 2 hours Real Estate-Related Finance, NVAR
8. 0214024145 How Credit Works, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE # 41)**
9. 0214024166 Escrow Requirements, 3 hours Escrow Requirements, CVSRE **(duplicate CE # 60)**
10. 0214024168 ABR Designation, 2 hours Current Industry Issues and Trends, CVSRE **(duplicate CE # 61)**
11. 0214024170 Military Relocation Professional Certification, 2 hours Current Industry Issues and Trends, CVSRE **(duplicate CE # 62)**
12. 0214024172 Pricing Strategies-Mastering the CMA, 2 hours Current Industry Issues and Trends, CVSRE **(duplicate CE # 63)**
13. 0214024174 Risk Management, 3 hours Risk Management, CVSRE **(duplicate CE # 64)**
14. 0214024176 Contract Writing, 6 hours Contract Writing, CVSRE **(duplicate CE # 65)**
15. 0214024184 Contract Writing and Review, 6 hours Contract Writing, MAI Institute
16. 0214024185 Escrow Requirements- Deposits and Trust Money, 3 hours Escrow Requirements, MAI Institute
17. 0214024186 Agency Law in Virginia, 3 hours VA Agency Law, MAI Institute
18. 0214024187 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, MAI Institute **(duplicate CE # 73)**
19. 0214024189 Fair Housing, 2 hours Fair Housing, MAI Institute
20. 0214024195 Real Estate Law & VREB Regulations, 6 hours Real Estate Law & Board Regulations, WAAR **(duplicate CE # 78)**
21. 0214024202 Current Industry Issues & Trends – Real Estate Finance, 2 hours Real Estate-Related Finance, New Millennium University
22. 0214024203 Real Estate Risk Management, 3 hours Risk Management, New Millennium University
23. **0214024204** Current Industry Issues & Trends – Prospecting for Success, 2 hours Current Industry Issues & Trends, New Millennium University  
**NOT APPROVED. DOES NOT PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC.**

- 24. 0214024205 Real Estate Law & Board Regulations, 6 hours Real Estate law & Board Regulations, New Millennium University
- 25. **0214024206** Current Industry Issues & Trends – Business Planning, 2 hours Current Industry Issues & Trends, New Millennium University  
**NOT APPROVED. DOES NOT PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC.**

- C. Original Post Licensing Education Course Application, Pending School application:
- D. Timed Course Outline review for updated Real Estate Related – Finance:
  - 1.

#### VII. Pre-License Education Instructors

- 1. 0230001591 - David Stanley Piatek – waiver (Principles, Finance)  
**NOT APPROVED. DOES NOT HAVE ENOUGH APPLICABLE EXPERIENCE.**
- 2. 0230001602 - Vincent Lee Cowling – Education, Experience and Professional Designation (Principles, Appraisals, Finance, Law, and Brokerage)
- 3. 0230001596 – Jacqueline Kiasha Vaughan - Education & Experience (Principles, Appraisals, Finance, Law, and Brokerage)
- 4. 0230001595 - Melissa Sheets – Experience & Teaching Credentials (Principles, Appraisals, Finance, Law, and Brokerage)
- 5. 0230001594 – Shanna M. Havens - Education & Experience (Principles, Appraisals, Finance, Law, Brokerage, and Property Management)
- 6. 0230001574 – George Edward Misok – Experience & Professional Designation (Principles)
- 7. 0230001504 – Brian Darrell Hall – Experience & Professional Designation (Principles, Appraisal, Finance, Brokerage, and Law)
- 8. 0230001603 – Sherry Rahnama - Education & Experience (Principles, Appraisals, Finance, Law, Brokerage)
- 9. 0230001597 – Candyce Elaine Hollingsworth - Education & Experience (Principles, Appraisals, Finance, Law, Brokerage)
- 10. 0230001599 – Olga Diana – waiver (Principles)  
**NOT APPROVED. DOES NOT HAVE ENOUGH APPLICABLE EXPERIENCE.**
- 11. 0230001601 – Roberta Margaret Zweiban – waiver (Principles, Appraisals, Finance, Law, Brokerage)
- 12. 0230001598 – Pamela Gayle Westbrook - Education & Experience (Principles, Appraisals, Finance, Law, and Brokerage)
- 13. 0230001604 - Carole Taylor – Education & Experience (Principles)

14. 0230001592 – Nancy Bittman - Education & Experience (Principles, Appraisal, Finance, Brokerage and Law) - **for reconsideration, application was withdrawn at the January 23, 2019 Committee meeting, applicant did not provide transcript**
15. 0230001593 – Amy Lynn Bonicoro – waiver (Principles)  
**NOT APPROVED. DOES NOT HAVE ENOUGH APPLICABLE EXPERIENCE.**
16. 0230001609 - Meghan Maria Wasinger – education, experience, and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)
17. 0230001605 - Jennifer Vanessa-Elizabeth Johnson – education and experience, (Principles, Appraisal, Finance, Brokerage and Law)
18. 0230001606 – Teresa Gayle Harvey – experience and professional designation (Principles, Appraisal, Finance, Brokerage and Law)
19. 0230001608 - Stephanie Shanks - experience and professional designation (Principles, Appraisal, Finance, Brokerage and Law)
20. 0230001607 – Roxanne Marie Genalo - experience and professional designation (Principles, Appraisal, Finance, Brokerage and Law)

#### VIII. Pre-License Education Courses

1. 0214024035 60-hours Salesperson Principles and Practices of Real Estate (Virtual Classroom), Horizon Real Estate School
2. 0214024038 60-hours Salesperson Principles and Practices of Real Estate (On-line), Horizon Real Estate School
3. 0214024056 60-hours Salesperson Principles and Practices of Real Estate (Classroom), Shaneaka Dodson (pending school – 0211001260)

#### IX. Additional Continuing/Post License Education Instructors

1. **Sarah Louppe Petcher**  
 0214018947 & 0214020015 - Fair Housing  
 0214019162 & 0214020618 - Risk Management  
 0214018989 & 0214020608 - Escrow Management  
 0214022920 & 0214020014 - Writing Contracts/Real Estate Contracts  
 0214020612 - Real Estate Law, Legal Updates & Emerging Trends  
**Toula Gross**  
 0214018947 & 0214020015 - Fair Housing  
 0214019162 & 0214020618 - Risk Management  
 0214018989 & 0214020608 - Escrow Management  
 0214022920 & 0214020014 - Writing Contracts/Real Estate Contracts  
 0214020612 - Real Estate Law, Legal Updates & Emerging Trends  
**DULLES AREA REAL ESTATE SCHOOL**
2. **Jennifer Comer**  
 0214023371 & 0214023370 - Fair Housing  
 0214019970 & 0214019977 - Professional Standards\_Code Enforcement Done Right

0214023405 & 0214023406 - Broker Management Am – Pm

0214023259 / 0214023261 / 214023260 - Escrow Management & Earnest Money Deposits

0214023721 - Finances, Disclosures & Termination

0214023312 & 0214023313 - Foundations Of Law

0214023136 - Realtors Guide To Risk Management

0214023368 - CE Mandatory AM Session

0214023369 - CE Mandatory PM Session

**RAR**

3. **Keith Smith**

0214023405 - Broker Management - AM

0214023406 - Broker Management - PM

0214023259 / 02140232610 / 214023260 - Escrow Management & Earnest Money Deposits

0214023721 - Finances, Disclosures & Termination

0214023312 & 0214023313 - Foundations Of Law

0214023136 - Realtors Guide To Risk Management

0214023368 - CE Mandatory AM Session

0214023369 - CE Mandatory PM Session

0214019806 & 0214019809 – Peak Performance Pricing

0214023720 – Risk Management & Compensation Issues

**RAR**

4. **David Hamil**

0214023368 – CE Mandatory – AM Session

0214023369 - CE Mandatory – PM Session

**RAR**

5. **Debbie O’Connell**

0214023152 & 0214023153 - Real Estate Agency

0214023357, 0214023358 & 0214023356 - Contract-Addendums 2

0214023345 & 0214023346 - Ethics

0214022929 & 0214022930 - Fair Housing

0214022130, 0214022132 & 0214022129 - Residential Contract Addendums

0214021933, 0214021935 & 0214021934 - Residential Contract Essentials

0214022679 & 0214022680 - Buyer Agency Agreement

**CINDY BISHOP WORLDWIDE LLC**

6. **James F. Perkins**

0214022727 & 0214022726 - Financing For The Move Up Buyer

**Luke Sable**

0214022727 & 0214022726 - Financing For The Move Up Buyer

**Cindy Bishop Worldwide, LLC**

7. **Larry Anderson**

0214024137 – MRP Certification Course

**NVAR**

8. **Theresa Cooksley**

0214023152 & 0214023153 - Real Estate Agency

0214023357, 0214023358 & 0214023356 - Contract-Addendums 2

0214023345 & 0214023346 - Ethics

0214022679 & 0214022680 - Buyer Agency Agreement

**CINDY BISHOP WORLDWIDE LLC**

9. **James Fletcher**  
0214022216 - Managing the Home Inspection  
0214022218 - Lead Safety: For Real Estate Agents  
0214022220 - Radon and Real Estate Transactions  
0214022219 - Mold: What you need to Know and How to Read Air Sampling Reports  
0214022217 - Going Green: For Real Estate Agents  
**PREFERRED SYSTEMS INC**
10. **Terry Schenck**  
0214022733 & 0214023666 - Mortgage Financing  
0214023667 - Explaining Credit To Your Clients  
**Raie Paxson**  
0214022733 & 0214023666 - Mortgage Financing  
0214023667 - Explaining Credit To Your Clients  
**Jody Eichenblatt**  
0214022733 & 0214023666 - Mortgage Financing  
0214023667 - Explaining Credit To Your Client  
**Long and Foster Institute of Real Estate**
11. **Donna Procise**  
0214022733 & 0214023666 - Mortgage Financing  
**Mark Fillgrove**  
0214022733 & 0214023666 - Mortgage Financing  
**Lori Belling**  
0214022733 & 0214023666 - Mortgage Financing  
**Long and Foster Institute of Real Estate**
12. **Ann Randolph**  
0214023782 & 0214023783 - VA Real Estate Law (with flood content)  
**Long and Foster Institute of Real Estate**
13. **Alice Limroth**  
0214020478 & 0214020479 - Fair Housing - An Ounce of Prevention  
0214022686, 0214022685 & 0214022684 - Code of Ethics & Standards Of Conduct  
0214019899 & 0214019897 - Antitrust  
**WAAR**
14. **Gregory Patti**  
0214022216 - Managing the Home Inspection  
0214022218 - Lead Safety: For Real Estate Agents  
0214022220 - Radon and Real Estate Transactions  
0214022219 - Mold: What you need to Know and How to Read Air Sampling Reports  
0214022217 - Going Green: For Real Estate Agents  
**PREFERRED SYSTEMS INC**
15. **David S. Holland**  
0214021679 - Title Insurance: Claims Can and Do Happen  
0214021680 - Mechanics' Lien Law in Virginia  
0214021681 - Foreclosure for Realtors; What Va Real Estate Professionals Need To Know  
0214021682 - Decedents Real Estate for VA Real Estate Agents



- 0214021683 - Cyber Crimes: Title Agent and Realtor Alert  
 0214021684 - Intricacies of Title Insurance  
 0214021685 - Judgments, Liens and Bankruptcy  
 0214021710 - Authority to Execute; Who Can Sign Behalf of Entities, Trusts & Under Powers Of Attorney  
 0214021711 - Clearing Common Title Issues  
 0214022918 – Surveys  
**First American Title Insurance Company**
16. **Cynthia B. Stackhouse**  
 0214023983 & 0214023984 – NAR Realtor Code of Ethics  
**Granite Street Training, LLC**
17. **Larry Anderson**  
 0214020392 & 0214020393 – How to Write a Winning Contract  
**Michael Guthrie**  
 0214020392 & 0214020393 – How to Write a Winning Contract  
**Donna Patton**  
 0214020392 & 0214020393 – How to Write a Winning Contract  
**Amy Trumbull**  
 0214020392 & 0214020393 – How to Write a Winning Contract  
**Pat Widhalm**  
 0214020392 & 0214020393 – How to Write a Winning Contract  
**CVSRE**
18. **LT Caplan**  
 0214021679 - Title Insurance: Claims Can and Do Happen  
 0214021680 - Mechanics' Lien Law in Virginia  
 0214021681 - Foreclosure for Realtors; What Va Real Estate Professionals Need To Know  
 0214021682 - Decedents Real Estate for VA Real Estate Agents  
 0214021683 - Cyber Crimes: Title Agent and Realtor Alert  
 0214021684 - Intricacies of Title Insurance  
 0214021685 - Judgments, Liens and Bankruptcy  
 0214021710 - Authority to Execute; Who Can Sign Behalf of Entities, Trusts & Under Powers Of Attorney  
 0214021711 - Clearing Common Title Issues  
 0214022918 – Surveys  
**First American Title Insurance Company**
19. **J. Brendan O’Conor (NOT APPROVED FOR COURSES THAT HAVE A STRIKETHROUGH – NOT ENOUGH APPLICABLE EXPERIENCE OR COURSE IS OUT-OF-DATE)**  
 0214023724 - 203(K) Education for Renovation  
~~0214020031 & 0214020039 - 2015 Residential Sales Contract (VA) Addenda~~  
 0214023465 & 0214023465 – 2018, A Year Review  
 0214019089 & 0214019097 – A Mock Settlement  
 0214023725 & 0214023726 – Advanced Title Insurance Issues  
~~0214023743 & 0214023744 – Agency Demystified~~  
 0214022898/0214022902 - Bankruptcy and Foreclosure  
 0214023727 – Clearing Title to a Commission Check  
~~0214020035/0214020042 – Compulsory 2015 Contract Crash course~~

~~0214019851 – Congratulations You Got A Listing!~~  
0214023728 & 0214023729 - Contracts with Escalators  
0214023739 & 0214023740 - Death, Divorce and Bankruptcy  
0214020278 – Earnest Money Deposits  
0214022897/0214022901 - Effective Real Estate Contracts  
0214023730 & 0214023731 – Escrow Requirements  
0214022894/0214022900 - Ethics for Real Estate Agents  
0214019466/0214019488 - Fair Housing  
0214023732 & 0214023733 - Foreclosures, REOS and Short Sales-A  
Primer  
0214021195 & 0214021209 – General Escrow  
~~0214019829 & 0214019838 – HOA Restrictive Covenants & the VA Property  
Owners Association Act (2015 Contract)~~  
0214023741 & 0214023742 - Legal Updates and Emerging Trends with Flood  
Content  
0214018965 & 0214018901 - Let's Inspect This A Little More Closely  
0214023734 & 0214023735 – Lien On Me  
0214023114 – Living the Dream: Simple Steps to Avoiding Problems  
Settlement  
0214022896 – Practical Guide to FIRPTA and Foreign Sellers  
0214023745 - Property Condition Disclosures in Sale Transactions  
0214019679 & 0214019669 - Real Estate Disclosure Law in VA  
0214020120 & 0214020137 - Real Estate Fraud  
0214021199 & 0214021208 - Real Estate Law  
0214024005 & 0214024006 – Real Estate Related Financing  
0214024007 & 0214024003 - Risk Management  
~~0214020116 & 0214020136 – The 2015 Loan Estimate and Closing~~  
~~0214019815 & 0214019836 – The New 2015 Residential Sales Contract~~  
0214023738 & 0214023737 - The Power of Exchange: 1031s  
0214020040 – Title Insurance and Surveys  
0214020622 - To Survey or Not To Survey  
0214023746 - Transactional Red Flags-Authority to Sell  
0214023841 - Transactional Involving FHA and VA Financing  
0214020648 & 0214020649 – TRID-ICULOUS (TILA-RESPA Integrated  
Disclosure)  
0214022912 & 0214022904 - Unconventional Transactions  
0214022053 - Understanding Agent Duties and Disclosure  
0214022049 & 0214022050 - Understanding Environmental Issues Which  
Impact Real Estate  
0214022047 & 0214022048 - Understanding the Loan Assumptions  
0214022899 & 0214022903 - Understanding the Conventional, FHA and VA  
Financing Addenda  
0214022895 - Understanding the Private Well and/or Septic Contingency  
Addendum  
0214020627 & 0214020629 - Understanding the Residential Sales Contract  
0214022045 & 0214022046 - Understanding the Sales Contract for Unimproved  
Land  
0214022051 & 0214022052 - Understanding Title Insurance and Surveys  
0214024001 & 0214024002 – VA Real Estate Law and Board Regulations

0214024008 & 0214024004 - Why Didn't My Short Sale Close  
**MBH Settlement Group, L.C.**

There was no new business.

The meeting adjourned at 4:00 p.m.