

# VIRGINIA REAL ESTATE BOARD

## EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Wednesday, September 17, 2014, 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

Board Member present: Joe Funkhouser

Staff Members present: Mark Courtney, Senior Director  
Kevin Hoeft, Education Administrator

The meeting was called to order by Chairman Hoover at 2:03 p.m.

A motion was made and approved unanimously to approve the agenda at 2:04 p.m.

The first item on the meeting agenda was:

### Length of and Learning Objectives for Mandatory Continuing Education Courses

Mr. Hoover asked if the Virginia Association of Realtors (VAR) and other approved schools had made progress in developing learning objectives and a standard test for the required education subjects for the Committee's consideration.

Tracey Florida of VAR stated that the VAR Professional Development Committee (PDC) is meeting in October and this subject will be discussed at that time. Prior to that meeting, VAR staff is conducting research and arranging meetings to provide information for the VAR PDC to consider at that meeting.

Mr. Hoover said he looks forward to hearing more about what the VAR PDC decides at the Education Committee's next meeting on November 19, 2014. He hopes the PDC can come up with recommendations for learning objectives for continuing education and pre-license education courses. He expressed that this is an opportunity for the Board and approved education providers to work together to clean up and improve certain aspects of the Board's education program.

Ms. Floridia explained that in 2010, the VAR Professionalism Work Group conducted a general review of the licensing examination and evaluated the topic areas and number of questions in each topic area and came up with a different number of questions for each topic area. She is in the process of reviewing the work done in 2010 to assist in accomplishing this current study.

Mr. Courtney reminded the Committee of the many factors involved in making changes to the licensing examination and that all required procedures must be followed.

Mr. Hoover asked the audience for input on whether any continuing education elective subjects should be added to the 34 subjects already approved as continuing education elective subjects in the Board's regulations.

Deana Wilson of Alpha College of Real Estate recommended that "Business Planning" be added.

Allan Marteney of the Dulles Area Association of Realtors suggested that "Technology," especially as it relates to real estate advertising, be added. The Committee discussed the fact that the Board's regulations already address how online advertising must be conducted, and elective courses with this content are approved, and that supervising brokers are responsible for all advertising done by licensees under their authority. The Committee advised, however, that becoming proficient in the use of technology and using different methods of social media to conduct one's real estate business are not valid subjects for elective continuing education credit.

Ms. Ferebee stated that some real estate firms that have Board-approved schools seek continuing education credit for courses that serve to give their licensees a competitive advantage but do not meet the Board's standards for protecting the public safety and ensuring that licensees know and follow all applicable real estate laws and Board regulations. It is not the role of the Board to approve courses that are outside of these criteria.

Mr. Hoover mentioned that an article in the Summer 2014 issue of *VREB Speaking* did a good job of summarizing the Committee's work of improving the Board's education program during the past year.

Mr. Hoover asked for any additional input from the Committee or the public. There being no additional input, the meeting was recessed at 2:55 p.m.

At 3:08 p.m., the Committee considered the education applications on the meeting agenda. The following actions were taken:

**A. Three Proprietary School applications were reviewed and approved:**

1. Northern Virginia Real Estate Network, Inc., t/a NVRE Sterling, VA, Contact Person: Azmi Alkurd
2. American CE Institute, LLC, Dunedin, FL Contact Person: Michael Banner
3. ServiceMaster Residential Commercial Services, LP, t/a ServiceMaster Clean, Memphis, TN, Contact Person: Lori Hart

**B. One hundred and thirty-four continuing education course applications were reviewed; of these courses:**

**Fifty-three previously-approved applications for continuing education courses offered by approved schools were considered and approved (Instructor Review Only):**

1. 19501 Real Estate Finance Today (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools (**F.A Daniels**)
2. 19502 Foreclosures and Short Sales (On-line), 4 Hours Real Estate Related, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)
3. 19503 Virginia Mandatory Broker & Agent Supervision (On-line), 8 Hours Broker Management, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)
4. 19504 Sustainable Housing & Building Green (On-line), 4 Hours Real Estate Related, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)
5. 19505 Property Management & Managing Risk (On-line), 4 Hours Real Estate Related, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)
6. 19506 The Truth About Mold (On-line), 4 Hours Real Estate Related, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)
7. 19507 Risk Management (On-line), 4 Hours Real Estate Related, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)

8. 19509 Virginia 8-hour Mandatory Topics (On-line), 2 hour Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Real Estate III School of Real Estate, (**Sue Plaskon & Patricia Widhalm**)
9. 19537 Foreclosures, Short Sales, REOs and Auctions (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
10. 19538 Mortgage Fraud and Predatory Lending: What Every Agent Should Know (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
11. 19539 Real Estate Finance Today (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
12. 19540 Real Estate Market Pulse (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
13. 19541 Risk Management (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
14. 19542 Selling HUD Homes: Increase Your Client's Options (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
15. 19543 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, American Institute of Real Estate, (**Abraham Halaw**)
16. 19561 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools, (**F.A. Daniels**)
17. 19562 Environmental Issues in Your Real Estate Practice, (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools, (**F.A. Daniels**)
18. 19567 Virginia 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, 1 hour Real Estate Contracts, American Institute of Real Estate (**Abraham Halaw**)
19. 19606 The Closing Process, 1 hour Real Estate Related, Long and Foster Institute of Real Estate (**Jennifer McCarthy, Gina Parello,**

- James Pope, Willard Saunders, Donald Tomlinson, Nicole Marucci, Matthew White, Joann Kokindo, Karin Knowles, Jill Malloy)**
20. 19607 HOA - How They Work and What You Need to Know, 1 hour Real Estate Related, Long and Foster Institute of Real Estate (**Jennifer McCarthy, Gina Parello, James Pope, Willard Saunders, Donald Tomlinson, Nicole Marucci, Matthew White, Joann Kokindo, Karin Knowles, Jill Malloy**)
21. 19608 Current Legal Issues and Ethical Pitfalls, 1 hour Real Estate Related, Long and Foster Institute of Real Estate (**Jennifer McCarthy, Gina Parello, James Pope, Willard Saunders, Donald Tomlinson, Nicole Marucci, Matthew White, Joann Kokindo, Karin Knowles, Jill Malloy**)
22. 19633 Know the Code: Real Estate Ethics (On-line), 4 hours Ethics and Standards of Conduct, CHC, Inc. (**Charles B. Cornwell**)
23. 19634 Truth About Mold (On-line), 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
24. 19635 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
25. 19636 Mortgage Fraud and Predatory Lending: What Every Agent Should Know (On-line), 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
26. 19637 Virginia 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, 1 hour Real Estate Contracts, CHC, Inc. (**Charles B. Cornwell**)
27. 19638 Realtors Property Resource, 1 hour Real Estate Related, VAR, (**Lee Nieman**)
28. 19643 Virginia Mandatory Broker & Agent Supervision (On-line), 8 hours Broker Management, CVSRE (**Patricia Widhalm & Barbara McMurry**)
29. 19652 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
30. 19653 Foreclosures, Short Sales, REOS, & Auctions (On-line), 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)

31. 19654 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
32. 19673 Property Management & Managing Risk (On-line) 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
33. 19674 Real Estate Market Pulse (On-line) 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
34. 19675 Risk Management (On-line) 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
35. 19676 Real Estate & Taxes: What Every Agent Should Know (On-line) 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
36. 19677 Real Estate Finance Today (On-line) 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
37. 19678 Environmental Issues in Your Real Estate Practice (On-line) 4 hours Real Estate Related, CHC, Inc. (**Charles B. Cornwell**)
38. 19715 Virginia Mandatory Broker and Agent Supervision (On-line), 8 hours Broker Management, Area 43 Market Center LLC (**Cindy Hawks White**)
39. 19716 Virginia 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, 1 hour Real Estate Contracts, Area 43 Market Center LLC (**Cindy Hawks White**)
40. 19717 Understanding 1031 Tax Free Exchanges (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
41. 19718 Truth About Mold (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
42. 19719 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
43. 19720 Selling HUD Homes: Increase Your Clients Options (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
44. 19721 Risk Management (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)

45. 19722 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
46. 19723 Real Estate Market Pulse (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
47. 19724 Real Estate Finance Today (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
48. 19725 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
49. 19726 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
50. 19727 Mortgage Fraud and Predatory Lending: What Every Agent Should Know (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
51. 19728 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
52. 19729 Foreclosure, Short Sales, REOs, and Auctions (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)
53. 19730 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, Area 43 Market Center LLC (**Cindy Hawks White**)

**Eighty-one original applications for continuing education courses offered by approved schools were considered. Sixty-five of these course applications were approved. Two course applications were approved with reduced hours. Fourteen course applications were not approved for not meeting the content standard for either an elective or mandatory continuing education course in the Board's Regulations.**

1. 19510 Residential Mortgage Lending, 2 hours Real Estate Related, Towne Realty School of Real Estate
2. 19511 SRES - Senior Real Estate Specialist, 7 hours Real Estate Related, Towne Realty School of Real Estate (**Not approved - does**

- not meet content standard for elective continuing education course)**
3. 19516 Houses: Buy, Fix, Sell (OnDemand), 8 hours Real Estate Related, Kaplan Real Estate Schools **(Not approved - does not meet content standard for elective continuing education course)**
  4. 19517 Virginia Legal Update (On-line), 1 hour Legal Updates, The CE Shop, Inc.
  5. 19518 Houses: Why Bad Things Happen to Good Houses (OnDemand), 8 hours Real Estate Related, Kaplan Real Estate Schools **(Not approved - does not meet content standard for elective continuing education course)**
  6. 19519 Residential Real Estate Disclosures - What's Necessary?, 2 hours Broker Management, RAR
  7. 19520 Residential Real Estate Disclosures - What's Necessary?, 2 hours Legal Updates, RAR
  8. 19521 Generational Selling (OnDemand), 4 hours Real Estate Related, Kaplan Real Estate School **(Not approved - does not meet content standard for elective continuing education course)**
  9. 19524 Risk Management-Acts, Laws and Disclosures, 3 hours Broker Management, Towne Realty School of Real Estate
  10. 19536 Enhance Your Brand and Protect Your Clients with Data Privacy and Security (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
  11. 19558 RI 414: Negotiation: Working for a Yes, 7 hours Real Estate Related, VAR
  12. 19568 Questions and Answer on VRLTA & Legislation Issues, 3 hours Legal Updates, Futurelaw, LLC
  13. 19570 Escrow Requirements: Deposits and Trust Monies, 3 hours Real Estate Related, Alpha College of Real Estate **(Approved with reduced hours)**
  14. 19573 Resolving Real Estate-Related Disputes in Virginia, 7 hours Real Estate Related, NBI, Inc.
  15. 19575 Advanced Title Insurance Issues, 3 hours R. E. Related, NBI, Inc. **(Reduced Hours)**
  16. 19576 Ethics and the Realtor, 3 hours Ethics and Standards of Conduct, VAR



17. 19577 Credit History, Analysis and Loan Programs: Determining Mortgage Creditworthiness, 2 hours Real Estate Related, PWAR
18. 19578 The Secret 7: Best Strategies for Successful Property Management, 2 hours Real Estate Related, VAR
19. 19580 Understanding the Purchase Agreement, 2 Hours Real Estate Contracts, John Hicks
20. 19581 Getting Your Contracts Right: Better Serving Your Clients, 1 hour Real Estate Contracts, 1 hour Real Estate Related, The Settlement Group, Inc.
21. 19582 Reverse for Purchase, 2 hours Real Estate Related, Long and Foster Institute of Real Estate
22. 19583 Clearing Common Title Issues: A Virginia Realtor Seminar, 1 hour Real Estate Related, Old Dominion Settlements, Inc.
23. 19587 Lead Paint and EPA; 37,500 Reasons to Care, 2 hours Real Estate Related, VAR
24. 19588 VRLTA and Legislative Update, 3 hours Broker Management, VAR
25. 19589 VRLTA and Legislative Update, 3 hours Legal Updates, VAR
26. 19590 Advanced HVAC for Property Managers, 2 hours Real Estate Related, VAR
27. 19591 Environmental Hazards Recovery Services, 2 hours Real Estate Related, VAR
28. 19592 Ethics, 3 hours Ethics and Standards of Conduct, Cindy Bishop Worldwide, LLC
29. 19595 Foreclosure for Realtors, 1 hour Legal Updates, Old Dominion Settlement, Inc.
30. 19596 Decedent's Estates for Virginia Real Estate Agents, 2 hours Legal Updates, Old Dominion Settlement, Inc.
31. 19597 Real Estate Law, 8 hours Real Estate Related, MBH Settlement Group, LC
32. 19598 Managers Helping Managers - Working Together for the Common Good, 1 hour Real Estate Related, VAR
33. 19604 Managers Helping Managers - Working Together for the Common Good, 1 hour Broker Management, VAR
34. 19605 Mechanics' Lien Law in Virginia, 1 hour Legal Updates, Old Dominion Settlements, Inc.

35. 19611 Contracts for Real Estate Professionals, 2 hours Real Estate Contracts, Long and Foster Institute of Real Estate
36. 19614 Handling Requests for Reasonable Accommodation: Hoarding, 2 hours Fair Housing, VAR
37. 19616 Communicating Across Cultures, 1 hour Real Estate Related, VAR
38. 19617 Property Management Forms and Issues, 2 hours Real Estate Contracts, VAR
39. 19619 Don't Leave Money at the Door! Best Practices from Move-In Day to Move-Out Inspections, 1 hour Real Est. Related, VAR
40. 19621 RESPA Reform: What You Don't Know will Hurt You, 2 hours Legal Updates, VAR
41. 19622 203K Renovation Loan, 2 hours Real Estate Related, Cindy Bishop Worldwide LLC
42. 19623 RESPA Reform: What You Don't Know Will Hurt You, 2 hours Broker Management, VAR
43. 19631 Eliminating Legal Speed Bumps, 3 hours Legal Updates, Cindy Bishop Worldwide, LLC
44. 19639 Virtual Brokerage: How To Do It (on-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc. **(Not approved - does not meet content standard for elective continuing education course)**
45. 19642 Understanding the Listing Agreement, 1 hour Real Estate Contracts, John Hicks
46. 19644 Legally Speaking for Property Managers, 1 hour Legal Updates, RAR
47. 19645 Nuts & Bolts, 2 hours Real Estate Related, RAR
48. 19647 2014 New Laws Update, 1 hour Legal Updates, WAAR
49. 19649 Team Dynamics - Managing Successful Real Estate Teams, 2 hours Real Estate Related, VAR **(Not approved - does not meet content standard for elective continuing education course)**
50. 19650 Team Dynamics - Managing Successful Real Estate Teams, 2 hours Broker Management, VAR
51. 19651 Goodbye HUD - 1 CFPB Changes are Coming - Are you Ready? 2 hours Legal Updates, The Institute of Continuing Education
52. 19655 The Offer, 3 hours Real Estate Contracts, GPAAR

53. 19656 Team Dynamics for Agents, 2 hours Real Estate Related, VAR **(Not approved - does not meet content standard for elective continuing education course)**
54. 19657 Risk Management - Home Inspection Red Flags, 2 hours Real Estate Related, RAR
55. 19659 Virginia Fair Housing (On-line), 4 hours Fair Housing, 360training.com
56. 19660 Code of Ethics: Good for Your Clients and Your Business (On-line), 3 hours Ethics and Standards of Conduct, The CE Shop, Inc.
57. 19661 Did You Serve? Identifying Homebuying Advantages for Veterans (On-line), 3 hours Real Estate Related, The CE Shop, Inc. **(Not approved - does not meet content standard for elective continuing education course)**
58. 19665 Lead Paint - So What's the Big Deal, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
59. 19671 2015 Regional Contract Changes: Are You Ready? 2 hours Real Estate Contracts, The Institute of Continuing Education
60. 19672 Ethics in Real Estate, 3 hours Ethics and Standards of Conduct, The Frederick Academy of Real Estate
61. 19679 Real Estate Disclosure Law in VA - Guidance for an Evolving Profession, 2 hours Legal Updates, MBH Settlement Group, LC
62. 19680 HOA Restrictive Covenants & the VA Property Owners' Association Act, 2 hours Real Estate Related, MBH Settlement Group, LC
63. 19681 Surviving and Thriving in Cyberspace, 1 hour Legal Updates, 1 hour Real Estate Related, Peninsula Real Estate School **(Not approved - does not meet content standard for elective and mandatory continuing education course)**
64. 19682 Risk Management, 3 hours Real Estate Related, Montague Miller Academy
65. 19704 Electronic Signatures, 1 hour Real Estate Contracts, John Hicks **(Not approved - does not meet content standard for mandatory continuing education course)**
66. 19705 Electronic Signatures, 1 hour Real Estate Related, John Hicks **(Not approved - does not meet content standard for elective continuing education course)**

- 67. 19706 Instanet - Transaction Desk: The Electronic Contract, 2 hours Real Estate Contracts, John Hicks **(Not approved - does not meet content standard for mandatory continuing education course)**
- 68. 19707 Instanet - Transaction Desk: The Electronic Contract, 2 hours Real Estate Related, John Hicks **(Not approved - does not meet content standard for elective continuing education course)**
- 69. 19708 All's Fair in Love and Housing, 2 hours Fair Housing, VAR
- 70. 19709 Property Management Forms and Issues, 2 hours Broker Management, VAR
- 71. 19710 Today's Lending Environment, 3 hours Real Estate Related, GCAAR
- 72. 19711 Basics of Government Lending, 3 hours Real Estate Related, GCAAR
- 73. 19712 Renovation and Construction Financing, 3 hours Real Estate Related, GCAAR
- 74. 19713 Regional Sales Contract Refresher, 1 hour Real Estate Contracts, Champion University
- 75. 19714 Escalation Addendum, 1 hour Real Estate Related, Champion University
- 76. 19731 Fundamentals of Condominium Financing, 3 hours Real Estate Related, Area 43 Market Center, LLC
- 77. 19732 Working with Knowledge of Current Market Conditions, 1 hour Real Estate Related, Allegiance Realty Partners, LLC **(Not approved - does not meet content standard for elective continuing education course)**
- 78. 19733 Title Insurance Basics - Why Does Your Client Need Title Insurance?, 2 hours Real Estate Related, Hometown Title & Escrow, LLC
- 79. 19734 Unconventional Transactions-Prepping for the Unusual, 2 hours Real Estate Related, Hometown Title & Escrow, LLC
- 80. 19735 Understanding the Virginia Jurisdictional Addendum, 1 hour Real Estate Contracts, MTE Settlement Services, LLC
- 81. 19736 Events of Default and the Earnest Money Deposit, 1 hour Real Estate Contracts, MTE Settlement Services, LLC

C. **Seventy-five post license education course applications were reviewed; of these courses:**

**Thirty previously-approved applications for post license education courses offered by approved schools were considered and approved (Instructor Review Only):**

1. 19528 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
2. 19529 Contract Writing (On-line), 6 hours Contract Writing, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
3. 19530 Virginia Agency Law (On-line), 3 hours Virginia Agency Law, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
4. 19531 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
5. 19532 Escrow Requirements (On-line), 3 hours Escrow Requirements, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
6. 19533 Fair Housing (On-line), 2 hours Fair Housing, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
7. 19534 Risk Management (On-line), 3 hours Risk Management, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
8. 19535 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Real Estate III School of Real Estate **(Sue Plaskon & Patricia Widhalm)**
9. 19544 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, American Institute of Real Estate, **(Abraham Halaw)**
10. 19545 Escrow Requirements (On-line), 3 hours Escrow Requirements, American Institute of Real Estate, **(Abraham Halaw)**
11. 19546 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, American Institute of Real Estate, **(Abraham Halaw)**

12. 19547 Contract Writing (On-line), 6 hours  
Contract Writing, American Institute of  
Real Estate, **(Abraham Halaw)**
13. 19548 Real Estate Law & Board Regulations (On-  
line), 8 hours Real Estate Law & Board  
Regulations, American Institute of  
Real Estate, **(Abraham Halaw)**
14. 19549 Fair Housing (On-line), 2 hours Fair  
Housing, American Institute of Real Estate,  
**(Abraham Halaw)**
15. 19550 Virginia Agency Law (On-line), 3 hours VA  
Agency Law, American Institute of Real  
Estate, **(Abraham Halaw)**
16. 19566 Risk Management (On-line), 3 hours Risk  
Management, American Institute of Real  
Estate **(Abraham Halaw)**
17. 19683 Risk Management (On-line), 3 hours Risk  
Management, The Frederick Academy of Real  
Estate, **(Colin F. McGowan)**
18. 19684 Real Estate Laws & Board Regulations On-  
line), 8 hours Real Estate Laws & Board  
Regulations, The Frederick Academy of Real  
Estate, **(Colin F. McGowan)**
19. 19685 Ethics and Standards of Conduct (On-line),  
3 hours Ethics and Standards of Conduct,  
The Frederick Academy of Real Estate,  
**(Colin F. McGowan)**
20. 19686 Escrow Requirements (On-line), 3 hours  
Escrow Requirements, The Frederick Academy  
of Real Estate, **(Colin F. McGowan)**
21. 19687 Current Industry Issues and Trends (On-  
line), 2 hours Current Industry Issues and  
Trends, The Frederick Academy of Real  
Estate, **(Colin F. McGowan)**
22. 19688 Contract Writing (On-line), 6 hours  
Contract Writing, The Frederick Academy  
of Real Estate, **(Colin F. McGowan)**
23. 19689 Agency Law (On-line), 3 hours Agency Law,  
The Frederick Academy of Real Estate,  
**(Colin F. McGowan)**
24. 19690 Fair Housing (On-line), 2 hours Fair  
Housing, The Frederick Academy of Real  
Estate, **(Colin F. McGowan)**
25. 19698 Real Estate Laws & Board Regulations (On-  
line), 8 hours Real Estate Laws & Board  
Regulations, Area 43 Market Center LLC  
**(Cindy Hawks White)**

26. 19699 Risk Management (On-line), 3 hours Risk Management, Area 43 Market Center LLC  
**(Cindy Hawks White)**
27. 19700 Fair Housing (On-line), 2 hours Fair Housing, Area 43 Market Center LLC  
**(Cindy Hawks White)**
28. 19701 Escrow Requirements (On-line), 3 hours Escrow Requirements, 43 Market Center LLC  
**(Cindy Hawks White)**
29. 19702 Virginia Agency Law (On-line), 3 hours Virginia Agency Law, 43 Market Center LLC  
**(Cindy Hawks White)**
30. 19703 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, 43 Market Center LLC  
**(Cindy Hawks White)**

**Forty-five original applications for post license education courses offered by approved schools were considered and approved.**

1. 19515 How to Do a 1031 Like-Kind Exchange, 2 hours Current Industry Issues and Trends, Realty Exchange Corporation
2. 19523 Residential Real Estate Disclosures-What's Necessary?, 2 hours Current Industry Issues and Trends, RAR
3. 19525 Risk Management - Acts, Laws and Disclosures, 3 hours Risk Management, Towne Realty School of Real Estate
4. 19527 Preparing for the Unexpected with a Closer Look at New Homes, 2 hours Current Industry Issues & Trends, Home Inspection Pros, Inc.
5. 19556 Reverse Mortgage, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School
6. 19557 Customer Before Company: Revolutionizing Your Real Estate the Nordstrom Way, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School
7. 19559 RI 414: Negotiation: Working for a Yes, 2 hours Current Industry Issues & Trends, VAR
8. 19560 Federal and Virginia Fair Housing Laws, 2 Hours Fair Housing, Peninsula Real Estate School
9. 19574 Mold - A Growing Problem, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC

10. 19584 Ethics and the REALTOR, 3 hours Ethics and Standards of Conduct, VAR
11. 19585 The Secret 7: Best Strategies for Successful Property Management, 2 hours Current Industry Issues and Trends, VAR
12. 19586 Credit History, Analysis and Loan Programs: Determining Mortgage Creditworthiness, 2 hours Current Indust. Issues & Trends, PWAR
13. 19594 Seller Representative Specialist (SRS) Designation Course, 6 hours Contract Writing, Alpha College of Real Estate
14. 19599 Real Estate Law, 8 hours Real Estate Law and Board Regulations, MBH Settlement Group, LC
15. 19600 VRLTA and Legislative Update, 2 hours Current Industry Issues and Trends, VAR
16. 19601 Lead Paint and the EPA; 37,500 Reasons to Care, 2 hours Current Industry Issues and Trends, VAR
17. 19602 Advanced HVAC for Property Managers, 2 hours Current Industry Issues & Trends, VAR
18. 19603 Environmental Hazards Recovery Services, 2 hours Current Industry Issues & Trends, VAR
19. 19612 You Tube and Video Marketing, 2 hours Current Industry Issues and Trends, CVSRE
20. 19613 Handling Requests for Reasonable Accommodation: Hoarding, 2 hours Fair Housing, VAR
21. 19615 Buying in Unusual Times & Unusual Ways, 2 hours Current Industry Issues and Trends, Peninsula Real Estate School
22. 19618 Property Management Forms and Issues, 2 hours Current Industry Issues and Trends, VAR
23. 19620 Technology Today: Demystifying Technology While Improving ROI & Business Intelligence, 2 hours Current Industry Issues and Trends, VAR
24. 19624 203K Renovation Loan, 2 hours Current Industry Issues & Trends, Cindy Bishop Worldwide LLC
25. 19632 Eliminating Legal Speed Bumps, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
26. 19640 Bridging the Gap, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School



27. 19641 Understanding Radon, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide
28. 19646 Nuts & Bolts, 2 hours Current Industry Issues and Trends, RAR
29. 19648 Goodbye HUD-1 CFPB Changes are Coming - Are you Ready? 2 hours Current Industry Issues and Trends, The Institute of Continuing Education
30. 19658 Team Dynamics for Agents, 2 hours Current Industry Issues and Trends, VAR
31. 19664 Risk Management - Home Inspection Red Flags, 2 hours Current Industry Issues and Trends, RAR
32. 19666 Lead Paint - So What's the Big Deal, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
33. 19667 2015 Regional Contract Changes: Are You Ready? 2 hours Current Industry Issues and Trends, The Institute of Continuing Education
34. 19668 HOA Restrictive Covenants & the VA Property Owners' Association Act, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC
35. 19669 Real Estate Disclosure Law in VA - Guidance for an Evolving Profession, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC
36. 19670 Handling Multiple Offers, 2 hours Current Industry Issues and Trends, RAR
37. 19691 Risk Management, 3 hours Risk Management, Montague Miller Academy
38. 19696 All's Fair in Love and Housing, 2 hours Fair Housing, VAR
39. 19697 Short Sales, 2 hours Current Industry Issues and Trends, The Frederick Academy of Real Estate
40. 19737 Fair Housing, 2 hours Fair Housing, New Millennium University
41. 19738 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, New Millennium University
42. 19739 Ethics in Real Estate, 3 hours Ethics and Standards of Conduct, The Frederick Academy of Real Estate
43. 19740 Risk Management, 3 hours Risk Management, The Frederick Academy of Real Estate

44. 19741 Escrow Requirements, 3 hours Escrow Requirements, The Frederick Academy of Real Estate
45. 19742 Real Estate Law and Board Regulations, 8 hours Real Estate Law & Board Regulations, Towne Realty School of Real Estate

**D. Twenty-three pre-licensing instructor applications were reviewed. Twenty-one of these applications were approved. Two applications were denied as the applicants do not have the expertise to teach Principles and Practices of Real Estate.**

1. Jerry L. Kirks
2. Azmi A. Al-Kurd
3. Cheryl L. Bouchez
4. Mary J. Dimino
5. Sharon J. Coleman
6. Frank M. Durnett
7. Gregory W. Holman
8. Timothy P. Schutte
9. Brant L. Abbitt
10. Catherine R. Mathews
11. Homer H. Garrison, Jr.
12. Karen J. Dominguez
13. Jacquelyn K. Nunez
14. Elizabeth B. Kinsella - **Expert (Principles)**
15. Marcia N. Babashanian - **Expert (Principles)**
16. Samuel M. Chazanow - **Expert (Finance)**
17. Deborah H. Orth - **Expert (Principles)**
18. Louis V. Flanagan, III - **Expert (Principles)**
19. Tameka P. Britton-Brideau - **Expert (Principles)**
20. Lisa Cottone - **Expert (Principles - Denied)**
21. David V. Khakbaz - **Expert (Brokerage, Finance, Prin.)**
22. Garrett C. Burke - **Expert (Law)**
23. John H. Scaniffe - **Expert (Principles - Denied)**

**E. Six applications for pre-license education courses offered by approved schools were considered and approved.**

1. 19555 45-hour Broker Real Estate Brokerage (CRP), Moseley-Dickinson Academy of R. E.
2. 19692 45-hour Broker Real Estate Law (Classroom), One Stop Real Estate School
3. 19693 45-hour Broker Real Estate Finance (Classroom), One Stop Real Estate School
4. 19694 45-hour Broker Real Estate Brokerage (Classroom), DAAR

5. 19695 45-hour Broker Real Estate Finance (Classroom), DAAR
6. 19743 60-hour Salesperson Principles and Practices of Real Estate (Classroom), Northern Virginia Real Estate Network, Inc.

**F. Thirteen continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were considered. Twelve applications were approved, and one application was withdrawn by the school.**

1. **Dana Siano** - 13134 (Understanding Older Homes), 13136 (Home Inspection 101 for Real Estate Professionals), **NPI**
2. **Arllys Spiker** - 14860 (Short Sales and Foreclosures) 17757 (Fair Housing (PL Fair Housing ST) 17758 (Current Industry Issues and Trends (PL Current Industry Issues ST), 17759 (Ethics Training for Today's Real Estate Agent (PL Ethics ST), 17922 VA (Agency Law (PL Agency Law ST), 17926 (Risk Management (PL Risk Management ST), 17957 (Contract Preparation (PL Contract Writing ST), 17970 (Real Estate Laws and Board Regulations (PL Real Estate Law ST), 18003 (Escrow Requirements (PL Escrow Requirements ST), 18419 (Working with Diversity to Assist the Consumer), 18420 (Residential Finance) 18421 (Risky Business, Risk Management Techniques) 18422 (Working with Seniors), 18423 (Environmental Issues in Real Estate), 18424 (Property Management) 18444 (Fair Housing, the Law of the Land), 18445 (Commercial Brokerage Specializations), 18446 (Commercial Property Analysis), 18447 (Ethics Training for Today's Real Estate Agent), 18448 (Technology in Residential Brokerage), 18886 (Virginia Mandatory Core), 19194 (A Property Manager's War Chest of Tools for Conflict Resolution) 19195 (Agency Law), 19196 (Code of Ethics), 19197 (Danger in Plain Sight: Understanding Lead Paint for Property Managers), 19198 (Liens Taxes and Foreclosures), 19199 (Listing Agreements), 19201 (Short Sales), 19202 (Simple Questions, Big Consequences: How To Avoid Fair Housing Violations As A Property Manager), 19203 (The Ins and Outs of Property Management), 19204 (The Power of Exchange: Discover the Value of 1031 Tax deferred Exchanges) 19205 (VA Legal Update & Ethics), 19206 (Virginia Real Estate Law Combo), 19207 (What Real Estate Professionals Need to Know About FHA), 19208

- (Brokerage Management), 19209 (Preparing A Listing Agreement: An In-Depth Look), 19217 (Fair Housing),  
**American School of Real Estate Express, LLC**
3. **Laura Farley** - 14180 (Advertising: Promoting Your Business the Right Way), 14073 (Agency: A complicated Relationship (CE)), 14878 (Commissions: Being Paid the Right Way (CE)), 18161 (Commissions: Being Paid the Right Way (SPLE)), 16393 (Common Legal Hotline Q&A (BM)), 17836 (Common Legal Hotline Q&A (BM- 1 hr)), 18439 (Common Legal Hotline Q&A: Property Management - BM- 2 hr), 18425 (Common Legal Hotline Q&A: Property Management - CE - 2hr), 13574 (Common Legal Hotline Q&A - BSM), 18458 (Common Legal Hotline Q&A: Property Management - SPLE), 17833 (Common Legal Hotline Q&A Legal Updates), 18162 (Common Legal Hotline Q&A (SPLE)), 14195 (Common Legal Hotline Q&A - CE), 13574 (Common Legal Hotline Q&A - BSM), 13568 (Common Legal Hotline Q&A (CE)), 18163 (Critical Contract Issues (SPLE)), 17208 (Critical Contract Issues (CE)), 17200 (Critical Contract Issues (CE - 2 hr)), 18164 (Dilemmas Facing Real Estate Licensees (SPLE)), 13400 (Dilemmas Facing Real Estate Licensees (BSM)), 13396 (Dilemmas Facing Real Estate Licensees (CE)), 18165 (Disclosure Shall Set You Free (SPLE)), 17195 (Disclosure Shall Set You Free (CE)), 14919 (Earnest Money Deposits: Navigating Dangerous Waters (CE)), 18756 (Good Intentions But Bad Results (CE)), 18725 (Good Intentions But Bad Results (SPLE)), 18166 (Real Estate Laws You Need to Know (SPLE)), 15745 (Real Estate Laws You Need to Know (BM)), 14909 (Real Estate Laws You Need to Know (CE)), 18167 (Risk Management for Social Media (SPLE)), 14836 (Risk Management for Social Media (CE)), 17205 (Sneaky Regs - Little Known but Important Real Estate Board Regulations (CE)), **VAR**
  4. **W. Allan Rodgers Jr.** 19551 (Seller Representative Specialist), **Alpha College of Real Estate (Application withdrawn by Alpha College on August 28)**
  5. **Sean Everhart** - 16019/16024 (VA Residential Agency Law), 15924 (Contract Termination), 15591 (Title Insurance - A Primer), 19337/19345 (Fair Housing) 17220 (Deeds in Virginia), 17248 (How a Contract Becomes a Closing), 17006 (Delivery - What is it?) 16712 (Disclosure Law in Virginia), 19211/19219 (Escrow Requirements), **VESTA Settlement, LLC**
  6. **Dana Tyrone Bedden** - 13890 (Selling Richmond Schools), **RAR**

7. **Lori O'Day** - 14196 (Building Your Business/Business Planning), 14204 (Consumer Rights & Rentals), 14161 (Marketing), 14152 (Seller Services), **CBRB**
8. **Gary Lange** - 12772 (Agency Law), 14196 (Building Your Business/Business Planning), 18194 (Ethics & Standards of Conduct), 18038 (Fair Housing-Shared Neighborhoods, Equal Opportunities), 14444 (Legal Updates and Emerging trends), 16297 (Preparing and Pricing for Today's Market), 14369 (Real Estate Agency), 14362 (Real Estate Contracts), 18196 (VA Real Estate Agency), 14145 (Negotiating Agreements), **CBRB**
9. **George "Barry" Robinson** - 16974 (Understanding Radon), **Cindy Bishop Worldwide**
10. **James Hopper and Laura Farley** - 19451/19452/19485 (Real Estate Laws You Need to Know), 19462 (Dilemmas Facing Real Estate Licensees), **GPAAR**
11. **Christopher S. Dadak** - 17147 (Landlord and Tenant Law), **Lorman Business Center, Inc.**
12. **Regina Scott** - 19109 (Contract Writing), **VPAR**
13. **Nicole Marucci and Matthew White**- 14348 (Surveys & Easements-Mapping Out an Approach), 13176 (Deeds of Conveyance), 16935 (The Closing Process), 15615 (Selected Issues in Agency Law in Virginia), **The RGS Title Real Estate Academy**

**G. Other Business - there was no other business.**

**H. Public Comment - there was no public comment.**

**I. The meeting was adjourned at 4:05 p.m.**