



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Terence R. McAuliffe
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, May 6, 2015, 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 (Arrived 3:15 p.m.)

Staff Members present: Jay DeBoer, Director (Arrived 3:00 p.m.)
Mark Courtney, Senior Director
Kevin Hoeft, Education Administrator

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 at 2:03 p.m.

The first item on the meeting agenda was:

Pre-license Education Course Providers' New Requirement to Send Digital Photographs of Exam Candidates to PSI Exams

At the March 18, 2015, Education Committee meeting, several education providers expressed concern with the directions they received from PSI Exams on how to comply with the new requirement of sending PSI a digital photograph, with the other already required information, for students who complete a Board-approved pre-license education course. The schools needed to comply with this requirement by April 1, 2015, and some schools were uncertain whether they would be able to send the digital photographs to PSI Exams by this date. Since the requirement was not yet in effect, Mr. Hoover asked that this discussion item be added to the May 6, 2015, Committee meeting agenda and invited the education providers to provide input on this matter at that meeting.

Mr. Hoover asked Senior Director Mark Courtney to provide the Committee with a summary of why the new requirement is needed. Mr. Courtney explained that the Board, at its November 2014 meeting, approved modifying its examination contract with PSI to add the photograph requirement as an increased security measure. Exam candidates must have

their photograph taken by their pre-license education provider, who then submits that same photograph to PSI prior to the candidate taking the license exam to verify that the person who completed the pre-license course is the same person who takes the license exam.

This new requirement came about as a result of systemic fraud across several professions regulated by the DPOR. The scheme was highly organized and coordinated primarily by a few individuals in Northern Virginia. In general terms, the scam consisted of identity fraud, as well as false verification of education and experience by real estate professionals, cosmeticians, contractors, tradesmen, and others. In some cases, another individual took a license exam on behalf of the candidate.

Effective April 1, 2015, the Board requires that candidates for initial licensure by examination in Virginia submit a 2" x 2" passport compliant photograph taken by the Board-approved pre-license education provider with whom the candidate completes the course. The Board-approved pre-license education provider then submits the digital photograph to PSI Exams along with the other course completion information they upload for each student/candidate.

Mr. Hoover asked for input from the education providers on the new photograph requirement.

Teresa Neff of the Richmond Association of Realtors said that her school has not yet held a pre-license course since the new requirement went into effect, but they are prepared to meet the new requirement when they next send student course completion information to PSI.

Brenda Heffernan of the Northern Virginia Association of Realtors also said that her school has not yet held a pre-license course since the new requirement went into effect, but they are prepared to meet the new requirement when they next send student course completion information to PSI.

Billy Reid of Moseley-Flint Schools of Real Estate said that his school has complied with the new requirement by sending digital photographs of students who completed their pre-license course to PSI along with sending in the other required student information. Mr. Reid added that it took school staff about four-to-six hours to comply with the new requirement for a class of 25 pre-license education students. He suggested that the Board consider having the student/license applicant send in the photograph to PSI instead of the school as the new requirement is somewhat burdensome for his school.

Lili Paulk of the Virginia Association of Realtors stated that her school does not offer pre-license education courses.

Additional e-mail comments on this matter were received from Board-approved education providers by Board staff and were considered by the Committee (Comments attached).

Education Administrator Kevin Hoeft informed the Committee that PSI Exams staff informed him that not all Board-approved pre-license education providers have complied with the photograph requirement that other required went into effect on April 1, 2015.

After discussion, a motion was made and seconded that the Committee recommend that the Board require all Board-approved pre-license education course providers comply with the

new photograph requirement immediately and that PSI Exams provide the Board with a school compliance status report on at least a quarterly basis.

There being no further public comment, Mr. Hoover recessed the meeting at 2:45 p.m.

At 3:00 p.m., the Committee reconvened to consider the education applications on the meeting agenda. The following actions were taken:

A. Seventy continuing education course applications were reviewed; of these courses:

Eighteen previously-approved applications for continuing education courses offered by approved schools were considered. Two applications were approved. Sixteen applications for **Mo Mills Institute of Real Estate** were approved pending receipt and review of a more complete resume and qualifications for the course instructor.

1. 20159 Virginia Mandatory Broker and Agent Supervision (On-line), 8 hours Broker Management, Academy of Real Estate **(William B. Frost)**
2. 20186 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Vesta Settlements, LLC **(Keith Barrett and Sean Everhart)**
3. 20206 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
4. 20207 Foreclosures, Short Sales, REO's and Auctions (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
5. 20208 Real Estate Taxes: What Every Agent Should Know (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
6. 20209 Real Estate Finance Today (Online), 4 hours Real Estate Related, Mo Mills Institute of Real Estate, **(Morris Mills)**
7. 20210 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
8. 20211 Risk Management (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
9. 20212 Everyday Ethics in Real Estate (On-line), 4 hours Ethics & Standards of Conduct, Mo Mills Institute of Real Estate **(Morris Mills)**
10. 20213 Understanding 1031 Tax Free Exchanges (on-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
11. 20214 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**

12. 20217 VA Mandatory Broker and Agent Supervision (On-line), 8 hours Broker Management, Mo Mills Institute of Real Estate **(Morris Mills)**
13. 20238 Real Estate Market Pulse (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
14. 20239 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
15. 20240 Selling HUD Homes: Increase Your Client's Options (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
16. 20241 Truth about Mold (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
17. 20256 Property Management and Managing Risk (On-line), 4 hours Real Estate Related, Mo Mills Institute of Real Estate **(Morris Mills)**
18. 20257 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, 1 hour Real Estate Contracts, Mo Mills Institute of Real Estate **(Morris Mills)**

Fifty-two original applications for continuing education courses offered by approved schools were considered. Forty-five of these course applications were approved. Two "Real Estate Related" course applications were not approved for not meeting one of the 34 required "Real Estate Related" content areas. Two Broker Management course applications were not approved because they did not include adequate broker management content. Two courses were approved pending the removal of the term, "Realtor," from the courses. One course application was not approved because the course provide instruction on subjects in which real estate licensees lack expertise and are, therefore, not qualified to advise the public.

1. 20149 2015 Ethics Seminar, 3 hours Ethics and Standards of Conduct, VAR
2. 20164 Foreign Investment in U.S. Real Estate (CRP), 4 hours Real Estate Related, McKissock, LLC
3. 20165 Residential Property Management Essentials (On-line), 4 hours Real Estate Related, The CE Shop, Inc.
4. 20169 Sticks and Bricks, 2 hours Real Estate Related, RAR
5. 20177 Virginia 8-Hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Dearborn Financial Publishing, Inc.
6. 20179 Overview of the TILA-RESPA Integrated Disclosures, 2 hours Legal Updates, Vesta Settlements, LLC

7. 20182 Virginia Residential Agency Law, 1 hour
Real Estate Agency, Vesta Settlements, LLC
8. 20183 New-Home Construction and Buyer
Representation: Professionals, Product,
Process (On-line), 6 hours Real Estate Related, The CE
Shop, Inc.
9. 20184 A Day in the Life of a Buyer Agent (On-
line), 3 hours Real Estate Related, McKissock, LLC
10. 20185 A Day in the Life of a Buyer Agent (CRP), 3
hours Real Estate Related, McKissock, LLC
11. 20192 The End of the Paper Trail: How to Conduct
Paperless Transactions (On-line), 3 hours Real Estate
Related, McKissock, LP
12. 20193 Introduction to Title Insurance, 1 hour
Real Estate Related, Fidelity National Title Insurance
Company
13. 20197 Ethics: Professional Practices for Virginia Real Estate
Sales Licensees, 3 hours Ethics & Standards of Conduct,
The Settlement Group Real Estate School
14. 20198 VA Loans, 1 hour Real Estate Related, RECA
15. 20199 Home Financing 101, 2 hours Real Estate
Related, VESTA Settlements, LLC
16. 20203 Estates and Wills, 1 hour Real Estate
Related, NVAR
17. 20204 Estates, Wills and Trusts, 2 hours Real
Estate Related, NVAR
18. 20205 Neighbor Law, 1 hour Legal Updates, NVAR
19. 20215 Negotiating the Sales Gap, 2 hours Real
Estate Related, Champion University
20. 20218 Working with Rentals, 2 hours Real Estate Related, Cindy
Bishop Worldwide, LLC
21. 20224 The New Loan Estimate and Closing Disclosure Explained,
2 hours Real Estate Related, Fidelity National Title
Insurance Company
22. 20227 Virginia Trust, 1 hour Real Estate Related, Coldwell Banker
Residential Brokerage
23. 20242 Title Insurance – Virginia History & Owner’s Coverage, 1
hour Real Estate Related, Old Republic National Title
Insurance Company
24. 20243 CFPB and Upcoming Changes to the Settlement Process,
2 hours Legal Updates, Coldwell Banker Residential
Brokerage
25. 20244 Renovation Financing Options, 2 hours Real Estate
Related, Dulles Area Real Estate School
26. 20245 Preparing Your Buyer for the Loan Process, 2 hours Real
Estate Related, Dulles Area Real Estate School
27. 20247 Common Legal Hotline Q and A, 1 hour Legal Updates,
VAR

28. 20250 Common Legal Hotline Q and A, 1 hour Broker Management, VAR
29. 20251 Virginia Realtors and the 2015 CFPB Rules, 1 hour Real Estate Related, Old Republic National Title Insurance Company **(Approved pending removal of the term, “Realtor,” from the course)**
30. 20258 Practical Landlording, 2 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate
31. 20259 What Realtors Need to Know About Appraisals, 3 hours Real Estate Related, Alpha College of Real Estate **(Approved pending removal of the term, “Realtor,” from the course)**
32. 20261 Financial Analysis Tools for Commercial Real Estate, 7 hours Real Estate Related, VAR
33. 20266 CI 101: Financial Analysis for Commercial Investment Real Estate, 8 hours Real Estate Related, VAR
34. 20267 CI 102: Market Analysis for Commercial Investment Real Estate, 8 hours Real Estate Related, VAR
35. 20268 CI 103: User Decision Analysis for Commercial Investment Real Estate, 8 hours Real Estate Related, VAR
36. 20269 CI 104: Investment Analysis for Commercial Investment Real Estate, 8 hours Real Estate Related, VAR
37. 20270 Commercial Real Estate Negotiations, 7 hours Real Estate Related, VAR
38. 20271 What’s Congress Up To? How Changing Federal Tax Laws Impact Your Clients and the Real Estate Professional, 2 hours Real Estate Related, VAR
39. 20272 How to Become an Effective Coach, 2 hours Broker Management, VAR **(Not approved – does not include adequate broker management content)**
40. 20273 How to Become an Effective Coach, 2 hours Real Estate Related, VAR **(Not approved – does not meet one of the 34 required “Real Estate Related” content areas)**
41. 20274 Increasing Agent Professionalism, 2 hours Real Estate Related, VAR
42. 20275 Increasing Agent Professionalism, 2 hours Broker Management, VAR
43. 20276 Meth Labs: What You Need to Know, 1 hour Real Estate Related, RECA **(Not approved – does not meet one of the 34 required “Real Estate Related” content areas)**
44. 20277 Meth Labs: What You Need to Know, 1 hour Broker Management, RECA **(Not approved – does not include adequate broker management content)**
45. 20278 Earnest Money Deposits, 1 hour Real Estate Contracts, MBH Settlement Group, LC
46. 20279 TRID-iculous (TILA-RESPA Integrated Disclosure), 2 hours Real Estate Related, MBH Settlement Group

- 47. 20280 TILA-RESPA Integrated Disclosure Rule Training (New HUD 1 Form), 1 hour Legal Updates, Alpha College of Real Estate
- 48. 20281 The Purchase Reverse Mortgage, 3 hours Real Estate Related, American CE Institute, LLC
- 49. 20287 Eminent Domain, 1 hour Ethics and Standards of Conduct, 6 hours Legal Updates, 5 hours Real Estate Related, CLE International **(Not approved – course provides instruction on subjects in which real estate licensees lack expertise and are, therefore, not qualified to advise the public)**
- 50. 20289 Broker Management/Agent Supervision, 8 hours Broker Management, Housing Consultants Real Estate School
- 51. 20290 Broker Management – Part 1, 4 hours Broker Management, RECA
- 52. 20291 Commercial Leasing, 2 hours Real Estate Related, NVAR

B. Nineteen post license education course applications were reviewed; of these courses:

Seven previously-approved post license education applications were reviewed. One application was approved. Six applications for **Mo Mills Institute of Real Estate** were approved pending receipt and review of a more complete resume and qualifications for the course instructor.

- 1. 20188 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Vesta Settlements, LLC **(Keith Barrett and Sean Everhart)**
- 2. 20249 Contract Writing (On-line), 6 hours Contract Writing, Mo Mills Institute of Real Estate **(Morris Mills)**
- 3. 20252 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, Mo Mills Institute of Real Estate **(Morris Mills)**
- 4. 20253 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Mo Mills Institute of Real Estate **(Morris Mills)**
- 5. 20254 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Mo Mills Institute of Real Estate **(Morris Mills)**
- 6. 20255 Agency Law (On-line), 3 hours VA Agency Law, Mo Mills Institute of Real Estate **(Morris Mills)**
- 7. 20283 Escrow Requirements (On-line), 3 hours Escrow Requirements, Mo Mills Institute of Real Estate **(Morris Mills)**

Twelve original applications for post license education courses offered by approved schools were considered. Eleven of these course applications were approved. One course was approved pending the removal of the term, “Realtor,” from the course.

1. 20150 2015 Ethics Seminar, 3 hours Ethics and Standards of Conduct, VAR
2. 20170 Sticks and Bricks, 2 hours Current Industry Issues and Trends, RAR
3. 20187 Overview of the TILA-RESPA Integrated Disclosures, 2 hours Current Industry Issues and Trends, Vesta Settlements, LLC
4. 20202 Estates, Wills and Trusts, 2 hours Current Industry Issues and Trends, NVAR
5. 20216 Negotiating the Sales Gap, 2 hours Current Industry Issues and Trends, Champion University
6. 20222 Working with Rentals, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
7. 20246 Renovation Financing Options, 2 hours Current Industry Issues and Trends, DAAR
8. 20248 Preparing Your Buyer for the Loan Process, 2 hours Current Industry Issues and Trends, DAAR
9. 20260 What Realtors Need to Know About Appraisals, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate (**Approved pending removal of the term, "Realtor," from the course**)
10. 20282 What's Congress Up To? How Changing Federal Tax Laws Impact Your Clients and the Real Estate Professional, 2 hours Current Industry Issues and Trends, VAR
11. 20284 Commercial Leasing, 2 hours Current Industry Issues and Trends, NVAR
12. 20285 TRID-iculous (TILA-RESPA Integrated Disclosure), 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC

C. Thirteen pre-licensing instructor applications were reviewed. Twelve applications were approved. One applicant was approved on the condition the applicant provides additional information demonstrating expertise in Principles & Practices of Real Estate.

1. Valarie A. Miller
2. Amy J. Stanley
3. Steve A. Dalton
4. Anthony Lutchman – **expert (Principles) (Needs more information)**
5. Steven A. Batitto – **expert (Principles)**
6. Douglas L. Gould, Sr. – **expert (Principles)**
7. Jennifer L. Vollmer – **expert (Principles)**
8. Vicki L. Black - **expert (Principles)**
9. Laura M. Jones – **expert (Principles)**
10. John R. Johnson – **expert (Principles)**
11. Shannon T. Williams – **expert (Principles)**
12. Vicki S. Cloud – **expert (Brokerage, Finance, Law, and Principles)**
13. Jarett B. Shaffer – **expert (Appraisal, Brokerage, Finance, and Law)**

D. Three applications for pre-license education courses offered by approved schools were considered and approved.

1. 20163 45-hour Broker Real Estate Brokerage (CRP), Peninsula Real Estate School (**Grimsley Abstain**)
2. 20166 45-hour Broker Real Estate Appraisal (CRP), Peninsula Real Estate School (**Grimsley Abstain**)
3. 20288 45-hour Broker Real Estate Appraisal (On-line), The Real Estate Academy, Inc.

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

1. **Cathy Englishman** – 17418/17613 (Fair Housing), 17456/17616 (Pathway to Professionalism), **RAR**
2. **Elizabeth Gatewood** – 12469/12428 (16 Hour CE – Part 1), 17418/17613 (Fair Housing), 18754/18755/18693 (Foundations of Real Estate Law – Part 1), 17762 (Anatomy of a Residential Contract), 17932 (RAR Contract Drafting Workshop), 18025/18023/18074 (Show Me the Money-Escrow Requirement), 18677/18656/18680 (Watch Where You Step: Realtor's Guide to Risk Management), 17764/17760 (VA Agency Law), 17456/17616 (A Pathway to Professionalism: Respect Starts Here), 17951/17948 (Tax Records/iMapp), 19806/19809 (CMA-Peak Performance Pricing), 15816/17952 (The eDeal), 17943/17945 (Instanet Solutions-Doxbox/Authentisign), **RAR**
3. **Lori O'Day** – 18919 (Real Estate Contracts), 18920 (Real Estate Agency), 18921 (Ethics & Standards of conduct), 18922 (Fair Housing, ADA & Civil Rights), 18923 (Legal Updates & Emerging Trends), 18943 (Ethics and Standards of Conduct), 19369 (Fair Housing, ADA & Civil Rights), 15336 (Short Sales), 15263 (Home Inspection), 15271 (Unconventional Transactions), 16664 (Transaction Red Flags), 15360 (Regional Sales Contract), 15351 (New Agency Law in Virginia), **Alltech Title**
4. **John Hicks** – 19580 (Understanding the Purchase Agreement), **John Hicks School**
5. **Jeffrey Verry** – 20104 (Closing Disclosure "New HUD 1"), **Alpha College of Real Estate**
6. **Amy Lodes** – 18474 (Important Financing Questions Every Agent Should Ask), **Vesta Settlements, LLC**
7. **Laura Farley** – 15614 (Agency- A Complicated Relationship), 15617 (Advertising: Promoting Your Business the Right Way), **Piedmont School of Real Estate**
8. **Amy Trumbull** – 14033 (Agency), 16438 (Brokerage Relationships Informing the Consumer), 16436 (Buyer Agency and Disclosure Forms), 13659/18724 (Ethics and Standards of Conduct), 14056 (Contracts), 13753 (Fair Housing Practically Speaking), 13925 (Legal Updates & Emerging Trends), 15450 (Offer to Purchase -Sales Contract), 16675 (Regional Sales Contract and Objectives), 17092 (Contract Presentation & Negotiations), 18676 (Breaking Communication Barriers), 17070 (Sales Contract Addenda)

and Buyer's Closing Estimates), 18126 (Strategies in a Multiple Offer Market), 17084 (Working With Sellers 1), 18718 (Current Industry Issues and Trends), 18702 (Keeping the Trust – Escrow Requirements), 18728 (Contract Writing), 18749 (Risk Management), 18743 (VA Agency Law), 18300 (Fair Housing), 19181 (VA Law: Your License & The RE Board), **Long & Foster Institute of Real Estate**

9. **David J. Oliverio, James F. Perkins, and Dave Hershman** - 19867/19877 (Close the Gap), **Cindy Bishop Worldwide**
10. **Kathy Jones** – 20016/18463 (Ethics and Standards of Conduct), **DAAR**
11. **Scott Mozingo** – 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), 18649 (Legal Updates and Emerging Trends), 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), 14492 (Transactions Involving FHA and VA Financing), 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), 19828/19837 (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**

F. Other Business

1. The Committee discussed whether to grant broker pre-license education credit to managing broker licensees in the state of Washington who apply for a Virginia broker license by reciprocity. The Committee determined the broker pre-license education completed by managing broker reciprocal applicants from Washington is

“comparable in content and duration and scope” to the broker pre-license education required by the Board and recommended that the Board accept the 90 hours of broker pre-license education completed by managing real estate broker license reciprocal applicants from Washington toward the Board’s 180 classroom-hour broker pre-license education requirement. Managing Broker license reciprocal applicants from Washington must make up the difference in hours by completing a Board-approved 45-hour Real Estate Brokerage Broker Pre-license education course and a Board-approved 45-hour Real Estate Law Broker Pre-license education course.

G. Public Comment – There was no additional public comment

H. Adjourn – The meeting adjourned at 3:50 p.m.

Attachment

Hoeft, Kevin (DPOR)

From: DPOR: RE School Mail (DPOR)
Sent: Friday, April 24, 2015 4:55 PM
To: Hoeft, Kevin (DPOR)
Subject: VA REB - Pre-license Education - New Digital Photograph Requirement

Dear Virginia Real Estate Board (Board) approved PRE-LICENSE EDUCATION COURSE providers:

As you know, to increase examination security and prevent possible fraudulent activity, the Board now requires you to submit to PSI Exams a digital photograph for each candidate for initial licensure by examination as a condition for that candidate to be approved to take the real estate license examination with PSI Exams. You are required to submit to PSI Exams the candidate photograph at the time you upload the other already required course completion information for each candidate. As you know, this new requirement only applies to Board-approved PRE-LICENSE courses. It does not apply to Board-approved Continuing Education or Post License Education courses. The Board's Education Committee is going to discuss this new digital photograph requirement at its May 6, 2015, meeting in Richmond, and it welcomes your input. Since many of you will not be able to attend the meeting, please feel free to provide me with your comments by responding to this email, and I will share your comments with the Committee. Please send your comments to me no later than close of business on Friday, May 1.

Thank you,

Kevin E. Hoeft
Education Administrator
Real Estate, Real Estate Appraiser & Fair Housing Boards
Department of Professional and Occupational Regulation
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Hoeft, Kevin (DPOR)

From: Nick D'Ambrosia <nick@longandfoster.com>
Sent: Monday, March 30, 2015 2:56 PM
To: Hoeft, Kevin (DPOR)
Subject: Comments on the new ID process

Importance: High

Hello Kevin:

I am writing this as the Director of The Long & Foster Institute of Real Estate.

I just wanted to express my thoughts/concerns about the new identification process for pre-licensing students.

I know that the new process was created to insure the integrity of the exam and its procedures.

I'm just not sure how the added layer of identification does this or why it was necessary.

The previous process of:

- a student taking the course (classroom or on-line)
- sitting for a live final exam (with ID)
- registering with PSI
- Showing their picture ID at time of PSI exam
- after passing, having their picture taken and put on license form
- submitting license form with no erasures or alterations

seemed to provide a pretty good level of security....

The only thing I can imagine is that there was concern that the person who took the classroom program was not the same person who took final and the PSI exam.

I would think that this could have been mitigated by asking for a photo id at the time of attending the first class.

I am all for increasing the integrity of the program....but this has increased the financial burden on the students and the schools and has increased the administrative responsibilities to the school.

The student must get a color picture taken...to specific specs. This eliminates selfies.

The Long & Foster Institute of Real Estate (LFIRE) has to do the following:

- Take or collect student's pictures
 - If taking, this requires the purchase of cameras
 - if collecting, this requires the marking and submission of the pictures for upload
- Deliver the pictures to our administrative offices
 - Classes are given at multiple locations...I can't expect the instructors to upload records
- Upload regular student data (as required before)
- Scan the picture (color scanner is needed)
- Upload scanned file
- Store file, as required by record keeping requirements

this is all time consuming, a bad use of administrative personnel and drives up expenses, which in turn, will be passed on to the consumer. We process over 1,000 students annually.

At the end of the day, I'm not sure how this process provides anymore security than the previous process.....especially for on-line students.

Kevin, I just wanted to express my concerns. I'm always happy to answer questions or discuss.

Thanks for listening

regards,
nick

J. Nicholas D'Ambrosia, CRB, CRS, GRI, SRS
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From: Kenneth Letner [<mailto:kenny@teamletner.com>]

Sent: Friday, April 24, 2015 5:39 PM

To: DPOR: RE School Mail (DPOR)

Subject: Re: VA REB - Pre-license Education - New Digital Photograph Requirement

Kevin just a question for the meeting. How is this more secure than requiring a government issued photo ID. This requirement will cause an addionaltion Bourdon on the state and the schools and is duplicating a system that is already in place. Just a thought.

Kenny Letner

757-724-8657

From: David Catanzaro [<mailto:davidcatanzaro@gmail.com>]
Sent: Tuesday, April 28, 2015 6:42 PM
To: DPOR: RE School Mail (DPOR)
Subject: Re: VA REB - Pre-license Education - New Digital Photograph Requirement

Hi Kevin:

re: Comments on requiring submission of a digital photo

You asked for comments. With a smart phone this request does not represent a problem. Thinking about it and for those who own a smart phone they take a selfie and email or text it.

The problem comes in that group that does not have a smart phone. There will be a group that finds this task simple and a group that finds it difficult.

I think there needs to be a guide or instructions. The guide will indicate considerations like: face shot of examinee only, preferable size: 2x2" more or less; color or black and white. For those who do not have access to a digital camera there may be an ability to have Kinko's, CVS or Walgreen's, for example, take a passport photo, digitize it and send it by email to the examinee, who can then forward it to the school.

For those who have a digital camera they can download a selfie or shot in the mirror to their computer.

Consider spelling out these options.

My only reason to write is that in this day we think everyone has a smart phone or digital camera. I suspect 5% to 10% will have a problem determining how to meet this requirement.

David Catanzaro
REMI Schools

Hoeft, Kevin (DPOR)

From: Wayne Cooper <WCooper@weichertrealtors.net>
Sent: Wednesday, April 29, 2015 2:53 PM
To: Hoeft, Kevin (DPOR)
Subject: FW: VA REB - Pre-license Education - New Digital Photograph Requirement

Dear Kevin:

Thank you for providing us with the opportunity to comment on the new Virginia photo requirement.

The new Virginia photo law states that the photo is required at time of enrollment. We have adjusted our enrollment process to accommodate this change.

However, we believe it may have had an effect on enrollment by slowing down the process and in some instances postponing a student's enrollment to a later class. We also suspect that some student candidates may have decided not to enroll.

Since the photo is not needed until the upload to PSI, it might be worth considering an adjustment to the Virginia requirement from *point* of enrollment to *by* course completion. This will allow enrollment with the stipulation that the student must supply a photo by the completion of the course. It would also allow the instructor to explain and facilitate the process over the duration of the course.

Once again, thank you for allowing us to comment.

Regards,

Wayne Cooper
Weichert Real Estate School
Manager, Weichert Real Estate Schools
Office: 973-656-3373

Hoef, Kevin (DPOR)

From: Connie Hartke <constance@actwebservices.com>
Sent: Friday, May 01, 2015 9:22 AM
To: Hoef, Kevin (DPOR)
Cc: Martine, Christine (DPOR); paul@varealtyschool.com
Subject: Re: VA REB - Pre-license Education - New Digital Photograph Requirement

Thank you very much for the opportunity for Act Web Real Estate School to provide input on the new PSI requirement.

Photo requirements

- How much time is allowed between processing candidate information and the photo submission
 - Must one immediately follow the other?
 - If a time lag is allowed, how long? A day? Week? Month? We are having difficulty getting timely photos from some students who take their exam proctored at a library rather than at our office in Reston.
- Is the 2x2 size required?
 - This is causing a delay in receiving photos as it sounds like a "passport" photo is required. Sizing a photo to 2x2 is beyond the majority of users software and expertise.
 - Removing this 2x2 requirement would allow students to take their own photo and submit to us faster.
- If a photo we upload is unacceptable, when will the school be notified?
 - During the test period we sent in some photos that were outside the bounds of the strict guidelines. PSI confirmed they were acceptable.
- It would be helpful if PSI would notify the school if a photo hasn't been received within a specified period.
- PSI had been automatically generating an email to students after they processed the data. Will this still happen and will it be after the photo is received?

Thank you again and we look forward to some clarifications on the photo requirement.

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