

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Wednesday, September 30, 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

Board Member present: Joe Funkhouser

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

The meeting was called to order by Chairman Hoover at 2:05 p.m.

A motion was made and approved unanimously to approve the agenda at 2:06 p.m.

The first item on the meeting agenda was:

Suggestions on Simplifying the Course Approval Process and Course Offerings

Chairman Hoover explained several initiatives the Board has accomplished in the past two years to simplify the course approval process and the course offerings such as eliminating the requirement for ARELLO distance education certification, limiting the content area for elective continuing education courses, and replacing the post license education three-track program with a single track program. He then asked the education providers in attendance for suggestions on how the process and course offerings can be improved.

Deana Wilson of Alpha College of Real Estate informed the Committee that when the General Assembly or the Board makes changes to the Board's education program it often requires education providers to make significant adjustments to comply with the new requirements. Ms. Wilson suggested that infrequent changes are best and that education providers be given much time and notice to comply with any new requirements.

Mr. Hoover then asked the education providers their thoughts about the new "Flood Content" education requirement pursuant to HB 2295 of the 2015 General Assembly that goes into effect on January 1, 2016.

Billy Reid of Moseley-Flint Schools of Real Estate commented that it was a lot of work for his school to resubmit 15 course applications to include the Flood Content instruction. He requested that if similar future changes are made that the schools would be able to add the new information to the existing courses without having to submit completely new applications.

Barbara Castillo of the Fredericksburg Area Association of Realtors informed the Committee that her school submitted a one-hour Legal Updates course application that consisted only of Flood Content instruction, and her school submitted another Legal Updates course application that included about 15 minutes of Flood Content instruction.

Mr. Hoover asked how much latitude the Board has in approving course applications with Flood Content. Kevin Hoeft informed the Committee that the Flood Content law and regulation is silent on how much Flood Content instruction time is required for a course, so the Board has great latitude in approving courses with Flood Content instruction.

Senior Director Mark Courtney updated the Committee on the progress that the Board's Examination Vendor (PSI Exams) has made in starting and setting its timeline for conducting a job analysis for updating the real estate salesperson and broker license examinations. PSI Exams will convene a panel of subject matter experts in late Fall to draft a survey that will be mailed to as many real estate licensees as possible in early 2016. The panel of subject matter experts will then reconvene in Spring 2016 to evaluate the survey responses, and will then complete their work in Summer 2016.

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

The following actions were taken:

- A. Four proprietary school applications were reviewed and approved:
1. Kennedy Realty, LLC, Great Falls, VA
Contact Person: Kathleen Kennedy
 2. The Title Professionals, LLC, Fredericksburg, VA
Contact Person: Mark Steele
 3. Mid-Atlantic Affordable Housing Management Association, Richmond, VA
Contact Person: Terry Doherty
 4. Middleburg Real Estate, LLC, t/a Atoka Academy of Real

Estate, Middleburg, VA
Contact Person: Allan Marteney

- B. One hundred and seventy-eight continuing education course applications were reviewed; of these courses:

One previously-approved application for a continuing education course offered by an approved school was considered and approved (**Review for Instructor Only**)

1. 20426 Addendums, 1 hour Legal Updates (No Flood Content), 1 hour Real Estate Contracts, Blue Ridge Real Estate School (**Linda A. Martin**)

One hundred and fifteen original applications for continuing education courses offered by approved schools were considered. One hundred and seven of these course applications were approved. One application was approved with reduced hours. Four applications were approved pending the correction of minor items. Two applications were not approved because the forms in the courses need to be updated. One application was not approved because it does not meet the criteria for continuing education elective content.

1. 20419 Reverse Mortgages for the Real Estate Professionals, 2 hours Real Estate Related, RAR
2. 20421 Houses: Buy; Fix, Sell (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
3. 20434 Foundations of Law - Part 2, 4 hours Real Estate Related, RAR
4. 20436 It's a Wonderful Life, 4 hours Broker Management, Montague Miller Academy
5. 20438 Case Studies on Contract Acceptance and Delivery, 2 hours Real Estate Contracts, WAAR
6. 20439 Case Studies on Contract Acceptance and Delivery, 2 hours Broker Management, WAAR
7. 20442 CE Mandatory - Ethics and VA Agency, 3 hours Ethics and Standards of Conduct, 1 hour Real Estate Agency, RAR
8. 20445 The Nuts and Bolts of Commercial Real Estate (On-line), 3 hours Real Estate Related, McKissock, LLC
9. 20446 Know the Code: Your Guide to the Code of Ethics (On-line), 3 hours Ethics and Standards of Conduct, McKissock, LLC

10. 20448 Demystifying Appraisals (On-line), 3 hours Real Estate Related, McKissock, LLC
11. 20451 What Real Estate Professionals Need to Know about FHA (On-line), 4 hours Real Estate Related, McKissock, LLC
12. 20456 Math Class 101, 3 hours Real Estate Related, Blue Ridge Real Estate School **(Approved pending course name change to "Real Estate Business Math 101")**
13. 20457 Rent vs. Own, 2 hours Real Estate Related, VESTA Settlements, LLC
14. 20458 Math Class 201, 3 hours Real Estate Related, Blue Ridge Real Estate School **(Approved pending course name change to "Real Estate Business Math 201")**
15. 20459 Risk Management - What are a Brokers' Duties, 4 hours Broker Management, Montague Miller Academy
16. 20465 Questions and Answers on VRLTA and Legislative Issues, 3 hours Legal Updates (No Flood Content), FutureLaw, LLC
17. 20467 TILA-RESPA Integrated Disclosure Rule (On-line), 3 hours Real Estate Related, McKissock, LLC
18. 20469 Houses:From the Ground Up (Other OnDemand), 8 hours Real Estate Related, Kaplan Real Estate Schools
19. 20471 Listing Tools Masters Use, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
20. 20474 Real Estate Safety Matters, 1 hour Real Estate Related, RECA
21. 20475 Top 10 Title Defects - Cured, 7 hours Real Estate Related, NBI, Inc. **(Approved for only two hours as content does not warrant 7 hours)**
22. 20478 Fair Housing - An Ounce of Prevention, 2 hours Fair Housing, WAAR
23. 20481 Constructing an Airtight Contract, 3 hours Real Estate Contracts, RAR
24. 20482 Contract Writing Boot Camp, 6 hours Real Estate Contracts, RAR
25. 20489 Navigating the Residential Purchase Agreement, 3 hours Real Estate Contracts, RAR
26. 20490 Essentials Components of the Listing & Purchase Agreements, 3 hours Real Estate Contracts, RAR
27. 20491 Insurance Needs of the Property Manager, 1 hour Real Estate Related, VAR

28. 20493 Teaching Consumers How to Negotiate, 2 hours Real Estate Related, VAR
29. 20494 Seller Success! 2 hours Real Estate Related, VAR
30. 20495 Brokerage Forms and Legal Updates, 3 hours Broker Management, RAR
31. 20504 Real Estate Trends and Outlook, 1 hour Real Estate Related, WAAR
32. 20505 Real Estate Trends and Outlook, 1 hour Broker Management, WAAR
33. 20507 Residential Renovation Loans, 2 hours Real Estate Related, WAAR
34. 20508 Understanding 1031 Tax-Free Exchanges (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
35. 20509 The Power of VA Lending, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
36. 20517 Know the Code: Your Guide to the Code of Ethics (CRP), 3 hours Ethics and Standards of Conduct, McKissock, LLC (**Approved pending inclusion of "NAR Code of Ethics Statement"**)
37. 20521 Mock Settlement, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC (**Not approved as forms need to be updated**)
38. 20523 The Power Negotiator Playbook, 8 hours Real Estate Related, Alpha College of Real Estate
39. 20527 Affordable Buyer 101, 3 hours Real Estate Related, RAR
40. 20537 Selling Process, 3 hours Real Estate Contracts, Moseley Flint Schools of Real Estate
41. 20538 Buying Selling Homes with Petroleum Storage Tanks, 2 hours Real Estate Related, RAR
42. 20543 Zoning and Land Use Issues, 1 hour Real Estate Related, Moseley Flint Schools of Real Estate
43. 20544 Agency Law, 3 hours Real Estate Agency, Moseley Flint Schools of Real Estate
44. 20545 How to do a Like-Kind Exchange, 4 hours Real Estate Related Subjects, Moseley Flint Schools of Real Estate
45. 20547 Agency Law, 1 hour Real Estate Agency, Moseley Flint Schools of Real Estate
46. 20548 Real Estate Contracts - Offer to Purchase, 3 hours Real Estate Contracts, Moseley Flint Schools of Real Estate

47. 20549 Real Estate Contracts, 1 hour Real Estate Contracts, Moseley Flint Schools of Real Estate
48. 20550 Risk Management Techniques to Mitigate E & O Claims, 2 hours Real Estate Related, DAAR
49. 20551 Mortgage Basics, 3 hours Real Estate Related, Moseley Flint Schools of Real Estate **(Not approved as forms need to be updated)**
50. 20553 Contracts, 1 hour Real Estate Contracts, Long and Foster Institute of Real Estate
51. 20555 Understanding Credit Repair, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
52. 20561 Broker Pitfalls and Resources, 2 hours Broker Management, VAR
53. 20567 Negotiation Workshop, 3 hours Real Estate Related, CBRB
54. 20568 New Real Estate Board Regulations, 2 hours Broker Management, VAR
55. 20572 Sneaky Regs - Little Known but Important Real Estate Board Regulations, 1 hour Broker Management, VAR
56. 20573 What Is Your Bed Bug Plan for the Next 10 Years?, 2 hours Real Estate Related, VAR
57. 20577 Common Legal Hotline Q & A, 1 hour Broker Management, VAR
58. 20579 Common Legal Hotline Q & A, 2 hours Broker Management, VAR
59. 20580 Systematizing for Success, 2 hours Real Estate Related, VAR
60. 20581 Rent vs. Own, 2 hours Real Estate Related, DAAR
61. 20592 VAR's Suggested Office Policy Manual, 1 hour Broker Management, VAR
62. 20594 Earnest Money Deposits: Navigating Dangerous Waters, 1 hour Broker Management, VAR
63. 20597 Real Estate Laws You Need To Know! 2 hours Broker Management, VAR
64. 20598 New VREB Rules & Regulations, 1 hour Broker Management, RAR
65. 20600 Legal Updates-VREB Regs, CFPB and Flood Hazard, 3 hours Broker Management, RAR
66. 20604 Living Safely in a Dangerous World, 1 hour Real Estate Related, Success Training & Consulting, Inc.
67. 20608 Risk Management, 3 hours Real Estate Related, DAAR
68. 20611 Negotiating the Sales Gap, 2 hours Real

- Estate Related, Alltech Title
69. 20613 Broker Management - Keeping Your Business in Check, 4 hours Broker Management, RECA
70. 20617 Virginia Real Estate Agency, 3 hours Real Estate Agency, DAAR
71. 20618 Real Estate Escrow & Trust Account Requirements & Management, 3 hours Real Estate Related, DAAR
72. 20619 All Under One Roof (OnDemand), 4 hours Real Estate Related, Kaplan Real Estate Schools **(Not approved as content does not meet criteria for continuing education elective course)**
73. 20620 Financing Real Estate, 3 hours Real Estate Related, Moseley Flint Schools of Real Estate
74. 20622 To Survey or Not to Survey (How is that the Question?), 1 hour Real Estate Related, MBH Settlement Group, LC
75. 20623 Math Class 101, 3 hours Real Estate Related, DAAR **(Approved pending course name change to "Real Estate Business Math 101")**
76. 20625 Fair Housing, 2 hours Fair Housing, Moseley Flint Schools of Real Estate
77. 20626 Inside Home Warranties-What You Don't Know Could Hurt You, 1 hour Real Estate Related, Alpha College of Real Estate
78. 20627 Understanding the Residential Sales Contract (Virginia), 2 hours Real Estate Contracts, MBH Settlement Group, LC
79. 20632 Understanding VREB Regs & Reviewing Advertising/Social Media Reg, 2 hours Real Estate Related, RAR
80. 20633 Understanding VREB Regulations & Reviewing Advertising and Social Media Regulations, 2 hours Broker Management, RAR
81. 20634 2015 VRLTA and Current Legislative Issues, 3 hours Broker Management, VAR
82. 20637 Agency for Property Managers/Leasing Agents, 1 hour Broker Management, VAR
83. 20638 Agency for Property Managers/Leasing Agents, 1 hour Real Estate Agency, VAR
84. 20640 Fair Housing, 2 hours Fair Housing, DAAR
85. 20642 Evolution of the Reverse Mortgage for Purchase, 3 hours Real Estate Related, GCAAR
86. 20645 Property Management Forms & Issues, 2 hours Broker Management, VAR
87. 20646 Property Management Forms & Issues, 2 hours

- Real Estate Contracts, VAR
88. 20648 TRID-iculous (TILA-RESPA Integrated Disclosure), 2 hours Real Estate Related, MBH Settlement Group, LC
 89. 20657 Virginia Agency Law, 3 hours Real Estate Agency, Top Producer Academy of Real Estate
 90. 20658 Virginia Agency Law, 3 hours Broker Management, Top Producer Academy of Real Estate
 91. 20659 Residential Leasing and the VRLTA, 3 hours Real Estate Related, Top Producer Academy of Real Estate
 92. 20660 Purchase Agreement: NVAR Real Estate Contract Class, 6 hours Real Estate Contracts, Top Producer Academy of Real Estate
 93. 20661 Purchase Agreement: NVAR Real Estate Contract Class, 6 hours Broker Management, Top Producer Academy of Real Estate
 94. 20669 Cases in Advertising and Communication (On-line), 1 hour Broker Management, Moseley Real Estate Schools, Inc.
 95. 20670 Cases in Agency Initiation, Supervision, and Management (On-line), 1 hour Broker Management, Moseley Real Estate Schools
 96. 20671 Cases in Agent Misconduct (On-line), 1 hour Broker Management, Moseley Real Estate Schools, Inc.
 97. 20672 Cases in Escrow Account Management (On-line), 1 hour Broker Management, Moseley Real Estate Schools, Inc.
 98. 20673 Cases in Improper Disclosure and Disclosure Management (On-line), 1 hour Broker Management, Moseley Real Estate Schools
 99. 20674 Cases in Improper Dealing and Financial Management (On-line), 1 hour Broker Management, Moseley Real Estate Schools
 100. 20675 Cases in Improper Listing, Leasing, and Commissions (On-line), 1 hour Broker Management, Moseley Real Estate Schools
 101. 20676 Cases in Personal Misconduct and Proper Supervision (On-line), 1 hour Broker Management, Moseley Real Estate Schools
 102. 20677 Do Not Call Rules and Regulations (On-line), 2 hours Real Estate Related, Moseley Real Estate Schools, Inc.
 103. 20678 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Moseley Real Estate Schools, Inc.

104. 20679 Fair Housing (On-line), 2 hours Fair Housing, Moseley Real Estate Schools, Inc.
105. 20680 Finance (On-line), 3 hours Real Estate Related, Moseley Real Estate Schools, Inc.
106. 20681 Home Sales and the Economy (On-line), 2 hours Real Estate Related, Moseley Real Estate Schools, Inc.
107. 20683 Limited Service Agency (On-line), 2 hours Real Estate Related, Moseley Real Estate Schools, Inc.
108. 20684 Offers to Purchase (On-line), 3 hours Real Estate Related, Moseley Real Estate Schools, Inc.
109. 20685 Property Law (On-line), 3 hours Real Estate Related, Moseley Real Estate Schools, Inc.
110. 20686 Property Valuation and the Listing Process (On-line), 3 hours Real Estate Related, Moseley Real Estate Schools, Inc.
111. 20687 Real Estate Contracts (On-line), 1 hour Real Estate Contracts, Moseley Real Estate Schools, Inc.
112. 20688 Real Estate Law (On-line), 3 hours Real Estate Related, Moseley Real Estate Schools, Inc.
113. 20689 Smart Growth in Virginia (On-line) 1 hour Real Estate Related, Moseley Real Estate Schools, Inc.
114. 20690 Land Use Issues (On-line), 3 hours Real Estate Related, Moseley Real Estate Schools, Inc.
115. 20691 What is Radon, 1 hour Real Estate Related, SWVAR

Sixty-two original applications for Legal Updates with Flood Content continuing education courses offered by approved schools were considered and approved.

1. 20433 Foundations of Law - Part 1, 4 hours Legal Updates with Flood Content, RAR
2. 20443 CE Mandatory - Fair Housing, Law and Contracts, 2 hours Fair Housing, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, RAR
3. 20444 Mandatory Legal Updates, 1 hour Legal Updates with Flood Content, RAR
4. 20447 Virginia Legal Updates, Emerging Trends and Ethics (On-line), 3 hours Ethics and Standards of Conduct, 1 hour Legal

5. 20480 Updates with Flood Content, McKissock, LLC
Flood Insurance Essentials for Real Estate Licensees, 1 hour Legal Updates with Flood Content, Alpha College of Real Estate
6. 20492 Residential Housing: Tenant's Assertion, 3 hours Legal Updates with Flood Content, VAR
7. 20496 Legal Updates, 1 hour Legal Updates with Flood Content, Alpha College of Real Estate
8. 20497 Legal Updates (on-line), 1 hour Legal Updates with Flood Content, Alpha College of Real Estate
9. 20503 Brokerage Forms and Legal Updates, 2 hours Contracts, 1 hour Legal Updates with Flood Content, RAR
10. 20506 2015-2016 WAAR Legal Update, 1 hour Legal Updates with Flood Content, WAAR
11. 20515 Flood Insurance for Real Estate Agents (On-line), 1 hour Legal Updates with Flood Content, Alpha College of Real Estate
12. 20516 Legal Updates (CRP), 1 hour Legal Updates with Flood Content, Alpha College of Real Estate
13. 20518 Legal Updates with Required Flood Content (CRP), 1 hour Legal Updates with Flood Content, Moseley Flint Schools of Real Estate
14. 20520 Real Estate Law/Legal Updates, 1 hour Legal Updates with Flood Content, Moseley Flint Schools of Real Estate
15. 20524 8-Hour Required Topics, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Alpha College of Real Estate
16. 20528 Legal Updates, 1 hour Legal Updates with Flood Content, NVAR
17. 20529 4 Hour Fair Housing, Legal Updates & Real Estate Contracts, 2 hours Fair Housing, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, NVAR
18. 20530 8-Hour Mandated CE Course, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, NVAR
19. 20531 16-Hour CE Course - Day 1, 2 hours Fair

- Housing, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, 4 hours Real Estate Related, NVAR
20. 20532 8-Hour Real Estate Mandatory Course (CPR), 2 hours Fair Housing, 3 Hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, Moseley Flint Schools of Real Estate
21. 20533 8-Hour Real Estate Mandatory Course (Online), 2 hours Fair Housing, 3 Hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, Moseley Flint Schools of Real Estate
22. 20534 Virginia Continuing Education Mandatory Topics, 2 hours Fair Housing, 3 Hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, Moseley Flint Schools of Real Estate
23. 20535 Virginia Real Estate Medley (CRP), 2 hours Fair Housing, 3 Hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, 8 hours Real Estate Related, Moseley Flint Schools of Real Estate
24. 20536 Real Estate Law - Legal Updates, 3 hours Legal Updates with Flood Content, Moseley Flint Schools of Real Estate
25. 20554 Virginia Real Estate Law, 3 hours Legal Updates with Flood Content, The RGS Title Real Estate Academy
26. 20559 Mandatory Topics for Brokers and Salesperson (On-line), 2 hours Fair Housing, 3 Hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, RealEstateCE.com
27. 20560 Advertising: Promoting Your Business the Right Way, 1 hour Legal Updates with Flood Content, VAR
28. 20562 Commissions: Being Paid the Right Way, 2 hours Legal Updates with Flood Content, VAR
29. 20565 Disclosure Shall Set Your Free! 2 hours Legal Updates with Flood Content, VAR

30. 20566 Good Intentions but Risky Results: Balancing Client Interests and Legal and Ethical Obligations, 2 hours Legal Updates with Flood Content, VAR
31. 20569 New Real Estate Board Regulations, 2 hours Legal Updates with Flood Content, VAR
32. 20570 VAR's Suggested Office Policy Manual, 1 hour Legal Updates with Flood Content, VAR
33. 20571 Sneaky Regs - Little Known but Important Real Estate Board Regulations, 1 hour Legal Updates with Flood Content, VAR
34. 20575 Legal Updates with Flood Content, 1 hour Legal Updates with Flood Content, Real Estate Career Academy
35. 20576 Common Legal Hotline Q & A, 1 hour Legal Updates with Flood Content, VAR
36. 20578 Common Legal Hotline Q & A, 2 hours Legal Updates with Flood Content, VAR
37. 20589 Earnest Money Deposits: Navigating Dangerous Waters! 1 hour Legal Updates with Flood Content, VAR
38. 20593 Real Estate Laws You Need to Know! 2 hours Legal Updates with Flood Content, VAR
39. 20595 Broker Pitfalls and Resources, 2 hours Legal Updates with Flood Content, VAR
40. 20596 Dilemmas Facing Real Estate Licensees, 2 hours Legal Updates with Flood Content, VAR
41. 20599 New VREB Rules & Regs, 1 hour Legal Updates with Flood Content, RAR
42. 20601 Legal Updates-VREB Regs, CFPB and Flood Hazard, 3 hours Legal Updates with Flood Content, RAR
43. 20602 Flood 101: Taking the Fear Out of Flood, 2 hours Legal Updates with Flood Content, Long and Foster Institute of Real Estate
44. 20603 FEMA Flood Maps and Elevation Certificates, 1 hour Legal Updates with Flood Content, Harrisonburg-Rockingham Association of Realtors
45. 20606 Legal Updates and Emerging Trends (CRP), 1 hour Legal Updates with Flood Content, Potomac Real Estate School
46. 20612 Real Estate Law, Legal Updates and Emerging Trends, 1 hour Legal Updates with Flood Content, DAAR
47. 20621 2015-A Year of Change and Growth, 2 hours Legal Updates with Flood Content, The Institute of Continuing Education
48. 20635 2015 VRLTA and Current Legislative Issues,

- 3 hours Legal Updates with Flood Content, VAR
49. 20639 Eliminating Legal Speed Bumps, 3 hours Legal Updates with Flood Content, Cindy Bishop Worldwide, LLC
50. 20641 Virginia Legal Updates, 1 hour Legal Updates with Flood Content, GCAAR
51. 20643 8-Hour Continuing Education (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Alpha College of Real Estate
52. 20644 16-Hour Continuing Education (On-line), 3 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 2 hours Real Estate Agency, 1 hour Real Estate Contracts, 6 hours Real Estate Related, Alpha College of Real Estate
53. 20652 Legal Updates & Emerging Trends, 1 hour Legal Updates with Flood Content, The Settlement Group Real Estate School
54. 20653 16-Hour Continuing Education (CRP), 3 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 2 hours Real Estate Agency, 1 hour Real Estate Contracts, 6 hours Real Estate Related, Alpha College of Real Estate
55. 20656 Purchase Agreement: Addendums, Disclosure, Regulations & Law, 1 hour Legal Updates with Flood Content, 2 hours Real Estate Related, Top Producer Academy of Real Estate
56. 20664 8-Hour Mandatory Class (CRP), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Potomac Real Estate School
57. 20665 16-Hour Renewal Class (CRP), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, Potomac Real Estate School
58. 20666 24-Hour Broker Renewal Class (CRP), 2 hours

- Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, 8 hours Broker Management, Potomac Real Estate School
59. 20667 8-Hour Mandatory Class (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Potomac Real Estate School
60. 20668 16-Hour Renewal Class (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, Potomac Real Estate School
61. 20682 Legislative Updates (On-line), 1 hour Legal Updates with Flood Content, Moseley Real Estate Schools, Inc.
62. 20696 24-Hour Broker Renewal Course (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates with Flood Content, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, 8 hours Broker Management, Potomac Real Estate School

C. Fifty-two post license education course applications were reviewed; of these courses:

Three previously-approved applications for post license education courses offered by an approved school were considered and approved. **(Review for Instructor Only)**

1. 20454 Contract Writing (Online), 6 hours Contract Writing, Area 43 Market Center, LLC **(Cindy Hawks White)**
2. 20455 Current Industry Issues and Trends (Online) 2 hours Current Industry Issues and Trends, Area 43 Market Center, LLC **(Cindy H. White)**
3. 20655 Real Estate Law & Board Regulations (No Flood Content - Online), 8 hours Real Estate Law & Board Regulations, Area 43 Market Center, LLC **(Cindy Hawks White)**

Thirty-nine original applications for post license education courses offered by approved schools were considered. Thirty-

seven of these course applications were approved. One application was approved pending correction of one item. One application was not approved because the forms in the course need to be updated.

1. 20420 Reverse Mortgages for the Real Estate Professionals, 2 hours Current Industry Issues and Trends, RAR
2. 20440 Case Studies on Contract Acceptance and Delivery, 2 hours Current Industry Issues and Trends, WAAR
3. 20472 Listing Tools Masters Use, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
4. 20479 Fair Housing - An Ounce of Prevention, 2 hours Fair Housing, WAAR
5. 20484 Contract Writing Boot Camp, 6 hours Contract Writing, RAR
6. 20485 Constructing an Airtight Contract, 2 hours Current Industry Issues and Trends, RAR
7. 20498 Residential Housing: Tenant's Assertion, 2 hours Current Industry Issues and Trends, VAR
8. 20499 Teaching Consumers How to Negotiate, 2 hours Current Industry Issues and Trends, VAR
9. 20500 Seller Success, 2 hours Current Industry Issues and Trends, VAR
10. 20501 Brokerage Forms and Legal Updates, 2 hours Current Industry Issues and Trends, RAR
11. 20510 The Power of VA Lending, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
12. 20511 Residential Renovation Loans, 2 hours Current Industry Issues and Trends, WAAR
13. 20519 Contract Writing, 6 hours Contract Writing, CHC, Inc.
14. 20539 Buying & Selling Homes with Petroleum Storage Tanks, 2 hours Current Industry Issues and Trends, RAR
15. 20540 Mock Settlement, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(Not approved as forms need to be updated)**
16. 20542 Affordable Buyer 101, 2 hours Current Industry Issues and Trends, RAR
17. 20556 Understanding Credit Repair, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC

18. 20563 Commissions: Being Paid the Right Way, 2 hours Current Industry Issues and Trends, VAR
19. 20582 Good Intentions But Risky Results, 2 hours Current Industry Issues and Trends, VAR
20. 20584 New Real Estate Board Regulations, 2 hours Current Industry Issues and Trends, VAR
21. 20585 Real Estate Laws You Need to Know! 2 hours Current Industry Issues and Trends, VAR
22. 20586 What is Your Bed Bug Plan for the Next 10 Years?, 2 hours Current Industry Issues and Trends, VAR
23. 20587 Common Legal Hotline Q and A, 2 hours Current Industry Issues and Trends, VAR
24. 20588 Systematizing for Success, 2 hours Current Industry Issues and Trends, VAR
25. 20590 Dilemmas Facing Real Estate Licensees, 2 hours Current Industry Issues and Trends, VAR
26. 20591 Disclosure Shall Set You Free! 2 hours Current Industry Issues and Trends, VAR
27. 20605 Legal Updates - VREB Regs, CFPB and Flood Hazard, 2 hours Current Industry Issues and Trends, RAR
28. 20610 Negotiating the Sales Gap, 2 hours Current Industry Issues and Trends, Alltech Title
29. 20628 2015-A Year of Change and Growth, 2 hours Current Industry Issues and Trends, The Institute of Continuing Education
30. 20629 Understanding the Residential Sales Contract (Virginia), 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC
31. 20636 2015 VRLTA and Current Legislative Issues, 2 hours Current Industry Issues and Trends, VAR
32. 20647 Property Management Forms & Issues, 2 hours Current Industry Issues and Trends, VAR
33. 20649 TRID-iculous (TILA-RESPA Integrated Disclosure), 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC
34. 20654 Ethics and Standards of Conduct, 3 hours Ethics and standards of Conduct, Area 43 Market Center, LLC (**Approved pending inclusion of "NAR Code of Ethics Statement"**)
35. 20662 Virginia Agency Law, 3 hours VA Agency Law, Top Producer Academy of Real Estate
36. 20663 Purchase Agreement: NVAR Real Estate

- 37. 20698 Contract Class, 6 hours Contract Writing, Top Producer Academy of Real Estate Virginia Agency Law, 3 hours VA Agency Law, Kirks Institute
- 38. 20699 What Is Social Media, Why Agents Should Use It and How, 2 hours Current Industry Issues and Trends, Kirks Institute
- 39. 20700 Risk Management, 3 hours Risk Management, Kirks Institute

Ten original applications for Real Estate Law and Board Regulation with Flood Content post license education courses offered by approved schools were considered and approved.

- 1. 20435 Foundations of Law, 8 hours Real Estate Law and Board Regulations with Flood Content, RAR
- 2. 20476 Real Estate Law and VREB Regulations, 8 hours Real Estate Law and Board Regulations with Flood Content, WAAR
- 3. 20526 Real Estate Law and Board Regulations (CRP), 8 hours Real Estate Law and Board Regulations with Flood Content, Moseley Flint Schools of Real Estate
- 4. 20541 Real Estate Laws and Board Regulations, 8 hours Real Estate Law and Board Regulations with Flood Content, Moseley Flint Schools of Real Estate
- 5. 20557 Real Estate Law & Board Regulations Course, 8 hours Real Estate Law and Board Regulations with Flood Content, NVAR
- 6. 20558 VA Real Estate Law, 8 hours Real Estate Law and Board Regulations with Flood Content, Long and Foster Institute of Real Estate
- 7. 20609 Real Estate Law and Board Regulations with Flood Content, 8 hours Real Estate Law and Board Regulations with Flood Content, Real Estate Career Academy
- 8. 20624 Virginia Real Estate Law and Board Regulations, 8 hours Real Estate Law and Board Regulations with Flood Content, DAAR
- 9. 20650 VA Real Estate Law and Board Regulations, 8 hours Real Estate Law and Board Regulations with Flood Content, MBH Settlement Group, LC
- 10. 20692 Real Estate Law & Regulations (CRP), 8 hours Real Estate Law and Board Regulations with Flood Content, Moseley Real Estate Schools, Inc.

D. Twenty-three pre-licensing instructor applications were reviewed and approved.

1. Christopher P. Shearer
2. Byron A. Ordonez
3. Donn A. Roebke
4. Shane S. McCullar
5. Steven F. Spear
6. Nelson R. Mateo
7. Michael A. Wilson
8. Jennifer M. Wong
9. William W. Raymond
10. Michael J. Curry
11. Melanie S. Thompson
12. Elsa C. Rake
13. Mark A. Ferror
14. John R. Hicks - **expert (Principles, Apprais, Finance)**
15. Sarah G. Wittig - **expert (Principles)**
16. Darlene M. Kemp - **expert (Principles and Finance)**
17. Ashley M. Young - **expert (Principles)**
18. Erika E. Brown - **expert (Principles)**
19. Robert F. Bilane - **expert (Principles)**
20. Brenda H. Agnew - **expert (Principles)**
21. Thomas A. Sinnott - **expert (Principles)**
22. Ramesh Chandra - **expert (Principles)**
23. Iris A. Collins - **expert (Principles)**

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

1. 20695 60-hour Salesperson Principles & Practices Real Estate (Classroom), Mo Mills Institute of Real Estate
2. 20697 60-hour Salesperson Principles & Practices Real Estate (On-line), The CE Shop, Inc.

F. Twelve continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were considered. Eleven applications were approved. One application was not approved as the instructor did not provide evidence of having at least three years of experience in the real estate subjects he was applying to teach.

1. **Liz Barte Harrison** - 18090 (Contract Writing), 18112 (Real Estate Contracts), **Alpha College of Real Estate**
2. **Rosemarie Johnson and Karen Morgan** - 14714 (Broker Agency), 18278 (Agency CE), 18282 (Virginia Agency)

- Law PLE), 14645 (Instructional Ethics for Brokers), 19592 (Ethics CE), 18679 (Ethics and Standards of Conduct PLE), 18441 (Fair Housing), 18462 (Fair Housing PLE), 19280 (Contracts & Addendums CE), 18737 (Contracts & Addendums PLE), **Cindy Bishop Worldwide, LLC**
3. **Vickie Breedlove** - 18724 (Ethics and Standards of Conduct), 18718 (Current Industry Issues & 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 and Foster Institute of Real Estate**
 4. **Peter M. Parente** - 14142 (The Settlement Process), 15847 (Getting a Foreclosed Property to Closing), 18052 (Short Sales Strategies), 20243 (CFPB and Upcoming Changes to Settlement Process), **CBRB**
 5. **David Rotell** - 19456 (Financing in a New World), **Long and Foster Institute of Real Estate**
 6. **Homer (Gary) Garrison** - 18278/18282 (Agency), 18441/18462 (Fair Housing), 19592/18679 (Ethics), **Cindy Bishop Worldwide, LLC**
 7. **Robert Kent Alford** - 19622/19624 (203K Renovation Loan), **Cindy Bishop Worldwide, LLC**
 8. **Mary Roth** - 18889 (Broker Supervision & Escrow Management), **DAAR**
 9. **Denise Blevins** - 20090/20091 (Fair Housing: It's Not An Option, It's the Law), **SWVAR**
 10. **Cathy Austin** - 19115/19105 (Ethics), **PWAR**
 11. **Vincent M Coyle & Christopher Persil** - 18727/18461 (Financing Workshop), 19812/19813 (Targeting & Serving First Time Buyers), 19622/19624 (203K Renovation Loan), **Cindy Bishop Worldwide, LLC**
 12. **Eric Brindley** - 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), 20297/20285 (Trid-iculous TILA-RESPAS Integrated Disclosure), 20122/20141 (Unconventional Transactions), 15711 (Understanding and Using the New NVAR Well and Septic Addendum), 14294 (Understanding Deeds and Tenancy), 20028/20038 (Understanding the Conventional, FHA and VA Financing Addenda 2015), 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 (Not approved as applicant did not provide evidence of having at least three years of experience in the real estate subjects he was applying to teach)**

G. Other Business

1. Mr. Hoover requested that the Committee revisit its guidance document on continuing education real estate elective courses at its next meeting on November 4, 2015.

H. There being no other business or public comment, the meeting adjourned at 3:30 p.m.