

# VIRGINIA REAL ESTATE BOARD

## EDUCATION COMMITTEE AGENDA

July 11, 2012 Meeting

I. Call to Order

II. Approval of Agenda

III. Proprietary School Applications

1. Inspection Reporting Services, Inc., t/a ProTechs Home Inspections, Christiansburg, VA  
Contact Person: John C. Bouldin, Jr.
2. Alexandria Old Town Real Estate School, LLC, Alexandria, VA  
Contact Person: Shane S. McCullar

IV. Continuing Education Course Applications

A. Original Continuing Education course applications, approved school:

1. \*64602 The Cloud-Your Future Business Address, 1 hour Real Estate Related, RAR
2. \*64610 Nuts and Bolts of 203K Loans, 3 hours Real Estate Related, The Professional Development Institute
3. \*64612 Sustainability, 2 hours Real Estate Related, Peninsula Real Estate School
4. \*64618 Title Insurance, 2 hours Real Estate Related, Real Estate Career Academy
5. 64621 Live Webinar: Contract Law from the Top Down (On-line), 4 hours Real Estate Contracts, McKissock, LP
6. 64622 Live Webinar: Misrepresentations and Case Studies (On-line), 4 hours Real Estate Related, McKissock, LP
7. \*64623 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements, 2 hours Real Estate Related, Monarch Title, Inc.
8. \*64625 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements, 2 hours Real Estate Related, NVAR

9. \*64627 REO Properties, 6 hours Real Estate Related, Long and Foster Institute of Real Estate
10. \*64630 Top Contract Mistakes and How You can Avoid Them, 2 hours Legal Updates, Institute of Continuing Education, LC
11. \*64632 Remodeling for Real Estate Agents, 1 hour Real Estate Related, Dominion Title Corporation
12. \*64636 How to Read a Credit Report, 1 hour Real Estate Related, VAR
13. \*64638 Property Management Skills - Exceptional Customer Service, Avoiding Risk, and Conflict Resolution, 2 hours Real Estate Related, VAR
14. 64640 2012 VRLTA Update and Current Legislative Issues, 3 hours Broker Management, VAR
15. \*64641 I Don't Give A Twit... Social Media Risk Management, 2 hours Legal Updates, VAR
16. 64643 No One Looks Good in Horizontal Stripes - How to Avoid A Jailhouse Fashion Statement, 2 hours Legal Updates, VAR
17. 64644 No One Looks Good in Horizontal Stripes - How to Avoid A Jailhouse Fashion Statement, 2 hours Broker Management, VAR
18. \*64645 Code of Ethics - The Code is Good Business, 3 hours Ethics and Standards of Conduct, Peninsula School for Real Estate
19. 64648 Watch Your Step! Contract Writing Review, 1 hour Real Estate Contracts, Montague Miller Real Estate Academy
20. \*64650 VA/FHA for Realtors, 3 hours Real Estate Related, Realtor Association of Prince William
21. \*64653 Residential Property Management: A Down-and-Dirty Guide to Managing Single-Family Rental Property, 2 hours Real Estate Related, VAR
22. 64655 Risk Reduction Strategies for Property Management Brokers, 2 hours Broker Management, VAR
23. \*64656 Cloud Computing for Today's Realtor, 2 hours Real Estate Related, VAR
24. \*64658 Buyer Agreements: Law + Code = Good Business, 2 hours Real Estate Agency, VAR
25. \*64660 Ramp Up Your Brokerage Business, 2 hours Real Estate Related, VAR

26. 64662 Common Legal Hotline Q and A, 1 hour Broker Management, VAR
27. \*64663 Game On! Why Deals Don't Close - And What We Can Do About It, 2 hours Real Estate Related, VAR
28. \*64665 Roadmap to Successful Rentals in Community Associations, 2 hours Real Estate Related, VAR
29. \*64667 Insurance in Community Associations - What Do I Need To Know?, 1 hour Real Estate Related, VAR
30. 64669 Roadmap to Successful Rentals in Community Associations, 2 hours Broker Management, VAR
31. \*64671 Don't Become A Fair Housing Case Study, 2 hours Fair Housing, VAR
32. \*64674 Appraisers/Realtors Learn About the Dodd-Frank Act, 3 hours Real Estate Related, RAR
33. \*64676 Comparable Market Analysis Class, 2 hours Real Estate Related, WAAR
34. 64678 Comparable Market Analysis Class, 2 hours Broker Management, WAAR
35. 64679 Updating & Maintaining a Company Policies & Procedures Manual, 2 hours Broker Management, WAAR
36. \*64680 Updating & Maintaining a Company Policies & Procedures Manual, 2 hours Real Estate Related, WAAR
37. \*64682 IPHONE and IPAD Training for Real Estate & Business, 1 hour Real Estate Related, WAAR
38. \*64684 Private Wells and Septic System, 1 hour Real Estate Related, WAAR
39. \*64686 Utilizing Picasa in Real Estate, 1 hour Real Estate Related, TRSRE
40. \*64688 Selling HUD Owned Homes, 1 hour Real Estate Related, TRSRE
41. \*64690 Deal Killers, 1 hour Real Estate Contracts, TRSRE
42. \*64692 Regulated Materials for Real Estate Professionals, 2 hours Real Estate Related, Blue Ridge Real Estate School
43. \*64694 Buyer Agency and Disclosure Forms, 3 hours Real Estate Agency, Long and Foster Institute of Real Estate
44. \*64696 Brokerage Relationships Informing the Consumer, 1 hour Real Estate Agency, Long and Foster Institute of Real Estate

- 45. 64698 Updating & Maintaining a Company Policies & Procedures Manual, 2 hours Broker Management, Peninsula Real Estate School
- 46. \*64700 REO: Responsibilities, EDU and Opportunities, 1 hour Legal Updates, 3 hours Real Estate Contracts, 4 hours Real Estate Related, RAR
- 47. \*64702 The Real Estate Sales Process, 3 hours Real Estate Related, Montague Miller Real Estate School
- 48. \*64704 Elements of Writing Effective Contracts, 3 hours Real Estate Contracts, Montague Miller Real Estate Academy
- 49. \*64706 The Art of Negotiation, 2 hours Real Estate Related, Montague Miller Real Estate Academy
- 50. \*64708 Fundamentals of Real Estate Investment, 3 hours Real Estate Related, Montague Miller Real Estate Academy
- 51. 64710 Contracts, 1 hour Real Estate Contracts, Academy of Real Estate
- 52. 64711 Virginia Agency, 1 hour Real Estate Agency, Academy of Real Estate

B. Original Continuing Education course applications, pending school application:

- 1. \*64712 Contracts, 3 hours Real Estate Contracts, Alexandria Old Town Real Estate School, LLC
- 2. \*64714 The Common Contract Addenda, 3 hours Real Estate Contracts, Alexandria Old Town Real Estate School, LLC
- 3. \*64716 Agency Law, 3 hours Real Estate Agency, Alexandria Old Town Real Estate School, LLC
- 4. \*64718 The Selling Process, 3 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC

V. Post License Education Course Applications

A. Previously-approved Post License Education course applications, approved school:

1. 64597 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
2. 64598 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
3. 64599 Ethics & Standards of Conduct/Current Industry Issues and Trends (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
4. 64600 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
5. 64601 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate

B. Original Post License Education course applications, approved school:

1. \*64603 The Cloud-Your Future Business Address (Technology), 1 hour Residential Real Estate Elective Topics, RAR
2. \*64611 Nuts and Bolts of 203K Loans (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, The Professional Development Institute
3. \*64613 Sustainability (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate school
4. \*64619 Title Insurance (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Real Estate Career Academy
5. \*64624 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Monarch Title, Inc.
6. \*64626 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR
7. \*64628 REO Properties (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate

8. \*64631 Top Contract Mistakes and How You can Avoid Them (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Institute of Continuing Education, LC
9. \*64633 Remodeling for Real Estate Agents (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Dominion Title Corporation
10. \*64637 How to Read a Credit Report (Other Real Estate Related), 1 hour Property Management Elective Topics, VAR
11. \*64639 Property Management Skills - Exceptional Customer Service, Avoiding Risk, and Conflict Resolution (Tenant/Landlord Relationships), 2 hours Property Management Elective Topics, VAR
12. \*64642 I Don't Give A Twit... Social Media Risk (Technology), 2 hours Residential Real Estate Elective Topics, VAR
13. \*64646 Code of Ethics - The Code is Good Business (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Peninsula School for Real Estate
14. \*64651 VA/FHA for Realtors (Finance), 3 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
15. \*64654 Residential Property Management: A Down-and-Dirty Guide to Managing Single-Family Rental Property (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
16. \*64657 Cloud Computing for Today's Realtor (Technology), 2 hours Residential Real Estate Elective Topics, VAR
17. \*64659 Buyer Agreements: Law + Code = Good Business (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
18. \*64661 Ramp Up Your Brokerage Business (Other Real Estate Related), 2 hours Commercial Real Estate Elective Topics, VAR
19. \*64664 Game On! Why Deals Don't Close - And What We Can Do About It (Selling Process), 2 hours Residential Real Estate Elective Topics, VAR
20. \*64666 Roadmap to Successful Rentals in Community Associations (Other Real Estate Related), 2

- hours Property Management Elective Topics, VAR
21. \*64668 Insurance in Community Associations - What Do I Need To Know? (Other Real Estate Related), 1 hour Property Management Elective Topics, VAR
  22. \*64673 Don't Become A Fair Housing Case Study (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
  23. \*64675 Appraisers/Realtors Learn About the Dodd-Frank Act (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, RAR
  24. \*64677 Comparable Market Analysis Class (Property Valuation/Listing Process), 2 hours Residential Real Estate Elective Topics, WAAR
  25. \*64681 Updating & Maintaining a Company Policies & Procedures Manual (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, WAAR
  26. \*64683 Iphone and Ipad Training for Real Estate & Business (Technology), 1 hour Residential Real Estate Elective Topics, WAAR
  27. \*64685 Private Wells and Septic Systems (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
  28. \*64687 Utilizing Picasa in Real Estate (Technology), 1 hour Residential Real Estate Elective Topics, TRSRE
  29. \*64689 Selling HUD Owned Homes (Selling Process), 1 hour Residential Real Estate Elective Topics, TRSRE
  30. \*64691 Deal Killers (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, TRSRE
  31. \*64693 Regulated Materials for Real Estate Professionals (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Blue Ridge Real Estate School
  32. \*64695 Buyer Agency and Disclosure Forms (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Long and Foster Institute of Real Estate
  33. 64699 REO: Responsibilities, EDU & Opportunities (Finance), 5 hours Residential Real Estate Elective Topics, RAR

34. \*64701 REO: Responsibilities, EDU & Opportunities (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, RAR
35. \*64703 The Real Estate Sales Process (Selling Process), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate School
36. \*64705 Elements of Writing Effective Contracts (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Montague Miller Real Estate Academy
37. \*64707 The Art of Negotiation (Selling Process), 2 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
38. \*64709 Fundamentals of Real Estate Investment (Finance), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy

C. Original Post License Education course applications, pending school application:

1. \*64713 Contracts (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
2. \*64715 The Common Contract Addenda (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
3. \*64717 Agency Law (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
4. \*64719 The Selling Process (Selling Process), 3 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC

VI. Residential Standard Agency Courses

A. Previously approved Residential Standard Agency course applications, approved school:

1. 64604 Residential Standard Agency, 3 hours, Premier Realty Inc.
2. 64615 Residential Standard Agency, 3 hours, FSLAWVA Real Estate Educators, LLC

3. 64617 Residential Standard Agency, 3 hours,  
Liz Moore University
4. 64629 Residential Standard Agency, 3 hours, TRSRE
5. 64647 Residential Standard Agency, 3 hours, AWRES
6. 64652 Residential Standard Agency, 3 hours, The  
Real Estate Group

B. Original Residential Standard Agency Course applications,  
approved school:

1. 64614 Residential Standard Agency (On-line), 3  
hours, American School of Real Estate  
Express, LLC
2. 64620 Residential Standard Agency (On-line), 3  
hours, McKissock, LP
3. 64649 Residential Standard Agency (On-line), 3  
hours, The CE Shop, Inc.
4. 64697 Residential Standard Agency (On-line), 3  
hours, Career Webschool

VII. Pre-License Education Instructors

1. Kimber A. Smith
2. Philip L. Black
3. Karen Ann Morgan
4. Susan Y. Magee
5. David Henry Thomas

VIII. Additional Continuing/Post License Education Instructors

1. **Kellye Clarke and Vince Keegan** - 64304 (Residential  
Standard Agency), **MAI Institute**
2. **Jane Ford Clark** - 62642/62643 (Seller Representative  
Specialist), **Long and Foster Institute of Real Estate**
3. **Judy Graham** - 64499 (Residential Standard Agency),  
**Cindy Bishop Worldwide**
4. **Barbara Hendrickson** - 61536/61537 (Today's  
Addendums), 64499 (Residential Standard Agency),  
**Cindy Bishop Worldwide**
5. **Carleton Chambers** - 62756/62757 (Finance), **Long and  
Foster Institute of Real Estate**
6. **Elizabeth Csoka-Bubacz** - 63819/63820 (2012 Regional  
Sales Contract & VA Jurisdictional Addendum Summary  
of Changes), 64116/64117 (2012 Regional Sales

Contract Changes to Paragraph 7 Property Maintenance and Condition and Paragraph 10 Personal Property and Fixtures, 62538/62539 (A Mock Settlement), 62679/62680 (Agency Law Demystified), 63817 (Agent Duties & Disclosures), 59617/59618 (An Introduction to Short Sale and the Short Sale Addendum) 57203/57204 (Bankruptcy and Foreclosure) 62673/62674 (Closing Real Estate Sales in Virginia) 63821/63822 (Congratulations - You Got the Listing!) 60553/60554 (Contracts with Escalators - An Elevator to the Top Sales Price), 62597/62598 (Death, Divorce, & Bankruptcy - The Ins and Outs of these Unconventional Transactions) 59439/59440 (Earnest Money Deposits) 62945/62946 (Effective Real Estate Contracts in Northern Virginia), 62821/62822 (Ethics for Real Estate Agents), 62819/62820 (Fair Housing Law) 63818 (Fair Housing - CE only), 62817/62818 (Foreclosure, REOs and Short Sales), 57585/57586 (Foreclosures, REOs and Short Sales - A Primer), 57239/57240 (Foreign Buyers and Sellers) 58406/58407 (Highlights of NVAR's 2006 Regional Sales Contract w/ Selected Items from VJA) 64211/64212 (Home Inspection 2012), 63370/63371 (Legal Updates and Emerging Trends), 56585/60075 (Limited Service Agency), 64131/64132 (Mold and Defective Chinese Drywall, 59435/59436 (Navigating the Virginia Jurisdictional Addendum), 57578/57579 (New 2006 Regional Sales Contract-What's Working & What's Not), 57921/57922 (New Forms for 2008 for Your Northern VA Real Estate Practice), 57919/57920 (NVAR's 2007 Listing Agreement), 57923/57924 (NVAR's 2008 Contingencies/Clauses Addendum to Sales Contract 62530/62531 (Taxes for the Independent Contractor) 59437/59438 (The Final RESPA Rule), 57497/57498 (The New Virginia Residential Property Disclosure Statement), 57499/57500 (The Newest Appraisal and Financing Contingencies), 62696/62697 (Title Insurance and Surveys), 56593/56594 (Title Insurance: What is it? Why Get It?), 62815/62816 (Transactions Involving FHA/VA Financing) 62813/62814 (Unconventional Transactions), 62607/62608 (Understanding Deed and Tenancy- Effectively Transferring Title to Real Property) 64008/64009 (Understanding the Conventional, FHA and VA Financing Addendum), 64006/64007 (Understanding and Using the New NVAR Well and Septic Addendum) 56166/56167 (Understanding Your Upcoming Virginia

Transaction), 57201/57202 (What is Delivery?)  
62811/62812 (Why Didn't My Short Sale Close),  
62809/62810 (Willis, Estates, and Title Issues  
64120 (Residential Standard Agency), **MBH  
Settlement, L.C.**

7. **David Nash** - 64308 (Residential Standard Agency),  
**Long and Foster Institute of Real Estate**
8. **Randy Kutz** - 64074/64075 (Certified Negotiation  
Expert, **PWAR**

IX. Other Business

X. Public Comment

XI. Adjourn

\* **Continuing Education and Post License Education Course  
Companion Applications**