



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

Ralph S. Northam  
Governor

Brian Ball  
Secretary of  
Commerce and Trade

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

The Real Estate Board Education Committee met on Wednesday, July 10, 2019, at 2:00 p.m., at the Department of Professional & Occupational Regulation in Richmond, Virginia.

Committee Members present: Lynn Grimsley  
Candice Bower  
Libby Gatewood  
Steve Hoover, Board Chair

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

Ms. Grimsley called the meeting to order at 2:04 p.m.

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

Education providers should not submit instructional content for professional designations recognized by the Board when requesting approval to teach.

Board regulation 18 VAC 135-20-360.B.3 lists professional designations that may be used to meet the qualifications for a pre-license instructor certification. In 2018, the Board-approved additional professional designations. Since these are nationally recognized, education providers should not submit the course content (Attachment #5) as part of course applications when requesting approval to teach any of these courses. However, if the instructional content for an approved professional designation changes substantially, the course must be resubmitted with the new instructional content.

An update on the real estate exam.

As a follow up to the conversation and questions about the real estate exams during the last committee meeting, Shannon Webster, Director of Examinations, reported on the exam process and pass rate. She stated that the state questions were reviewed and updated in January of 2017 and the national questions in November of 2018. Ms. Webster provided an overview of the selection of Subject Matter Experts (SME), the development and selection of exam questions, and the periodic exam review process. Ms. Webster and her staff reviewed the real estate pass rate and have no concerns about the percentages. She will provide the committee with the pass rate for each part of the exam base on the number of people who

took the exam versus the number of times the exam was taken. This will eliminate the skewing of the fail rate by individuals who take and fail the exam multiple times.

Public Comment.

There was no public comment.

The following applications were approved without stipulation unless noted otherwise:

IV. Proprietary School Applications

1. 0211001263 – OCL Real Estate, LLC, Brookfield, WI  
Contact Person: Bridget Mangan
2. 0211001268 – Brooks Real Estate, Inc. Williamsburg, VA  
Contact Person: John C. Wilson

V. Continuing Education Course Applications

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

1. 0214024399 The Supervising Broker, 2 hours Broker Supervision, SVAR (**Patsy Rogers**)
2. 0214024400 Management of Real Estate Brokerage Firms, 6 hours Broker Management, SVAR (**Patsy Rogers**)
3. 0214024432 Twenty Cost-Effective Home Improvements Online Video Course V1.0 (On-line), 4 hours Real Estate Related, DF INSTITUTE LLC dba Kaplan Real Estate Education (**F.A Dan Daniels**)- **pending Board approval original CE # 10**

B. Original Continuing Education Course Applications, Approved schools:

1. 0214024396 1031 Tax Exchange, 2 hours Real Estate Related, Alpha College of Real Estate (**duplicate PLE # 2**)
2. 0214024398 Title Search Basics, 3 hours Real Estate Related, Alpha College of Real Estate (**duplicate PLE # 1**)
- \*3. 0214024402 New Construction Blueprint Reading, 24 hours Real Estate Related, Alpha College of Real Estate (**duplicate PLE # 3**) – **is this real estate related**
4. 0214024407 Military Professional Relocation, 6 hours Real Estate Related, FAAR (**duplicate PLE # 4**)
5. 0214024410 Of Course It's Right—It's on the Internet, 3 hours Real Estate Related, Virginia Realtors (**duplicate PLE # 5**)
6. 0214024419 Legal Updates and Emerging Trends, 1 hour Legal Updates, Cobalt Settlements, LLC
7. 0214024420 Agency Primer, 1 hour Real Estate Agency, Cobalt Settlements, LLC

8. 0214024421 Introduction to Contracts, 1 hour Real Estate Contracts, Cobalt Settlements, LLC  
**Approved pending receipt of updated contract.**
9. 0214024422 Fair Housing, 2 hours Fair Housing, Cobalt Settlements, LLC
10. 0214024431 Twenty Cost-Effective Home Improvements Online Video Course V1.0 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc., d.b.a. REcampus.com
11. 0214024433 Back to Basics Contract – Part 1 – What is Contract? 1 hour Real Estate Contracts, DAAR
12. 0214024434 Back to Basics Contract – Part II – Disclosures Shall Set you Free, 1 hour Real Estate Contracts, DAAR
13. 0214024435 Back to Basics Contract – Part III, 1 hour Real Estate Contracts, DAAR
14. 0214024436 Back to Basics Contract – Part IV, 1 hour Real Estate Contracts, DAAR
15. 0214024437 Back to Basics Contract – Part V, 1 hour Real Estate Contracts, DAAR
16. 0214024438 Assisting First Time Homebuyers, 1 hour Real Estate Related, Cardinal Title Academy
17. 0214024439 Fair Housing (CRP), 2 hours Fair Housing, Alpha College of Real Estate (**duplicate PLE 6**)
- \*18. 0214024441 I Don't Give a Twit... Social Media Risk Management, 2 hours Real Estate Related, Virginia Realtors
19. 0214024443 Managing Online dotloop Transactions (On-line), 3 hours Real Estate Related, McKissock, LLC
20. 0214024444 Property Management Pitfalls, 4 hours Real Estate Related, Alpha College of Real Estate (**duplicate CE # 21 and PLE # 8**)
21. 0214024445 Property Management Pitfalls, 4 hours Broker Management, Alpha College of Real Estate (**duplicate CE #20 and PLE #8**)
22. 0214024447 Virginia Fair Housing Law Review for Property Management, 2 hours Fair Housing, Virginia Realtors (**duplicate PLE # 9**)
23. 0214024449 Trust Based Ethics, 3 hours Ethics and Standards of Conduct, Virginia Realtors (**duplicate PLE # 10**)
24. 0214024451 MILRES-Military Residential Specialist, 6 hours Real Estate Related, Long and Foster Institute of Real Estate
25. 0214024452 Listing your Luxury Property, 2 hours Real Estate Related, Preferred Systems, Inc.
26. 0214024454 Preparing Homes to Sell Quickly, 1 hour Real Estate Related, Preferred Systems, Inc.
27. 0214024455 Bridge and Construction Loans, 1 hour Real Estate Related, Cardinal Title Academy, LLC
28. 0214024456 Renovation Loans, 1 hour Real Estate Related, Cardinal Title Academy, LLC

29. 0214024457 Understanding Consumer Credit Repair, 1 hour Real Estate Related, Cardinal Title Academy, LLC
30. 0214024458 What Realtors Should Know About Home Financing, 1 hour Real Estate Related, Cardinal Title Academy, LLC
31. 0214024459 What Every Realtor Should Know About VA Home Loans, 1hour Real Estate Related, Cardinal Title Academy, LLC
32. 0214024473 Virginia Fair Housing Legal Update, 2 hours Fair Housing, FutureLaw II LLC **(duplicate PLE # 11)**
33. 0214024475 Real Estate Contracts and Agency Update, and Fair Housing, 2 hours Fair Housing, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, and 1 hour Real Estate Related FutureLaw II LLC
34. 0214024476 Listing Essentials, 2 hours Real Estate Related, Gralynn, Inc.
35. 0214024477 Advertising Essentials, 2 hours Real Estate Related, Gralynn, Inc.
36. 0214024478 Antitrust, 1 hour Legal Updates, Virginia Realtors **(duplicate 37)**
37. 0214024479 Antitrust, 1 hour Broker Management, Virginia Realtors **(duplicate 36)**
38. 0214024480 Home Staging by the Book, 2 hours Real Estate Related, Preferred Systems, Inc.
39. 0214024481 Preparing Homes to Sell Quickly, 1 hour Real Estate Related, Preferred Systems, Inc.
40. 0214024482 Code of Ethics with Leigh Brown, 3 hours Ethics and Standards of Conduct, Peninsula Real Estate School
41. 0214024488 Property Management Forms Update 2019, 1 hour Broker Management, Virginia Realtors
42. 0214024489 Common Legal Hotline Q&A for Property Managers, 1 hour Legal Updates, Virginia Realtors
43. 0214024491 Introduction to Intellectual Property in Real Estate, 1 hour Broker Management, Virginia Realtors
44. 0214024492 ~~NINJA Selling~~—Seller Processes, 2 hours Real Estate Related, Cardinal Title Academy, LLC
45. 0214024493 ~~NINJA Selling~~—Buyer Process, 2 hours Real Estate Related, Cardinal Title Academy, LLC
46. 0214024494 1 July 2019 Legislative Update, 1 hour Legal Updates, FAAR
47. 0214024495 Contracts with Escalation Clauses ~~Escalators~~, 2 hours Real Estate Contracts, MBH Settlement Group, LC  
**Approved pending the receipt of up-to-date information. Three instructors were not approved.**
48. 0214024506 Certified New Home Sales Professional (CSP), 8 hours Real Estate Related, Alpha College of Real Estate

- C. Original Continuing Education Course Application, pending School application:
  - 1. None
- D. Timed Course Outline review for updated Broker Supervision requirements
  - 1. 0214024453 VA 24 HR Broker Course Medley #1 (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hours Real Estate Agency, 1 hours Real Estate Contracts, 6 hours Broker Management, 2 hours Broker Supervision, and 8 hours Real Estate Related, The Builders License Class LLC

## VI. Post License Education Course Applications

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

- 1. None

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

- 1. 0214024397 Title Search Basics, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate CE # 2)**
- 2. 0214024401 1031 Tax Exchange, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate CE # 1)**
- \*3. 0214024403 Blueprint Reading, , 2 hours Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate CE # 3)**
- 4. 0214024408 Military Professional Relocation, 2 hours Current Industry Issues and Trends, FAAR **(duplicate CE # 4)**
- 5. 0214024411 Of Course It's Right—It's on the Internet, 2 hours Current Industry Issues & Trends, Virginia Realtors **(duplicate CE # 5)**
- 6. 0214024440 Fair Housing (CRP), 2 hours Fair Housing, Alpha College of Real Estate **(duplicate CE # 17)**
- \*7. 0214024442 I Don't Give a Twit...Social Media Risk Management, 2 hours Current Industry Issues & Trends, Virginia Realtors **(duplicate CE # 18) -**
- 8. 0214024446 Property Management Pitfalls, 2 hours Current Industry Issues & Trends, Alpha College of Real Estate **(duplicate CE # 20 and # 21)**
- 9. 0214024448 Virginia Fair Housing Law Review, 2 hours Fair Housing, Virginia Realtors **(duplicate CE # 22)**

10. 0214024450 Trust Based Ethics, 3 hours Ethics & Standard of Conduct, Virginia Realtors (**duplicate CE # 23**)
11. 0214024474 Virginia Fair Housing Legal Updates, 2 hours Fair Housing, FutureLaw II LLC (**duplicate CE # 32**)
12. 0214024507 Understanding The HECM for Home Purchase, 2 hours Real Estate Related – Finance, HECM Association, Inc.

C. Original Post Licensing Education Course Application, Pending School application:

1. None

#### VII. Pre-License Education Instructors

1. 0230001615 – John Vandersyde – Education & Experience (Principles) **Not approved. Not enough applicable experience.**
2. 0230001617 – Januari Monique Coates – Experience & Professional Designation (Principles)

#### VIII. Pre-License Education Courses

1. 0214024483 45-hours Broker Real Estate Finance (Classroom), DAAR
2. 0214024484 45-hours Broker Real Estate Brokerage (Classroom), DAAR
3. 0214024485 45-hours Broker Real Estate Finance (On-line) , The CE Shop
4. 0214024486 45-hours Broker Real Estate Appraisals (On-line) The CE Shop
5. 0214024487 45-hours Broker Real Estate Investment (On-line) The CE Shop

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

1. **Teresa Pasiak**  
 0214020871 - Standard Owner's Policy V. 2013 Homeowner's Policy  
 0214022041 - Descriptions and Surveys  
 0214019336 - What Is Title Insurance?  
 0214020224 - The New Loan Estimate and Closing Disclosure Explained  
**FNT**
2. **Sokho Darren Kim**  
 0214021794 - Mortgage for Real Estate Taxation  
 0214021795 - Cash Flow Planning for Real Estate Investors  
 0214021796 - Mortgage Math Camp  
**CMPS INSTITUTE LLC**
3. **Mark Worrilow**  
 0214024199 – Broker Supervision  
 0214024222 – Broker Risk & Escrow Management

- DAAR**
4. **Sara Mendez Rodriguez**  
0214023954 & 0214023955 – Estate & Business Succession Planning  
0214023901 – Estate and Wills
- DAAR**
5. **Patricia Kliewer**  
0214023666 & 0214022733 - Mortgage Financing  
0214023667 - Explaining Credit to Your Clients  
**Long & Foster Institute of Real Estate**
6. **Mona-Tina Guynn**  
0214023666 & 0214022733 - Mortgage Financing  
0214023667 - Explaining Credit to Your Clients  
**Long & Foster Institute of Real Estate**
7. **Athena Petersen**  
0214024364 - Pathways to Professionalism  
**JoAnn Kokindo**  
0214024364 - Pathways to Professionalism  
**Kevin McGrath**  
0214024364 - Pathways to Professionalism  
**David Lewis**  
0214024364 - Pathways to Professionalism  
**Kevin Hagan**  
0214024364 - Pathways to Professionalism  
**Julie Tobin Frank**  
0214024364 - Pathways to Professionalism  
**Jill Malloy**  
0214024364 - Pathways to Professionalism  
**Martha Eaheart**  
0214024364 - Pathways to Professionalism  
**Rachel Foster**  
0214024364 - Pathways to Professionalism  
**Donna Procise**  
0214024364 - Pathways to Professionalism  
**Tom Holloway**  
0214024364 - Pathways to Professionalism  
**John VanderSyde**  
0214024364 - Pathways to Professionalism  
**Mary Beth Pauley**  
0214024364 - Pathways to Professionalism  
**Elizabeth Dalton**  
0214024364 - Pathways to Professionalism  
**Donna Greer**  
0214024364 - Pathways to Professionalism  
**Kermit Johnson**  
0214024364 - Pathways to Professionalism  
**Nancy King**  
0214024364 - Pathways to Professionalism  
**Candy Dennis**  
0214024364 - Pathways to Professionalism  
**Tina Holt**  
0214024364 - Pathways to Professionalism

**Jason Goodin**

0214024364 - Pathways to Professionalism

**Kelly Corbett**

0214024364 - Pathways to Professionalism

**Ronald Miscavige**

0214024364 - Pathways to Professionalism

**Vickie Breedlove**

0214024364 - Pathways to Professionalism

**Bobbie Holman**

0214024364 - Pathways to Professionalism

**Walter Grewe**

0214024364 - Pathways to Professionalism

**Jeff Reynolds**

0214024364 - Pathways to Professionalism

**Jeremy Caleb Johnson**

0214024364 - Pathways to Professionalism

**Karin Knowles**

0214024364 - Pathways to Professionalism

**Sidney Smyth**

0214024364 - Pathways to Professionalism

**Matthew White**

0214024364 - Pathways to Professionalism

**David B. Jackson**

0214024364 - Pathways to Professionalism

**Jennifer Epler Mccarthy**

0214024364 - Pathways to Professionalism

**Gina Jilia Parello**

0214024364 - Pathways to Professionalism

**James C. Pope**

0214024364 - Pathways to Professionalism

**Willard H. Saunders**

0214024364 - Pathways to Professionalism

**Teresa M. Schudel**

0214024364 - Pathways to Professionalism

**Russell B. Adams III**

0214024364 - Pathways to Professionalism

**Nina Bonacic-Doric (Wolf)**

0214024364 - Pathways to Professionalism

**Kristin W. Agnoli**

0214024364 - Pathways to Professionalism

**Donald W. Tomlinson**

0214024364 - Pathways to Professionalism

**Long and Foster Institute of Real Estate**

8. **Victor Shaheen**

0214022866 - 1031 Exchanges-By the Rules

0214022867 - 1099-S Cash Reporting, FIRPTA and Federal Issues At Closing

0214022868 - FIRPTA -Closing the Foreign Seller

0214022871 - Real Estate Professional's Real Estate Professionals

0214023703 - The Rein Contract

0214023699 - VA Mechanics Liens & Construction Loans



**Gina Sultan**

0214022866 - 1031 Exchanges-By the Rules

0214022867 - 1099-S Cash Reporting, FIRPTA and Federal Issues At Closing

0214022868 - FIRPTA -Closing the Foreign Seller

0214022871 - Real Estate Professional's Real Estate Professionals

0214023703 - The Rein Contract

0214023699 - VA Mechanics Liens & Construction Loans

**Title Resources Guaranty Company**

9. **Victor Shaheen**

0214022873 - Virginia Decedent Estates

0214022872 - Rein Contract

0214022870 - Introduction to Title Insurance

0214022869 - Fraud Prevention

0214023881 - Signing Authority – POAS, Estates, Trust, and Guardianship

**Gina Sultan**

0214022873 - Virginia Decedent Estates

0214022872 - Rein Contract

0214022870 - Introduction to Title Insurance

0214022869 - Fraud Prevention

0214023881 - Signing Authority – POAS, Estates, Trust, and Guardianship

**Title Resources Guaranty Company**

X. New Business

XI. Adjourn