

FAIR HOUSING BOARD
Wednesday, October 15, 2025 – 10:00 a.m.
2nd Floor – Board Room 3
Department of Professional and Occupational Regulation
9960 Mayland Drive
Richmond, Virginia 23233

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Egress
- b. Determination of Quorum

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT PERIOD *FIVE MINUTE PUBLIC COMMENT, PER PERSON*

IV. NEW BUSINESS

- a. General Review of Fair Housing Certification Regulations
 - i. Summary of Comments for General Review of Fair Housing Certification Regulations
- b. Fee Change

V. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

- a. Travel Voucher
- b. Conflict of Interest Form

VI. ADJOURNMENT

NEXT MEETING SCHEDULED FOR WEDNESDAY, DECEMBER 3, 2025

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

DETERMINATION OF QUORUM:

- The Fair Housing Board, consist of twelve members, adheres to the requirement that a quorum, defined as the minimum number of members necessary to conduct official business, is constituted by seven board members in accordance with [§ 54.1-2344](#).

DRAFT AGENDA
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And are not to be construed as regulation or official board position
DRAFT AGENDA

2 **Fair Housing Board**

3 **General Review of Fair Housing Certification Regulations**

4 **18VAC62-20-10. Applicability.**

5 This chapter is applicable to persons subject to the Virginia Fair Housing Law (§ 36-96.1 et
6 seq. of the Code of Virginia) who are in the business or activity of selling or renting dwellings as
7 defined in this chapter, except those individuals who hold a valid license issued by the Real Estate
8 Board.

9 **18VAC62-20-20. Definitions.**

10 The following words and terms when used in this chapter, ~~unless a different meaning is~~
11 ~~provided or is plainly required by the context, shall have the following meanings~~ unless a different
12 meaning is provided or is plainly required by the context:

13 "Board" means the Fair Housing Board.

14 "Certificate holder" means any person in the business of selling or renting dwellings ~~holding~~
15 who holds a valid certificate issued by the board.

16 "Certification" means the process by which the board issues a certificate to a person certifying
17 completion of the entry requirements established by this chapter.

18 "Hour" means 50 minutes.

19 "Person in the business or activity of selling or renting dwellings" means any person who (i)
20 ~~within the preceding 12 months has participated as principal in three or more transactions~~
21 ~~involving the sale or rental of any dwelling or any interest therein or (ii) is the owner of any~~
22 combination of residential dwelling ~~designed or intended for occupancy by or~~ units occupied by
23 five or more families. "Person in the business or activity of selling or renting dwellings" does not

24 include any person involved in the sale of a dwelling or interest therein pursuant to a deed of trust
25 or in full or partial satisfaction of a debt that was secured by such dwelling or interest therein or
26 other lien on such property.

27 "Proprietary school" means (i) a privately owned school; (ii) a real estate professional
28 association; or (iii) other entities, not under the authority of the Department of Education ~~but~~
29 ~~approved by the Fair Housing Board to teach fair housing courses.~~

30 "Provider" means an accredited university, college, community college, or high school offering
31 adult distributive education courses; or a school offering fair housing related courses.


32 **18VAC62-20-30. Qualifications for certification.**

33 A. Every applicant for fair housing certification ~~shall~~ must have the following qualifications:

34 1. The applicant ~~shall~~ must complete two hours of fair housing training approved by the
35 board or the Real Estate Board.

36 2. The applicant ~~shall~~ must have taken the two-hour fair housing training within two years
37 of the date of application.

38 3. If the applicant has in the last five years been found in a court or an administrative body
39 of competent jurisdiction to have violated the Virginia Fair Housing Act (§ 36-96.1 et seq.
40 of the Code of Virginia), the fair housing laws of any jurisdiction of the United States,
41 including without limitation Title VIII of the Civil Rights Act of 1968 (82 Stat. 73), or the Civil
42 Rights Act of 1866 (14 Stat. 27), there being no appeal therefrom or the time for appeal
43 having elapsed, then the applicant shall disclose ~~said~~ those violations ~~and complete an~~
44 ~~additional two hours of training in other applicable federal and state discrimination laws~~
45 ~~and regulations.~~

46  B. Applicants must provide an address [that will serve as the address of record and email
47 address].

48 **18VAC62-20-40. Application fees Fees.**

49 A. All application fees are nonrefundable and the date of actual receipt by the board or its
50 agent is the date that will be used to determine whether ~~#~~ the fee is timely received.

51 B. The application fee for certification ~~shall~~ will be \$25.

52 C. All fees for renewal are nonrefundable, and the date of actual receipt by the board or its
53 agent is the date that will be used to determine whether the fee is timely received.

54 D. Renewal fees are as follows:

<u>Renewal fee</u>	<u>\$25</u>
<u>Late renewal fee</u>	<u>\$25</u>

55 E. The application fee for approval as an instructor will be \$100.

56 F. The renewal fee for an instructor will be \$100.

57 G. The reinstatement fee for an instructor will be \$50.

58 **18VAC62-20-50. Renewal required.**

59 Certificates issued under this chapter ~~shall~~ will expire two years from the last day of the month
60 in which they were issued, as indicated on the certificate.

61 **18VAC62-20-60. Qualification for renewal.**

62 A. As a condition of renewal, all certificate holders ~~shall~~ will be required to satisfactorily
63 complete two hours of fair housing training approved by the board or the Real Estate Board within
64 the preceding two years.

65 ~~B. As a condition of renewal, all certificate holders shall have taken the two-hour fair housing~~
66 ~~training within two years of the date of renewal application.~~

67 ~~C. B.~~ Each certificate holder desiring to renew the certificate ~~shall~~ must return to the board the
68 ~~renewal application form and the appropriate fee as outlined in 48VAC62-20-90~~ 18VAC62-20-40.

69 ~~D. C.~~ If the certificate holder has in the last two years been found in a court or an administrative
70 body of competent jurisdiction to have violated the Virginia Fair Housing Act (§ 36-96.1 et seq. of
71 the Code of Virginia), the fair housing laws of any jurisdiction of the United States, including
72 ~~without limitation~~ Title VIII of the Civil Rights Act of 1968 (82 Stat. 73), or the Civil Rights Act of
73 1866 (14 Stat. 27), there being no appeal therefrom or the time for appeal having elapsed, then
74 the certificate holder shall must disclose ~~said~~ those violations and ~~complete an additional two~~
75 ~~hours of training in other applicable federal and state discrimination laws and regulations.~~

76 **18VAC62-20-70. Procedures for renewal.**

77 The board will ~~mail~~ send a renewal notice to the certificate holder at the last known address.
78 ~~Failure of the certificate holder to receive these notices does not relieve the certificate holder of~~
79 ~~the obligation to renew.~~

80 **18VAC62-20-80. Failure to renew.**

81 A. If the requirements for renewal of a certificate, including receipt of the fee by the board, are
82 not completed by the certificate holder within 30 days of the expiration date noted on the
83 certificate, a late renewal fee shall will be required in addition to the renewal fee.

84 B. If the requirements for renewal of a certificate, including receipt of the fee by the board, are
85 not completed by the certificate holder within six months of the expiration date noted on the
86 certificate, the certificate holder shall must apply as a new applicant.

87 **18VAC62-20-90. Fees for renewal. (Repealed.)**

88 ~~A. All fees for renewal are nonrefundable, and the date of actual receipt by the board or its~~
89 ~~agent is the date that will be used to determine whether it is timely received.~~

90 ~~B. Renewal fees are as follows:~~

-	Renewal fee	\$25
-	Late renewal fee	\$25

91 **18VAC62-20-100. ~~Board discretion to deny renewal. (Repealed.)~~**

92 ~~The board may deny renewal of a certificate for the same reasons as it may refuse initial~~
93 ~~certification.~~

94 **18VAC62-20-110. Maintenance of certificates.**

95 ~~A. A certificate holder shall keep the board informed of his current address at all times.~~
96 ~~Changes of address shall or email address must be reported to the board in writing within 30~~
97 ~~60 calendar days after such change. A physical An address is required; a post office box is not~~
98 ~~acceptable. The board shall will not be responsible for the certificate holder's failure to receive~~
99 ~~notices, communications, and correspondence caused by the certificate holder's failure to~~
100 ~~promptly notify the board of any change of address.~~

101 ~~B. A certificate holder shall must notify the board in writing of a name change within 30 60~~
102 ~~calendar days of any change in the certificate holder's legal name. Such notification shall must~~
103 ~~be accompanied by a copy of a marriage certificate, divorce decree, or court order ~~or other~~~~
104 ~~documentation that verifies the name change.~~

105 ~~C. Proof of certification shall be accessible in the place of business.~~

106 **18VAC62-20-120. ~~Proprietary school standards; course~~ Course requirements; instructor**
107 **requirements.**

108 ~~A. Every applicant to the board for a proprietary school approval shall submit evidence of~~
109 ~~financial responsibility to ensure that these schools protect the public health, safety and welfare.~~

110 ~~B. Every applicant to the board for approval as an instructor shall must have the following~~
111 ~~qualifications:~~

112 ~~1. The applicant shall must be a qualified expert in a field related to fair housing who will~~
113 ~~teach only in the area of his the applicant's expertise. Each applicant will be required to~~

114 state ~~his~~ the applicant's area of expertise and furnish proof of ~~his~~ expertise, including, ~~but~~
115 ~~not limited to,~~ educational transcripts, professional certificates, and letters of reference
116 that will verify the applicant's expertise. The applicant must have completed at least eight
117 hours of fair housing courses, including two hours within the last 12 months. [An applicant
118 must have taught a minimum of eight hours of fair housing courses, at least two hours of
119 which must have been taught within the last 12 months.]

120 2. The applicant ~~shall~~ must disclose whether in the last five years ~~he~~ the applicant has
121 been found in a court or an administrative body of competent jurisdiction to have violated
122 the Virginia Fair Housing Act (§ 36-96.1 et seq. of the Code of Virginia), the fair housing
123 laws of any jurisdiction of the United States, including ~~without limitation~~ Title VIII of the
124 Civil Rights Act of 1968 (82 Stat. 73), or the Civil Rights Act of 1866 (14 Stat. 27), there
125 being no appeal therefrom or the time for appeal having elapsed.

126 C. B. Providers of fair housing courses ~~shall~~ must submit all subjects to the board for approval
127 prior to initially offering the course. The board ~~shall~~ will approve each course based on the
128 relevance of the subject to fair housing. ~~Those providers that propose to offer courses~~ A provider
129 seeking approval of a course must submit the an application for course along with any required
130 documentation approval on an application a form provided by the board. In addition to the
131 appropriate fee provided in 18VAC62-20-40, the application must include:

- 132 1. A course syllabus listing the main points of the course;
133 2. A copy of current Fair Housing Board Instructor Certification from each instructor;
134 3. A comprehensive, timed course outline indicating course subjects and the number of
135 minutes of instruction for each subject;
136 4. A copy of the course materials used or distributed, including books, handouts,
137 pamphlets, overhead slides, and detailed lecture notes; and

- 138 5. A copy of the proposed course completion certificate, which includes:
- 139 a. Course name;
- 140 b. Course number;
- 141 c. Course date;
- 142 d. Student name;
- 143 e. Proprietary school name; and
- 144 f. A statement that the course is approved for Fair Housing Certification by the Virginia
- 145 Fair Housing Board.

146 ~~D. C. All instructors shall providers must provide each student with a document that the~~

147 ~~student may use as proof of course completion. The document shall contain the number of hours~~

148 ~~completed.~~

149 **18VAC62-20-130. School renewal procedures. (Repealed.)**

150 ~~A. Approval of a proprietary school shall expire two years from the last day of the month in~~

151 ~~which it was issued, as indicated on the proprietary school approval.~~

152 ~~B. The board will mail a renewal notice to the proprietary school at the last known address.~~

153 ~~Failure of the proprietary school to receive the notice does not relieve the proprietary school of~~

154 ~~the obligation to renew.~~

155 ~~C. If the renewal requirements are not completed within 30 days of the expiration date noted~~

156 ~~on the proprietary school approval, the proprietary school shall no longer offer board approved~~

157 ~~courses.~~

158 **18VAC62-20-140. Course renewal procedures.**

159 A. Approval of a course shall will expire two years from the last day of the month in which it

160 was issued, as indicated on the approval document.

161 B. The board will ~~mail~~ send a renewal notice to the course provider at the last known address.

162 [Failure of the course provider to receive the notice does not relieve the course provider of the
163 obligation to renew.]

164 C. If the renewal requirements are not completed within 30 days of the expiration date noted
165 on the course approval, the course shall will no longer be offered as a board approved course
166 eligible for renewal.

167 **18VAC62-20-150. Instructor renewal procedures.**

168 A. Approval of an instructor shall will expire two years from the last day of the month in which
169 it was issued, as indicated on the approval document.

170 B. The board will ~~mail~~ send a renewal notice to the instructor at the last known address. [

171 Failure of the instructor to receive the notice does not relieve the instructor of the obligation to
172 renew.]

173 C. If the requirements for renewal of an approved instructor, including receipt of the fee by the
174 board, are not completed within 30 days of the expiration date on the approval document, a
175 reinstatement fee shall will be required. Approval as an instructor may be reinstated for up to one
176 year following the expiration date with payment of the reinstatement fee. After one year, the
177 approval as an instructor shall will not be reinstated under any circumstances and the instructor
178 must meet all current requirements and apply as a new applicant.

179 **18VAC62-20-160. Fees. (Repealed.)**

180 A. The application fee for approval of a proprietary school shall be \$100.

181 B. The renewal fee for proprietary school approval shall be \$100.

182 C. The application for approval as an instructor shall be \$100.

183 D. The renewal fee for an instructor shall be \$100.

184 ~~E. The reinstatement fee for an instructor shall be \$50.~~

185 **18VAC62-20-170. Posting of instructor approval. (Repealed.)**

186 ~~Copies of the instructor approval shall be available at the location where a course is taught.~~

187 **18VAC62-20-180. Withdrawal of approval.**

188 The board may withdraw approval of any ~~proprietary school, approved~~ instructor or course for
189 the following reasons:

190 1. The ~~proprietary school, instructor or course~~ no longer meets the standards established
191 by the board.

192 2. Where the instructor has been found to have violated or cooperated with others in
193 violating any provision of Chapter 5.1 (§ 36-96.1 et seq.) of Title 36 of the Code of Virginia,
194 the fair housing laws of any jurisdiction of the United States, including ~~without limitation~~
195 Title VIII of the Civil Rights Act of 1968 (82 Stat. 73), or the Civil Rights Act of 1866 (14
196 Stat. 27).

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FAIR HOUSING BOARD

Summary of Comments for General Review of Fair Housing Certification Regulations

Following is the summary of comments received during the public comment period (July 14, 2025, to September 12, 2025) regarding the Board's regulatory action for the general review of the Fair Housing Certification Regulations (18VAC62-20). The comment below represents the comment received on the proposed regulation. During the public comment period, the Board received comment from one (1) commenter.

	Regulation *#	Summary of Comment(s)	Draft Board Response
	Commenter		
1	62-20 Anonymous (Town Hall)	The commenter expressed concern regarding use of taxes to provide homes for people who are not fit to be homeowners. Commenter indicates that homeownership is a great responsibility that must be taken seriously.	The Board thanks you for your comment. The Board does not have any authority over this subject. As such, you are encouraged to contact the appropriate authority regarding your concerns.

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