



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

Terence R. McAuliffe
Governor

Todd Haymore
Secretary of
Commerce and Trade
Jay W. DeBoer
Director

VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, July 12, 2017, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Committee Chair
Sandee Ferebee
Lynn Grimsley
Lee Odems
Joe Funkhouser, Board Chair

Department Staff Members present: Jay DeBoer, Director
Jeffrey Williams, Board Administrator
James Chapman, Board Administrator
(Appraiser Board)
Janice Toole, Education Specialist
Beverly Bennett, Licensing Specialist

Mr. Hoover called the meeting to order at 2:03 p.m.

Ms. Ferebee made a motion to approve the agenda. The Committee approved it unanimously.

Public Comment.

No one from the public provided comment.

Exam pass rate reporting (follow up from last meeting).

PSI shared with Board staff the data it collects on examinees and how the methodology it uses to produce the "pass/fail" report it provides to the Board. PSI is unable to provide the Board with a report that only shows pass/fail rates based on a determined amount of time between when an examinee takes the exam and when the examinee actually completed a pre-license education course.

PLE: Time frames.

An educational provider, seeking to help licensees in their first licensure period, sent information to licensees that caused a lot of confusion as to when post-licensing education (PLE) had to be completed. Board staff shared with committee and the education providers present a copy of the letter sent to licensees in their first year of licensure who have not completed their PLE within 6 months of first being licensed. The letter lists licensees' initial licensure date and the date by which they need to have their PLE completed by if they want to remain active. The deadline is midnight one day prior to the actual day they were licensed the following year. For example, if an individual is licensed on July 12, 2016, the individual must complete PLE by midnight on July 11, 2017. Ms. Ferebee asked that the letter be modified to emphasize the deadline. Mr. Williams will work DPOR to modify the letter.

Education Carryover review process (overview).

Mr. Williams provided an overview of how the "carryover" process will work. Staff distributed to the education providers a carryover handout. Mr. Williams then provided a GREAT visual demonstrating how the process worked. The handout will be available on Board's website August 1, 2017. Because the Board's computer system is not capable of automatically calculating or determining carryover CE, Licensees must submit a worksheet and their course completion certificates to the Board if they have CE they wish to carryover. The worksheet will be available on the website September 1, 2017. Once staff determine that a licensee has CE that qualifies for carryover, the credits will be entered into the licensing system and show up on the Board's website. Regardless of whether the licensee has carryover CE, any licensee who submits a worksheet will get a letter stating whether or not he or she has carryover CE. This process will be in place by the time the first individual actually needs to use any available carryover, which is October 1, 2017 (the first day a license that expires in November of 2017 can be renewed).

Mr. Hoover stressed that licensees need to be made aware of the carryover process. Mr. Williams stated he would work with the Executive Director to get the word out as best as possible. Mr. Hoover asked Mr. Williams to discuss the carryover process with the full Board at its next meeting. Mr. Hoover instructed Mr. Williams to be forthcoming with expectations of potential problems with the process.

Meeting and cut-off dates for 2018 available soon.

The Board will adopt its 2018 meeting dates at its next meeting. The education application deadlines for 2018 will be updated on the Board's website after the next meeting.

Course completion certificates.

Staff discovered that at least one education provider did not provide students course completion certificates. Staff informed the provider, and reminded the other providers in the meeting, that providing course completion certificates is a regulatory requirement.

Staff also emphasized how importance those certificates are to the carryover approval process.

Video content: Drafting an instruction sheet.

Staff will develop, and make available to education providers, written instructions on how to present course video content in their pdf application documents. Mr. Williams will get committee members to review the instructions prior to their public distribution to ensure the instructions capture the content committee members want to review in the course applications.

CE Waiver Request.

The committee reviewed a CE Waiver request from an individual to whom the Board granted a waiver last year. The committee recommended the waiver be granted as long as the same stipulations are placed on the licensee as previously listed in the current Agreement for Licensure (e.g., referral status for the licensee and the licensee's sole proprietorship shall not have any associated real estate agents).

Block approval for Proprietary School Applications.

Base on the motion approved at the committee's last meeting, staff presented the five proprietary school applications to the committee as a group.

APPLICATION REVIEW.

The following applications were approved without stipulation unless noted otherwise.0

IV. Proprietary School Applications

1. 0211001187 - The Builders License Class, LLC,
Traverse City, MI
Contact Person: Jenny MacDowell
2. 0211001208 - University of Success, LLC, Fairfax, VA
Contact Person: Jeb S. Fuller
3. 0211001209 - LeCord Company, Inc. Winchester, VA
Contact Person: Michael E. Briel
4. 0211001212 - Mclean Mortgage Corporation, Fairfax, VA
Contact Person: Nicole Greco
5. 0211001211 - Mid-Atlantic CCIM Chapter, Baton Rouge,
LA, Contact Person: Nicole C. Davis

V. Continuing Education Course Applications

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

1. 0214022282 Standards Owner's Policy vs. 2013 Homeowner's Policy, 1 hour Real Estate Related, Aurora Title, LLC (**Sallie St. Peter**)
- B. Original Continuing Education Course Applications, Approved schools:
1. 0214022231 The Code of Ethics In Action: Real-Life Applications (On-line), 4 hours Ethics and Standards of Conduct, The CE Shop, Inc.
 2. 0214022232 Green Day 1: Resource-Efficient Homes: Retrofits, Remodels, Renovations, and New Home Construction (On-line), 6 hours Real Estate Related, The CE Shop, Inc.
ONLY APPROVED FOR 4 HOURS OF CREDIT
 3. 0214022233 Green Day 2: Representing Buyers and Sellers of Resource Efficient Homes (On-line), 6 hours Real Estate Related, The CE Shop, Inc.
ONLY APPROVED FOR 4 HOURS OF CREDIT
 4. 0214022240 Bridging the Gap, 3 hours Real Estate Related, Blue Ridge Real Estate School
APPROVED PENDING A NAME CHANGE
 5. 0214022251 Understanding How to Avoid Problem Settlements, 1 hour Real Estate Related, MBH settlement Group, LC
 6. 0214022255 Dealing with Death, 1 hour Real Estate Related, New World Title & Escrow, LLC
TWO (2) OF THE INSTRUCTORS WERE NOT APPROVED
 7. 0214022256 Lien on Me: Underwriting Mechanics' Lien Coverage in Virginia, 1 hour Real Estate Related, Fidelity National Title Insurance Company
 8. 0214022257 Financing the Build, 1 hour Real Estate Related, FAAR
 9. 0214022259 1031 Tax Deferred Exchange & IRS, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage
 10. 0214022260 Serving the Culturally Diverse Market, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage
(duplicate PLE # 1)
 11. 0214022261 Luxury Home Sales, 6 hours Real Estate Related, Council of Residential Specialists
 12. 0214022279 Legal Updates and Emerging Trends, 1

- hour Legal Updates, Class Act Real Estate Education Center, Inc.
13. 0214022281 What is Title Insurance, 1 hour Real Estate Related, Aurora Title, LLC
 14. 0214022283 Title Issues...now What? 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC **(duplicate PLE # 7)**
 15. 0214022286 Full House: Insiders View of Hoarding, 1 hour Real Estate Related, RAR
 16. 0214022289 Supervision and Management of Real Estate Agents, 4 hours Broker Management, WAAR
 17. 0214022290 Management of Real Estate Brokerage Firms, 4 hours Broker Management, WAAR
 18. 0214022291 Broker Strategies for Success, 3 hours Broker Management, VAR
 19. 0214022292 Apply ICE! Build Your Business with the Incredible Customer Experience, 2 hours Real Estate Related, VAR **(PLE duplicate # 8)**
 20. 0214022294 Leadership & Human Resources: How to Build, Lead, & Grow Your Team through Company Culture, 2 hours Broker Management, VAR
 21. 0214022295 Scary Scenarios, 1 hour Real Estate Contracts and 1 hour Real Estate Related, FAAR **(duplicate CE #22 and PLE #9)**
 22. 0214022296 Scary Scenarios, 2 hours Broker Management, FAAR **(duplicate CE #21 and PLE #9)**
 23. 0214022305 Property Management 101: The Essentials, 2 hours Real Estate Related, VAR **(duplicate PLE # 10)**
 24. 0214022318 Phases of New Construction, 2 hours Real Estate Related, Peninsula Real Estate School
 25. 0214022319 Landlord Tenant Questions and Answers- Course 2, 3 hours Legal Updates, FutureLaw, LLC **(duplicate CE # 26) APPROVED PENDING RECEIPT OF FLOOD INFORMATION.**
 26. 0214022320 Landlord Tenant Questions and Answers- Course 1, 3 hours Legal Updates, FutureLaw, LLC **(duplicate CE # 25) APPROVED PENDING RECEIPT OF FLOOD INFORMATION.**
 27. 0214022321 All About Appraisals, 2 hours Real Estate Related, FAAR Academy **(duplicate PLE #11)**

28. 0214022323 At Home with Diversity, 2 hours Real Estate Related, FAAR Academy
29. 0214022324 Seller Representative Specialist (SRS), 3 hours Real Estate Agency, 1 hour Real Estate Contracts and 8 hours Real Estate Related, Alpha College of Real Estate
30. 0214022325 Home Financing, 1 hour Real Estate Related, Central VA School of Real Estate
31. 0214022326 Legal Updates, 1 hour Legal Updates, New World Title & Escrow
TWO (2) OF THE INSTRUCTORS WERE NOT APPROVED
32. 0214022327 The Importance of the Home Inspection, 2 hours Real Estate Related, Central VA School of Real Estate **(duplicate PLE #12)**
33. 0214022329 Fair Housing Open Doors, 2 hours Fair Housing, Central VA School of Real Estate **(duplicate PLE #13)**
34. 0214022331 Electronic Communications, 2 hours Real Estate Related, GCAAR
NOT APPROVED, NOT RE RELATED
35. 0214022332 Basics of Renovation Financing, 2 hours Real Estate Related, GCAAR
36. 0214022333 Effective Team Management, 2 hours Real Estate Related, GCAAR
37. 0214022334 Avoiding Settlement Pitfalls, 1 hour Real Estate Related, GCAAR
38. 0214022335 Working with Foreign National Real Estate Clients, 3 hours Real Estate Related, GCAAR
39. 0214022336 Comparison of Real Estate Contracts, 3 hours Real Estate Related, GCAAR
40. 0214022337 Working with Hoarders, 1 hour Real Estate Related, GCAAR
41. 0214022338 Virginia Ethics, 3 hours Ethics and Standards of Conduct, GCAAR
42. 0214022339 Listing Agreement Essentials, 2 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate CE #43 and PLE # 14)**
43. 0214022340 Listing Agreement Essentials, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC **(duplicate CE #42 and PLE # 14)**
44. ~~0214022342 Contract Pitfalls, 4 hours Real Estate Contracts, Alpha College of Real Estate **(duplicate CE #45)**~~

45. 0214022343 Contract Pitfalls, 4 hours Broker Management, Alpha College of Real Estate **(duplicate CE #44)**
46. 0214022344 Successfully Selling HUD Homes, 1 hour Real Estate Contracts, and 1 hour Real Estate Related, RAR **(duplicate CE #47 and PLE # 15)**
47. 0214022345 Successfully Selling HUD Homes, 2 hours Broker Management, RAR **(duplicate CE #46 and PLE # 15)**
48. 0214022347 Home Safety for Your Sellers, 1 hour Real Estate Related, Long and Foster Institute of Real Estate
49. 0214022348 Pricing Strategies, 2 hours Real Estate Related, FAAR **(duplicate PLE # 16)**
50. 0214022350 Renovation Lending, 3 hours Real Estate Related, CJ Banker Training
51. 0214022351 Things Real Estate Licensees Should Know and...Things Licensees Might Want to Know, 2 hours Real Estate Related, The Settlement Group Real Estate School **(duplicate PLE # 17)**
52. 0214022354 Lose That Paper Weight: Moving to Paperless Transactions (On-line), 3 hours Real Estate Related, Aceable, Inc.
53. 0214022355 Working with Real Estate Investors: Understanding Investors Strategies (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
54. 0214022356 Virginia Agency Review, 1 hour Real Estate Agency, Montague Miller Academy
55. 0214022357 The Construction Loan Process: The Mechanics Lien Dilemma, 1 hour Real Estate Related, The Title Professionals, LLC
56. 0214022358 Virginia Agency Basics, 1 hour Real Estate Agency, FAAR
APPROVED PENDING RECEIPT OF AGENCY GUIDANCE DOCUMENT

C. Original Continuing Education Course Application, pending school application:

1. 0214022280 Code of Ethics (On-line), 3 hours Ethics and Standards of Conduct, The Builders License Class, LLC **(0211001187)**

2. 0214022285 Real Estate Disclosure Laws (On-line), 3 hours Real Estate Related, The Builders License Class, LLC
(0211001187)
3. 0214022298 Drones in Real Estate (On-line), 4 hours Real Estate Related, The Builders License Class, LLC
(0211001187)
NOT APPROVED, NOT REAL ESTATE RELATED
4. 0214022299 Environmental Issues (On-line), 3 hours Real Estate Related, The Builders License Class, LLC
(0211001187)
5. 0214022300 Finance (On-line), 3 hours Real Estate Related, The Builders License Class, LLC **(0211001187)**
6. 0214022301 Lead Paint Awareness (On-line), 4 hours Real Estate Related, The Builders License Class, LLC
(0211001187)
7. 0214022302 Broker Management (On-line), 8 hours Broker Management, The Builders License Class, LLC **(0211001187)**
8. 0214022303 Legal Updates Including Flood (On-line), 1 hour Legal Updates, The Builders License Class, LLC
(0211001187)
9. 0214022304 Agency (On-line), 1 hour Real Estate Agency, The Builders License Class, LLC **(0211001187)**
10. 0214022309 8 HR Elective Course Medley-Finance (On-line), 8 hours Real Estate Related, The Builders License Class, LLC **(0211001187)**
ONLY APPROVED FOR 6 HOURS OF CREDIT
11. 0214022310 8 HR Elective Course Medley-Environmental (On-line), 8 hours Real Estate Related, The Builders License Class, LLC **(0211001187)**
ONLY APPROVED FOR 6 HOURS OF CREDIT
12. 0214022311 8 HR Mandatory Requirements Package (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency and 1 hour Real Estate Contracts, The Builders License Class, LLC **(0211001187)**
13. 0214022312 Taxes (On-line), 3 hours Real Estate Related, The Builders License Class, LLC **(0211001187)**
NOT APPROVED, NOT REAL ESTATE RELATED

14. 0214022313 Fair Housing (On-line), 2 hours Fair Housing, The Builders License Class, LLC **(0211001187)**
15. 0214022314 VA 16HR Salesperson Course Medley #1 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts and 8 hours Real Estate Related, The Builders License Class, LLC **(0211001187)**
16. 0214022315 VA 16HR Salesperson Course Medley #2 (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts and 8 hours Real Estate Related, The Builders License Class, LLC **(0211001187)**
17. 0214022316 VA 24HR Broker Course Medley #1 (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related and 8 hours Broker Management, The Builders License Class, LLC **(0211001187)**
18. 0214022317 Real Estate Contracts (On-line), 1 hour Real Estate Contracts, The Builders License Class, LL **(0211001187)**

VI. Post License Education Course Applications

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

- 1.

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

1. 0214022262 Serving the Culturally Diverse Market, 2 hours Current Industry Issues and Trends, Coldwell Banker Residential Brokerage **(duplicate CE # 10)**
2. 0214022263 Buyer Agency: Protecting, Defending & Promoting Your Buyer, 2 hours Current

- Industry Issues and Trends, The Settlement Group Real Estate School
3. 0214022264 Tricky Listings: How to Handle Some of the Most Common (& Difficult) Problems Affecting Listings, 2 hours Current Industry Issues and Trends, The Settlement Group Real Estate School
 4. 0214022265 Practice Safe Sales: Avoiding the Most Common (& Expensive) Transaction Errors, 2 hours Current Industry Issues and Trends, The Settlement Group Real Estate School
 5. 0214022266 Contracts ReDux: What Every Real Estate Professional Needs to Know About Contracts (but may have forgotten), 2 hours Current Industry Issues and Trends, The Settlement Group Real Estate School
 6. 0214022267 Virginia Fair Housing, Americans with Disabilities Act and the Civil Rights Act of 1866, 2 hours Fair Housing, The Settlement Group Real Estate School
 7. 0214022284 Title Issues...now What? 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC (**duplicate CE # 14**)
 8. 0214022293 Apply ICE! Build Your Business with the Incredible Customer Experience, 2 hours Current Industry Issues and Trends, VAR (**CE duplicate #19**)
 9. 0214022297 Scary Scenarios, 2 hours Current Industry Issues and Trends, FAAR (**duplicate CE #21 and CE # 22**)
 10. 0214022306 Property Management 101: The Essentials, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 23**)
 11. 0214022322 All About Appraisals, 2 hours Current Industry Issues and Trends, FAAR Academy (**duplicate CE #27**)
 12. 0214022328 The Importance of the Home Inspection, 2 hours Current Industry Issues and Trends, Central VA School of Real Estate (**duplicate CE #32**)
 13. 0214022330 Fair Housing Open Doors, 2 hours Fair Housing, Central VA School of Real Estate (**duplicate CE #33**)
 14. 0214022341 Listing Agreement Essentials, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide (**duplicate CE # 42 and 43**)

15. 0214022346 Successfully Selling HUD Homes, 2 hours Current Industry Issues and Trends, RAR (**duplicate CE # 46 and 47**)
16. 0214022349 Pricing Strategies, 2 hours Current Industry Issues and Trends, FAAR (**duplicate CE #49**)
17. 0214022352 Things Real Estate Licensees Should Know and...Things Licensees Might Want to Know, 2 hours Current Industry Issues and Trends, The Settlement Group Real Estate School (**duplicate CE #51**)
18. 0214022353 Risk Management, 3 hours Risk Management, Coldwell Banker Residential Brokerage

VIII. Pre-License Education Instructors

1. 0230001451 - Carol Bultman - **Waiver (Principles) NOT APPROVED - LACKS ENOUGH RECENT REAL ESTATE EXPERIENCE**
2. 0230001452 - Barbara S. Costa - **Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)**
3. 0230001445 - Michael V. Cody - **Education and Experience (Principles)**
4. 0230001457 - Tara Coonin Winfree - **Education and Experience (Principles)**
5. 0230001458 - Rebecca Lancaster - **Waiver (Principles) NOT APPROVED - LACKS ENOUGH RECENT REAL ESTATE EXPERIENCE**
6. 0230001459 - Benjamin Keith Canty - **Education and Experience (Principles, Appraisal, Finance, Brokerage, and Law)**
7. 0230001460 - Kelly Marie Walker - **Education and Professional Designation (E-pro and Military Relocation Professional (MRP) certification) (Principles, Finance, Brokerage and Law)**
8. 0230001461 - Debra Ann Stein - **Education and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)**
9. 0230001463 - Bernard L. Heffernan - **Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)**
10. 0230001464 - David Carl Wiggins - **Education and Experience (Principles)**
11. 0230001465 - Cynthia Lee Hash - **waiver (Principles) NOT APPROVED - LACKS ENOUGH RECENT REAL ESTATE EXPERIENCE**

VIII. Pre-License Education Courses

1. 0214022287 60 hours Salesperson Principles and Practices of Real Estate (On-line), Cooke Real Estate School
2. 0214022288 60 hours Salesperson Principles and Practices of Real Estate (On-line), 360 Training.com

IX. Additional Continuing/Post License Education Instructors

1. **Barbara Straughan**
0214018393/0214018394 - Accredited Buyers Representative (Day 1 and Day 2), **Central Virginia School of Real Estate**
2. **Justin Cochran and Keith Smith**
0214017943/0214017945 - Authentisign/Doc Box
RAR
3. **Susan Swink**
0214019957 - A Broker's Responsibilities: Supervising Agents, Escrow Management
0214019958 - A Broker's Responsibilities: Rules & Regs, Listing Office Policies & Grievance Process Pm Session
RAR
4. **Win E. Singleton**
0214021324/0214021332 - RI 501: AGENCY IN VIRGINIA
0214021325/0214021333 - RI 502: SALES CONTRACT
0214021326/0214021320 - RI 504: WORKING WITH BUYERS
VAR
5. **Michael Guthrie**
0214021336/0214021337 - RI 506: RISK MANAGEMENT - ESCROW
0214021338/0214021339 - RI 507: ETHICS AND PROFESSIONAL RESPONSIBILITY
0214021329/0214021340RI 508: VIRGINIA LAW AND REGULATIONS
VAR
6. **Larry Anderson, Gary Duda, Michael Guthrie, Donna Patton, and Pat Widhalm**
0214022149 - IT'S A WONDERFUL LIFE
Central Virginia School of Real Estate
7. **David Testa**
0214018671/0214018691 - Understanding Title Insurance
0214020009/0214020007 - Clearing Title Matters

- 0214021865/0214021866/0214021867 - Risky Closing Choices
- 0214020763/0214020769 - Mock Settlement
Cindy Bishop Worldwide, LLC
8. **JoAnn Kokindo**
0214020327 - Know Before You Owe: New Industry Forms
Long and Foster Institute of Real Estate
9. **Jessica Youngs, Nicole Marucci, Jowilla Rannels Beck, And Wassim Melhem Malkoun**
0214021777 - Crash Course in the Residential Sales Contract in Virginia
0214019714 - Escalation Addendum
0214020112 - 2015 Fair Housing Seminar
0214022061 - Property Owners Association & Condominium Disclosures
0214022063 - Pre & Post Settlement Occupancy Agreements
0214015934 - 2012 Ethics Seminar
0214020964 - The VA Uniform Power Of Attorney Act
0214020963 - Deeds in VA
0214015993 - VA Residential Agency
0214018980 - VA Agency Law
0214022064 - A Crash Course in Title Insurance
CHAMPION TITLE & SETTLEMENTS, INC
MR. MALKOUN WAS NOT APPROVED TO TEACH THESE COURSES
10. **D. Scott Lee**
0214018647 - 203(K) Education for Renovation **NOT APPROVED TO TEACH THIS COURSE**
0214020039/0214020031 - 2015 Residential Sales Contract (VA) Addenda **NOT APPROVED TO TEACH THIS COURSE**
0214019089/0214019097 - A Mock Settlement
0214020797/0214020826 - Advanced Title Insurance Issues
0214017988- Agency Demystified **NOT APPROVED TO TEACH THIS COURSE**
0214017124/0214020041 - Bankruptcy and Foreclosure **NOT APPROVED TO TEACH THIS COURSE**
0214018663 - Clearing Title to A Commission Check
0214020035/0214020042 - Compulsory 2015 Contract Crash Course **NOT APPROVED TO TEACH THIS COURSE**
0214019851 - Congratulations You Got The Listing! **NOT APPROVED TO TEACH THIS COURSE**
0214020803/0214020824 - Contracts with Escalators **NOT APPROVED TO TEACH THIS COURSE**
0214020798/0214020827 - Death, Divorce and Bankruptcy
0214020278 - Earnest Money Deposits
0214018757/0214018768 - Escrow Requirements
0214017618 - Ethics for Real Estate Agents **NOT APPROVED TO TEACH THIS COURSE**

0214020801 - Excellence in Profession **NOT APPROVED TO TEACH THIS COURSE**

0214019466/0214019488 - Fair Housing **NOT APPROVED TO TEACH THIS COURSE**

0214018684/0214018665 - Foreclosures, REOS and Short Sales-A Primer **NOT APPROVED TO TEACH THIS COURSE**

0214019829/0214019838 - HOA Restrictive Covenants & the VA Property Owners Association Act (2015 Contract) **NOT APPROVED TO TEACH THIS COURSE**

0214020802 - Legal Updates and Emerging Trends with Flood Content **NOT APPROVED TO TEACH THIS COURSE**

0214018965/0214018901 - Let's Inspect This A Little More Closely **NOT APPROVED TO TEACH THIS COURSE**

0214018606/0214019094 - Lien on Me

0214018624 - Living the Dream-Simple Steps to Avoiding Problem Settlements

0214015819 - Mold and Defective Chinese Drywall **NOT APPROVED TO TEACH THIS COURSE**

0214017114 - Practical Guide to FIRPTA and Foreign Sellers

0214018651 - Property Condition Disclosures in Sale Transactions **NOT APPROVED TO TEACH THIS COURSE**

0214019679/0214019669 - Real Estate Disclosure Law in VA **NOT APPROVED TO TEACH THIS COURSE**

0214020120/0214020137 - Real Estate Fraud

0214021199/0214021208 - Real Estate Law **NOT APPROVED TO TEACH THIS COURSE**

0214018512/0214020034 - Risk Management **NOT APPROVED TO TEACH THIS COURSE**

0214018766 - Ten Helpful Legal Cases **NOT APPROVED TO TEACH THIS COURSE**

0214020116/0214020136 - The 2015 Loan Estimate and Closing **NOT APPROVED TO TEACH THIS COURSE**

0214019815/0214019836 - The New 2015 Residential Sales Contract

0214018620/0214018640 - The Power of Exchange: 1031s

0214020040 - Title Insurance and Surveys

0214020622 - To Survey or Not To Survey

0214018653 - Transactional Red Flags-Authority to Sell

0214020805 - Transactional Involving FHA and VA Financing

0214020648/0214020649 - TRID-ICULOUS (TILA-RESPA INTEGRATED DISCLOSURE

0214020122/0214020141 - Unconventional Transactions **NOT APPROVED TO TEACH THIS COURSE**

0214022053 - Understanding Agent Duties and Disclosure **NOT APPROVED TO TEACH THIS COURSE**

0214015711 - Understanding and Using the New NVAR Well and Septic Addendum **NOT APPROVED TO TEACH THIS COURSE**

0214022049/0214022050 - Understanding Environmental Issues Which Impact Real Estate **NOT APPROVED TO TEACH THIS COURSE**

0214022048 - Understanding the Loan Assumptions **NOT APPROVED TO TEACH THIS COURSE**

0214020028/0214020038 - Understanding the Conventional, FHA and VA Financing Addenda 2015 **NOT APPROVED TO TEACH THIS COURSE**

0214020627/0214020629 - Understanding the Residential Sales Contract **NOT APPROVED TO TEACH THIS COURSE**

0214022045/0214022046 - Understanding the Sales Contract For Unimproved Land

0214022051/0214022052 - Understanding Title Insurance and Surveys

0214017614 - Why Didn't My Short Sale Close

MBH SETTLEMENT GROUP L C

11. **D. Scott Lee**

0214021195/0214021209 - General Escrow Requirements

0214021199/0214021208 - VA Real Estate Law and Board Regulations, **NOT APPROVED TO TEACH THIS COURSE**

MBH SETTLEMENT GROUP L C

12. **Anita Lasansky**

0214018676 - Breaking Communication Barriers

0214021727 - Broker Supervision from A - Z

0214018675 - Business Planning

0214020553 - Contracts

0214017092 - Contract Presentation & Negotiations

0214020782 - Legal Updates - with flood content

0214018126 - Strategies in a Multiple Offer Market

Long and Foster Institute of Real Estate

13. **Mary Hurley**

0214019117/0214019129 - Fair Housing

0214021694 - Tax Matters in Sale of Real Estate

0214016931 - The Code of Ethics and Standards of Practice for Real Estate

0214016926 - How to Help Clients Avoid Foreclosure

0214020554 - 2015 Virginia Real Estate Law

0214020739 - Buyer Beware and Disclosure Law in VA

0214018771 - Short Sales, REOs Sales and Some Related Tax Issues

0214016945 - Living Trusts In Real Estate

0214016816 - Title Insurance Basic: What Is It and How It Works

0214016935 - The Closing Process

0214016929 - VA Residential Property Disclosure

0214021101 - Contract Review- A Tale of Two Contracts

0214020741 - Current Legal Issues & Ethical

Pitfalls/Short Sale

0214020740 - Deeds of Conveyance

0214020742 - Preparing For Success: Keeping Issues From Becoming Problems

0214020738 - Handling Sales of Properties in Decedents Estates
 0214021703 - Surveys and Easements-Mapping out An Approach
 0214021289 - FIRPTA Requirements in Real Estate Transactions
 0214021701 - Closings with a Twist (Non Standard Transactions)
 0214018991 - Property Owners & Condominium Owners Association: How They Work and What You Need To Know
 0214018775 - Special Contracts and Seller Financing
 0214019116/0214019128 - Current Industry Issues & Trends
 0214020755 - Real Estate Law & Board Regulations (PLE)
 0214019852 - The 2015 Residential Sales Contract (CE)
 0214020123 - Know Before You Owe: The New Industry Forms
 0214020749 - Know Before You Owe: The New Industry Forms (PLE)
 0214019118/0214019130 - VA Agency Law
 0214021105 - Ethics and Standards of Conduct (PLE)
 0214021290 - The Agent Did What? A Focus on Contract Language within the NVAR Regional Sales Contract, **THE RGS TITLE REAL ESTATE ACADEMY**
NOT APPROVED TO TEACH THESE COURSES
 14. **Thomas Hines**
 0214020752 - Renovation Financing from Sale to Sold
DAAR
 15. **Chuck Dunlap**
 0214020734 - 8 Hour Required Subjects for Continuing Education
Peninsula Real Estate School
 16. **Michael Ryan Walker and Thomas A. Hayman**
 0214015764 - Certified Negotiation Expert 1
 0214020375 - Certified Negotiation Expert 2
 0214020329 - Certified Negotiation Expert 3
PWAR

There was no other business discussed. The meeting adjourned at 4:31 p.m.