

**VIRGINIA REAL ESTATE BOARD**  
**EDUCATION COMMITTEE AGENDA (AMENDED)**  
May 7, 2008 Meeting

I. Call to Order

II. Approval of Agenda

III. Proprietary School Applications

1. Atlantic Equities and Exchanges, Inc., Glen Allen, VA  
Contact: Dr. Gary Ackerman
2. Real Estate Professionals, LLC, dba Coldwell Banker  
Professional, Realtors School of Real Estate,  
Virginia Beach, VA  
Contact: Lauren Truchsess
3. Entry Realty School, LLC, Lanexa, VA  
Contact: Carey N. Williams
4. Potomac Real Estate School, LLC, Oakton, VA  
Contact: Patti Chapell
5. Xtreme Agent Training, LLC, VA Beach, VA  
Contact: Geraldine W. Scott
6. Housing Opportunities Made Equal of Virginia, Inc.  
Richmond, VA  
Contact: Susan Scovill
7. Premier Realty, Inc., Fairfax, VA  
Contact: Michele L. Stash
8. Old Republic National Title Insurance Company  
Manassas, VA  
Contact: Kay M. Creasman

IV. Review of Continuing Education Courses

A. Previously approved continuing education courses, approved school:

1. 57994 Basic Real Estate Finance (On-line), 8 hours  
Real Estate Related, Real Estate Career  
Academy
2. 57995 Methods of Residential Finance (On-line), 8  
hours Real Estate Related, Real Estate  
Career Academy

3. 57996 Pricing Property to Sell (On-line), 8 hours Real Estate Related, Real Estate Career Academy
4. 57997 Tax Advantages of Home Ownership (On-line), 8 hours Real Estate Related, Real Estate Career Academy
5. 57998 Consensual Dual Agency (On-line), 4 hours Real Estate Related, Real Estate Career Academy
6. 57999 Real Estate Math (On-line), 4 hours Real Estate Related, Real Estate Career Academy
7. 58000 Tax Free Exchanges (On-line), 4 hours Real Estate Related, Real Estate Career Academy
8. 58001 Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 1 hour Legal Updates, Real Estate Career Academy
9. 58016 Ethics in Real Estate (On-line), 3 hours Ethics & Standards of Conduct, Real Estate Career Academy
10. 58085 Consensual Dual Agency (On-line), 3 hours Real Estate Related, University Institute of Real Estate
11. 58086 Real Estate Math (On-line), 3 hours Real Estate Related, University Institute of Real Estate
12. 58087 Ethics in Real Estate (On-line), 3 hours Ethics & Standards of Conduct, University Institute of Real Estate
13. 58088 Tax Free Exchanges (On-line), 4 hours Real Estate Related, University Institute of Real Estate
14. 58089 Basic Real Estate Finance (On-line), 8 hours Real Estate Related, University Institute of Real Estate
15. 58090 Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, University Institute of Real Estate
16. 58091 Methods of Residential Finance (On-line), 8 hours Real Estate Related, University Institute of Real Estate

- 17. 58099 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 2 hours Real Estate Related, Williamsburg Real Estate School
- 18. 58145 Pricing Property to Sell (On-line), 4 hours Real Estate Related, University Institute of Real Estate
- 19. 58146 Tax Advantages of Home Ownership (On-line), 4 hours Real Estate Related, University Institute of Real Estate
- 20. 58182 ABR Manager, 8 hours Broker Management, RAR

B. Original application for continuing education course, approved school:

- 1. 57877 Disclosure Requirements for Real Estate Agents, 1 hour Real Estate Related, Lorman Business Center, Inc.
- 2. 57978 Using Reverse Mortgage Product as a Wealth Building Tool, 1 hour Real Estate Related, NVAR
- 3. 57982 Commercial Property Valuation, 3 hours Real Estate Related, Old Dominion Real Estate Institute
- 4. 57984 Partnerships: Your Buyer and You, 1 hour Real Estate Related, Old Dominion Real Estate Institute
- 5. 57986 Partnerships: Your Seller and You, 1 hour Real Estate Related, Old Dominion Real Estate Institute
- 6. 57988 Construction Law From Contract to Closeout, 8 hours Real Estate Related, Lorman Business Center, Inc.
- 7. 57989 RECA-Agent, 8 hours Real Estate Related, Real Estate Career Academy
- 8. 57990 Personal Marketing for Success, 3 hours Real Estate Related, Real Estate Career Academy
- 9. 57992 Risk Management in Technology, 2 hours Broker Management, Real Estate Career Academy
- 10. 57993 Broker Agency, 3 hours Broker Management, Real Estate Career Academy
- 11. 58017 Offer to Purchase: New Construction Contracts, 2 hours Real Estate Contracts, Real Estate III School of Real Estate

12. 58024 Basic Financing, 2 hours Real Estate Related, Real Estate III School of Real Estate
13. 58026 Real Estate Finance, 3 hours Real Estate Related, Real Estate Career Academy
14. 58027 Risk Management (On-line), 4 hours Broker Management, Dulles Area Real Estate School
15. 58028 Ethics in Real Estate (On-line), 4 hours Ethics & Standards of Conduct, Career WebSchool
16. 58029 3 Hours Ethics & Standards of Conduct/Current Industry Trends (CRP & Online), 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
17. 58031 3 Hour Fair Housing (CRP & Online), 3 hours Fair Housing, Alpha College of Real Estate
18. 58033 Legislative Updates, 3 hours Legal Updates, Carruthers Academy of Real Estate, LLC
19. 58035 Residential Report Writing (7 hr) (On-line), 7 hours Real Estate Related, McKissock, LP
20. 58036 16 HR. Continuing Education (CRP & On-line), 3 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 2 hours Real Estate Agency, 1 hour Real Estate Contracts, 6 hours Real Estate Related, Alpha College of Real Estate
21. 58037 8 HR. Continuing Education (CRP & On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Alpha College of Real Estate
22. 58038 21<sup>st</sup> Century Broker Management, 4 hours Broker Management, Dulles Area Real Estate School
23. 58039 2008-2009 National USPAP Update Equivalent (On-line), 7 hours Real Estate Related, McKissock, LP
24. 58040 Update on Legislation and Property Management Issues, 2 hours Fair Housing, 4 hours Real Estate Related, FutureLaw, LLC
25. 58043 Update on Legislation and Property Management Issues, 1 hour Legal Updates, 2 hours Real Estate Related, FutureLaw, LLC
26. 58045 Update on Legislation and Property Management Issues, 2 hours Legal Updates, 4 hours Real Estate Related, FutureLaw, LLC

- 27. 58047 Strengthening Your Position through Negotiations, 3 hours Real Estate Related, Long & Foster Institute of Real Estate
- 28. 58049 Renovation Lending, 2 hours Real Estate Related, Long & Foster Institute of Real Estate
- 29. 58051 Generational Marketing, 2 hours Real Estate Related, Long & Foster Institute of Real Estate
- 30. 58053 Full Service, Full Price Value Proposition, 3 hours Real Estate Related, Long & Foster Institute of Real Estate
- 31. 58055 The Ultimate Technology Certification Course, 7 hours Real Estate Related, Long & Foster Institute of Real Estate
- 32. 58057 Prospecting for Expired Listings, 1 hour Real Estate Related, Long & Foster Institute of Real Estate
- 33. 58059 At Home with Diversity, 5 hours Real Estate Related, Long & Foster Institute of Real Estate
- 34. 58061 Staging to Sell, 3 hours Real Estate Related, Long & Foster Institute of Real Estate
- 35. 58063 Accredited Buyer Representative Manager (On-line), 8 hours Broker Management, Long & Foster Institute of Real Estate
- 36. 58064 Developing Your Listing Presentation, 1 hour Real Estate Related, Long & Foster Institute of Real Estate
- 37. 58083 Broker Management (On-line), 8 hours Broker Management, The Institute for Continuing Education, Inc.
- 38. 58092 Landlord and Tenant Law, 8 hours Real Estate Related, Lorman Business Center, Inc.
- 39. 58093 Business Management in a Real Estate Office (On-line), 8 hours Broker Management, Career WebSchool
- 40. 58101 One Hour Real Estate Agency & Procuring Cause, 1 hour Real Estate Agency, Williamsburg Real Estate School
- 41. 58103 Real Estate Contracts - One Hour, 1 hour Real Estate Contracts, Williamsburg Real Estate School
- 42. 58105 4 hour Broker Manager CE Course - Is Your Company Lawsuit Proof?, 4 hours Broker Management, Williamsburg Real Estate School

- 43. 58106 4 hour Broker Manager CE Course - Managing Risks, 4 hours Broker Management, Williamsburg Real Estate School
- 44. 58107 8 Hour Mandatory Continuing Education Course, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, Williamsburg Real Estate School
- 45. 58123 REO/Foreclosure Property Appraisal, 3 hours Real Estate Related, Alpha College of Real Estate
- 46. 58125 Ask the Appraiser, 2 hours Real Estate Related, Alpha College of Real Estate
- 47. 58127 1 hour Real Estate Contracts (On-line & CRP), 1 hour Real Estate Contracts, Alpha College of Real Estate
- 48. 58129 3 hour Agency (On-line & CRP), 3 hours Real Estate Agency, Alpha College of Real Estate
- 49. 58131 1 hour Legal Updates (On-line & CRP), 1 hour Legal Updates, Alpha College of Real Estate
- 50. 58133 The Listing Process, 2 hours Real Estate Contracts, Old Dominion Real Estate Institute
- 51. 58135 Contract Writing, 3 hours Real Estate Contracts, Old Dominion Real Estate Institute
- 52. 58137 Virginia Agency Relationships (On-line), 1 hour Real Estate Agency, 360Training.Com, Inc.
- 53. 58138 VA Agency & Regional Contract Review, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Coldwell Banker Residential School of Real Estate
- 54. 58139 Creating Excellence in Your Office, 3 hours Broker Management, Long and Foster Institute of Real Estate
- 55. 58140 Broker-Specific Continuing Education, 8 hours Broker Management, Moseley-Dickinson Academy of Real Estate
- 56. 58141 Pre and Post Settlement Agreement, 3 hours Real Estate Contracts, Institute of Continuing Education, LC
- 57. 58143 HOA and CONDO Resales, 1 hour Real Estate Contracts, Institute of Continuing Education, LC
- 58. 58147 Details of a Real Estate Transaction, 3 hours Real Estate Contracts, Institute of Continuing Education, LC
- 59. 58149 Fair Housing in Virginia, 3 hours Fair Housing, Institute of Continuing Education, LC

- 60. 58151 Taking the Fear Out of the REO Addendum, 1 hour Real Estate Contracts, Institute of Continuing Education, LC
- 61. 58153 Legislation and Laws Affecting your VA Real Estate Transaction, 1 hour Real Estate Contracts, Institute of Continuing Education, LC
- 62. 58155 Superior Approach to Short Sales, 1 hour Legal Updates, Institute of Continuing Education, LC
- 63. 58157 Fearless Approach to Short Sales, 1 hour Legal Updates, 2 hours Real Estate Contracts, Institute of Continuing Education, LC
- 64. 58159 Nuances of the Virginia Jurisdictional Addendum, 1 hour Real Estate Contracts, Institute of Continuing Education, LC
- 65. 58161 Risk Management, 4 hours Broker Management, NVAR
- 66. 58162 Negotiations, 3 hours Broker Management, NVAR
- 67. 58163 Rules and Tools of Advertising - Part I, 3 hours Broker Management, NVAR
- 68. 58164 Rules and Tools of Advertising - Part II, 3 hours Broker Management, NVAR
- 69. 58165 Conquering Contracts I: Understanding Basic Contract Law, Offer and Acceptance Forms, 6 hours Broker Management, NVAR
- 70. 58166 Productive Agents/Profitable Offices, 4 hours Broker Management, NVAR
- 71. 58170 Fair Housing - An Ounce of Prevention - 2 Hour Course, 2 hours Fair Housing, Williamsburg Real Estate School
- 72. 58172 Foreclosures: Curing the Hook & the Slice, 1 hour Real Estate Related, RAR
- 73. 58174 Decedents and Augmented Estates, 1 hour Real Estate Related, RAR
- 74. 58176 FHA Loans - A Tool for Selling, 3 hours Real Estate Related, RAR
- 75. 58178 Judgments and Related Issues, 1 hour Real Estate Related, RAR
- 76. 58180 Residential Lease/Purchase Workshop, 2 hours Real Estate Contracts, RAR
- 77. 58183 Riding the Waves (Listing & Buying Short Sales), 3 hours Real Estate Related, Prince William Association of Realtors
- 78. 58185 Local Cost Seminar, 6 hours Real Estate Related, VAR

79. 58187 Foreclosures and Short Sales: Practical and Ethical Considerations - 3 hours, 3 hours Broker Management, VAR
80. 58188 Foreclosures and Short Sales: Practical and Ethical Considerations - 3 hours, 3 hours Real Estate Contracts, VAR
81. 58190 Absorption Rate Pricing, 3 hours Real Estate Related, VAR
82. 58194 Working with the Short Sales, 2 hours Real Estate Related, William E. Wood and Associates Real Estate Academy
83. 58197 Swim with the Dolphins - Technology, 1 hour Real Estate Related, Prince William Association of Realtors
84. 58199 At the Captains Table (Government Loans), 1 hour Real Estate Related, Prince William Association of Realtors
85. 58201 Cruise to Closing (Homeowners Insurance), 1 hour Real Estate Related, Prince William Association of Realtors
86. 58203 Playing the Slots (Appraisal Market Trends), 1 hour Real Estate Related, Prince William Association of Realtors
87. 58205 Implementing Profit Driving Initiatives: The 5 Keys to Success, 2 hours Real Estate Related, VAR
88. 58206 Implementing Profit Driving Initiatives: The 5 Keys to Success, 2 hours Broker Management, VAR
89. 58207 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 3 hours Broker Management, VAR
90. 58208 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 2 hours Broker Management, VAR
91. 58209 Pricing it to Sell: How to Convince the Seller, 2 hours Real Estate Related, VAR
92. 58211 VRLTA and 2008 Legislative Issues, 3 hours Legal Updates, 3 hours Real Estate Related, VAR
93. 58213 VRLTA and 2008 Legislative Issues, 6 hours Broker Management, VAR
94. 58215 Advanced Short Sales, 3 hours Real Estate Related, Dulles Area Real Estate School
95. 58217 1031 Exchanges and TICs, 1 hour Real Estate Related, RAR

96. 58219 The Independent Contractor in Real Estate, 1 hour Broker Management, New River Valley Association of Realtors
97. 58220 Technology in Real Estate, 1 hour Broker Management, New River Valley Association of Realtors
98. 58221 Workplace Law and Office Policies, 2 hours Broker Management, New River Valley Association of Realtors
99. 58222 Contract Writing - Polish your Contract Writing Skills, 2 hours Contracts, Peninsula Real estate School (**Seeking Retro Approval to March 20**)
- 100.58224 Risk Reduction for Realtors, 2 hours Real Estate Related, Peninsula RE School
- 101.58226 Home Construction, 2 hours Real Estate Related, Peninsula RE School
- 102.58228 Broker Management Session II, 4 hours Broker Management, Peninsula RE School
- 103.58229 Broker Management Session I, 4 hours Broker Management, Peninsula RE School
- 104.58230 How to Turn Today's Market into a Cash Machine for your Business, 2 hours Real Estate Related, VAR
- 105.58232 Coach Your Office to Increased Profitability, 2 hours Broker Management, VAR
- 106.58233 Coach Your Office to Increased Profitability, 2 hours Real Estate Related, VAR
- 107.58234 Fair Housing in the 21st Century for Property Managers, 2 hours Fair Housing, VAR
- 108.58241 Misrepresentation & Failure to Disclose, 2 hours Broker Management, New River Valley Assoc. of Realtors
- 109.58242 Fair Housing & Anti-Trust Law for Brokers, 2 hours Broker Management, New River Valley Assoc. of Realtors
- 110.58243 Virginia Agency Law, 1 hour Broker Management, New River Valley Assoc. of Realtors
- 111.58244 Staging to Sell, 3 hours Real Estate Related, Coldwell Banker Residential Brokerage School of RE
- 112.58246 Environmental Hazards - What Every Broker Should Know (CRP), 8 hours Broker Management, Moseley-Flint Schools of RE

- 113.58247 Environmental Hazards - What Every Broker Should Know (Classroom), 8 hours Broker Management, Moseley-Flint Schools of RE
- 114.58255 Real Estate Continuing Education, 2 hours Ethics & Standards of Conduct, New River Community & Technical College
- 115.58256 Residential Finance (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC
- 116.58257 Property Management (On-line), 2 hours Real Estate Related, American School of Real Estate Express, LLC
- 117.58258 Environmental Issues (On-line), 2 hours Real Estate Related, American School of Real Estate Express, LLC
- 118.58259 Working with Diversity to Assist the Consumer (On-line), 2 hours Real Estate Related, American School of Real Estate Express, LLC
- 119.58260 Virginia Mandatory Core Course (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 1 hour Legal Updates, American School of Real Estate Express, LLC
- 120.58261 Anti-Trust and Lead Paint (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC
- 121.58262 Risky Business-Risk Management Techniques (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC
- 122.58263 Selling to the Senior Market (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC
- 123.58264 Residential Real Estate Technology (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC
- 124.58265 Residential Offer to Purchase (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

C. Original application for continuing education course,  
school application pending:

- 1. 57980 1031 Tax Deferred Exchange Update and Practical Uses, 1 hour Real Estate Related, Atlantic Equities and Exchange, Inc.

2. 58066 8 Hour Mandatory (CRP & On-line), 1 hour Legal Update, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Potomac Real Estate School, LLC
3. 58067 8 Hour Electives (CRP & On-line), 8 hours Real Estate Related, Potomac Real Estate School, LLC
4. 58068 16 Hour CE Course (CRP & On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 1 hour Legal Updates, 8 hours Real Estate Related, Potomac Real Estate School, LLC
5. 58069 Legal Updates and Emerging Trends (CRP & On-line), 1 hour Legal Updates, Potomac Real Estate School, LLC
6. 58070 Predatory Lending & Mortgage Fraud (CRP & On-line), 3 hours Real Estate Related, Potomac Real Estate School, LLC
7. 58071 Financing Issues in Today's Market (CRP & On-line), 5 hours Real Estate Related, Potomac Real Estate School, LLC
8. 58072 Going Green (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
9. 58073 Predatory Lending (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
10. 58075 Mortgage Fraud (CRP & On-line), 2 hours Real Estate Related, Potomac Real Estate School, LLC
11. 58076 The Ins and Out of Short Sales (CRP & On-line), 2 hours Real Estate Related, Potomac Real Estate School, LLC
12. 58077 Agency (CRP & On-line), 1 hour Real Estate Agency, Potomac Real Estate School, LLC
13. 58078 Ethics (CRP & On-line), 3 hours Ethics & Standards of Conduct, Potomac Real Estate School, LLC
14. 58079 Preparing the Home for Sale (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
15. 58080 Contracts (CRP & On-line), 1 hour Real Estate Contracts, Potomac Real Estate School, LLC
16. 58081 Practical Aspects of Establishing Home Values (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
17. 58082 Fair Housing (CRP & On-line), 2 hours Fair Housing, Potomac Real Estate School, LLC

18. 58192 Real Estate Calculator Use - A Buyer Service, 2 hours Real Estate Related, Entry Realty School, LLC
19. 58248 Short Sales, 6 hours Real Estate Related, Premier Realty, Inc.
20. 58249 Ethics - Doing Business The Right Way, 3 hours Ethics & Standards of Conduct, Premier Realty, Inc.
21. 58250 Fair Housing Hot Topics - Real Estate Sales and Lending Issues, 2 hours Fair Housing, Housing Opportunities Made Equal of Virginia, Inc.
22. 58251 Fair Housing: Reasonable Accommodations & Modification, 2 hours Fair Housing, Housing Opportunities Made Equal of Virginia, Inc.
23. 58252 Fair Housing for Rental Managers, 2 hours Fair Housing, Housing Opportunities Made Equal of Virginia, Inc.
24. 58253 Foreclosures in Virginia; Real Estate Agent Perspective, 1 hour Legal Updates, Old Republic National Title Insurance Company
25. 58254 Judgments & Liens: A Real Estate Agent's Perspective, 1 hour Legal Updates, Old Republic National Title Insurance Company

V. Review of Post License Education Courses

A. Previously approved post license education courses, approved school:

1. 57965 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
2. 57966 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
3. 57967 Ethics and Standards of Conduct (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
4. 57968 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, University Institute of Real Estate
5. 57969 Property Valuation (On-line), 3 hours Residential Real Estate Elective Topics, University Institute of Real Estate
6. 57970 Selling Process (On-line), 3 hours Residential Real Estate Elective Topics, University Institute of Real Estate

7. 57971 Technology (On-line), 3 hours Residential Real Estate Elective Topics, University Institute of Real Estate
8. 57972 Agency Law (Online), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
9. 57973 Business Planning (On-line), 2 hours Residential Real Estate Elective Topics, University Institute of Real Estate
10. 57974 Finance (On-line), 2 hours Commercial Real Estate Elective Topics, University Institute of Real Estate
11. 57975 Finance (On-line), 3 hours Residential Real Estate Elective Topics, University Institute of Real Estate
12. 57976 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
13. 58002 Technology (On-line), 3 hours Residential Real Estate Elective Topics, Real Estate Career Academy
14. 58003 Finance (Commercial) (On-line), 2 hours Commercial Real Estate Elective Topics, Real Estate Career Academy
15. 58004 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, Real Estate Career Academy
16. 58005 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Real Estate Career Academy
17. 58006 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Real Estate Career Academy
18. 58007 Business Planning (On-line), 2 hours Residential Real Estate Elective Topics, Real Estate Career Academy
19. 58008 Ethics and Standards of Conduct/Current Industry Issue and Trends (On-line), 3 hours Residential Real Estate Mandatory Topics, Real Estate Career Academy
20. 58009 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, Real Estate Career Academy
21. 58010 Selling Process (On-line), 3 hours Residential Real Estate Elective Topics, Real Estate Career Academy

- 22. 58011 Property Valuation (On-line), 3 hours  
Residential Real Estate Elective Topics,  
Real Estate Career Academy
- 23. 58012 Real Estate Law (On-line), 3 hours  
Residential Real Estate Mandatory Topics,  
Real Estate Career Academy
- 24. 58013 Finance (Residential) (On-line), 3 hours  
Residential Real Estate Elective Topics,  
Real Estate Career Academy
- 25. 58014 ABR - Real Estate Law (Real Estate Law), 3  
hours Residential Real Estate Mandatory  
Topics, Real Estate Career Academy
- 26. 58100 Make it Your Firm's Mission: Promote Loss  
Prevention Awareness (Other Real Estate  
Related), 2 hours Residential Real Estate  
Elective Topics, Williamsburg Real Estate  
School
- 27. 58112 3 Hours Agency Law (Agency Law) (On-line), 3  
hours Residential Real Estate Mandatory  
Topics, Alpha College of Real Estate
- 28. 58113 Real Estate Law (On-line), 3 hours  
Residential Real Estate Mandatory Topics,  
Alpha College of Real Estate
- 29. 58114 Offer to Purchase (On-line), 3 hours  
Residential Real Estate Mandatory Topics,  
Alpha College of Real Estate
- 30. 58115 Ethics and Standards of Conduct/Current  
Industry Issues & Trends (On-line), 3 hours  
Residential Real Estate Mandatory Topics,  
Alpha College of Real Estate
- 31. 58116 Fair Housing (On-line), 3 hours Residential  
Real Estate Mandatory Topics, Alpha College  
of Real Estate
- 32. 58117 Property Valuation/Listing Process (On-  
line), 3 hours Residential Real Estate  
Elective Topics, Alpha College of Real  
Estate
- 33. 58118 Technology (On-line), 3 hours Residential  
Real Estate Elective Topics, Alpha College  
of Real Estate
- 34. 58119 Business Planning (On-line), 2 hours  
Residential Real Estate Elective Topics,  
Alpha College of Real Estate
- 35. 58120 Finance (On-line), 3 hours Residential Real  
Estate Elective Topics, Alpha College of  
Real Estate

- 36. 58121 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
  - 37. 58122 Selling Process (On-line), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
- B. Original application for post license education course, approved school:
- 1. 57979 Using Reverse Mortgage Product as a Wealth Building Tool (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, NVAR
  - 2. 57983 Commercial Property Valuation (Other Real Estate Related), 3 hours Commercial Real Estate Elective Topics, Old Dominion Real Estate Institute
  - 3. 57985 Partnerships: Your Buyer and You (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
  - 4. 57987 Partnerships: Your Seller and You (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
  - 5. 57991 Personal Marketing for Success (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Real Estate Career Academy
  - 6. 58018 Offer to Purchase: New Construction Contracts (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Real Estate III School of Real Estate
  - 7. 58025 Basic Financing (Finance), 2 hours Residential Real Estate Elective Topics, Real Estate III School of Real Estate
  - 8. 58030 3 Hour Ethics & Standards of Conduct/Current Industry Trends (CRP & Online) (Ethics & Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
  - 9. 58032 3 Hour Fair Housing (CRP & Online)(Fair Housing), 3 hours Residential Real Estate

- Mandatory Topics, Alpha College of Real Estate
10. 58034 Legislative Update (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate, LLC
  11. 58041 Update on Legislation and Property Management Issues (Virginia Landlord/Tenant Act and Fair Housing), 4 hours Property Management Mandatory Topics, FutureLaw LLC
  12. 58042 Update on Legislation and Property Management Issues (Tenant/Landlord Relationships), 2 hours Property Management Elective Topics, FutureLaw LLC
  13. 58044 Update on Legislation and Property Management Issues (Tenant/Landlord Relationships), 3 hours Property Management Elective Topics, FutureLaw LLC
  14. 58046 Update on Legislation and Property Management Issues (Virginia Landlord/Tenant Act and Fair Housing), 4 hours Property Management Mandatory Topics, FutureLaw, LLC
  15. 58048 Strengthening Your Position through Negotiations (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
  16. 58050 Renovation Lending (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
  17. 58052 Generational Marketing (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
  18. 58054 Full Service, Full Price Value Proposition (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
  19. 58056 The Ultimate Technology Certification (Technology), 4 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
  20. 58058 Prospecting for Expired Listings (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate

21. 58060 At Home with Diversity (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
22. 58062 Staging to Sell (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
23. 58065 Developing Your Listing Presentation (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
24. 58102 One Hour Real Estate Agency & Procuring Cause (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Williamsburg Real Estate School
25. 58104 Real Estate Contracts - One Hour (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Williamsburg Real Estate School
26. 58108 VA Residential PL Elective: Principles of Finance (Finance) (On-line), 3 hours Residential Real Estate Elective Topics, McKissock, LP
27. 58109 VA Residential PL Elective: The Appraisal Process for Agents & Brokers (Property Valuation/Listing Process) (On-line), 3 hours Residential Real Estate Elective Topics, McKissock, LP
28. 58110 VA Residential PL Elective: Risk Management (Business Planning) (On-line), 4 hours Residential Real Estate Elective Topics, McKissock, LP
29. 58111 VA Residential PL Elective: Construction Details & Trends (Other Real Estate Related) (On-line), 4 hours Residential Real Estate Elective Topics, McKissock, LP
30. 58124 REO/Foreclosure Property Appraisal (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
31. 58126 Ask the Appraiser (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
32. 58128 1 hour Real Estate Contracts (Selling Process) (On-line & CRP), 1 hour Residential

- Real Estate Elective Topics, Alpha College of Real Estate
33. 58130 3 hour Agency (Agency Law) (On-line & CRP), 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
34. 58132 1 hour Legal Updates (Other Real Estate Related) (On-line & CRP), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
35. 58134 The Listing Process (Property Valuation/ Listing Process), 2 hours Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
36. 58136 Contract Writing (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Old Dominion Real Estate Institute
37. 58142 Pre and Post Settlement Agreement (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Institute of Continuing Education, LC
38. 58144 HOA and CONDO Resales (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
39. 58148 Details of a Real Estate Transaction, (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Institute of Continuing Education, LC
40. 58150 Fair Housing in Virginia (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, Institute of Continuing Education, LC
41. 58152 Taking the Fear Out of the REO Addendum (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
42. 58154 Legislation and Laws Affecting your VA Real Estate Transaction (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
43. 58156 Superior Approach to Short Sales, (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
44. 58158 Fearless Approach to Short Sales (Real Estate Law), 3 hours Residential Real Estate

- Mandatory Topics, Institute of Continuing Education, LC
45. 58160 Nuances of the Virginia Jurisdictional Addendum (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
  46. 58167 Exterior Structures (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
  47. 58168 Red Flags (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
  48. 58171 Fair Housing - An Ounce of Prevention - 2 Hour Course (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Williamsburg Real Estate School
  49. 58173 Foreclosures: Curing the Hook & the Slice (Finance), 1 hour Residential Real Estate Elective Topics, RAR
  50. 58175 Decedents and Augmented Estates (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, RAR
  51. 58177 FHA Loans - A Tool for Selling (Finance), 3 hours Residential Real Estate Elective Topics, RAR
  52. 58179 Judgments and Related Issues (Finance), 1 hour Residential Real Estate Elective Topics, RAR
  53. 58181 Residential Lease/Purchase Workshop (Property Valuation/Listing Process), 2 hours Residential Real Estate Elective Topics, RAR
  54. 58184 Riding The Waves - Listing & Buying Short Sales (Finance), 3 hours Residential Real Estate Elective Topics, Prince William Association of Realtors
  55. 58186 Local Cost Seminar (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VAR
  56. 58189 Foreclosures and Short Sales: Practical and Ethical Considerations - 3 hours (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, VAR
  57. 58191 Absorption Rate Pricing (Selling Process), 3 hours Residential Real Estate Elective Topics, VAR

- 58. 58195 Working with the Short Sale (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, William E. Wood and Associates Real Estate Academy
- 59. 58198 Swim with the Dolphins (Technology), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
- 60. 58200 At the Captains Table - Government Loans (Finance), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
- 61. 58202 Cruise to Closing - Homeowners Insurance (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
- 62. 58204 Playing the Slots - Appraisal Market Trends (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
- 63. 58210 Pricing it to Sell: How to Convince the Seller (Selling Process), 2 hours Residential Real Estate Elective Topics, VAR
- 64. 58212 VRLTA and 2008 Legislative Issues (Tenant/Landlord Relationships), 4 hours Property Management Elective Topics, VAR
- 65. 58214 VRLTA and 2008 Legislative Issues (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
- 66. 58216 Advanced Short Sales (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Dulles Area Assoc. of Realtors
- 67. 58218 1031 Exchanges and TICs (Finance), 1 hour Commercial Real Estate Elective Topics, RAR
- 68. 58223 Contract Writing - Polish your Contract Writing Skills (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School  
**(Seeking Retroactive Approval to March 20)**
- 69. 58225 Risk Reduction for Realtors (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula RE School
- 70. 58227 Home Construction (Property Valuation/ Listing Process), 2 hours Residential Real Estate Elective Topics, Peninsula RE School
- 71. 58231 How to Turn Today's Market into a Cash Machine for your Business (Selling Process),

- 2 hours Residential Real Estate Elective Topics, VAR
72. 58235 Fair Housing in the 21st Century for Property Managers (Current Industry Issues and Trends), 2 hours Property Management Elective Topics, VAR
73. 58236 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
74. 58237 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
75. 58238 Virginia Real Estate License Law (Real Estate Law) (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
76. 58239 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
77. 58240 Virginia Legal Updates, Emerging Trends & Ethics (Ethics and Standards of Conduct/Current Industry Issues & Trends)(Online), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
78. 58245 Staging to Sell (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Coldwell Banker Residential Brokerage School of RE

C. Original application for post license education course, school application pending:

1. 57981 1031 Tax Deferred Exchange Update and Practical Uses (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Atlantic Equities and Exchange, Inc.
2. 58094 Ethics and Standards of Conduct/Current Industry Issues and Trends, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
3. 58095 Offer to Purchase, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
4. 58096 Real Estate Law, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate

5. 58097 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
6. 58098 Agency Law, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
7. 58169 Finance, 3 hours Residential Real Estate Elective Topics, Coldwell Bankers Professional, Realtors School of Real Estate
8. 58193 Real Estate Calculator Use - A Buyer Service (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Entry Realty School, LLC

VI. Review of Limited Service Agency Courses

A. Previously approved Limited Service Agency course, approved school:

1. 58015 Limited Service Agency (On-line), 2 hours Limited Service Agency, Real Estate Career Academy
2. 58084 Limited Service Agency (On-line), 2 hours Limited Service Agency, University Institute of Real Estate

B. Original application for Limited Service Agency course, approved school:

1. 58196 Limited Service Agency in VA (On-line), 2 hours Limited Service Agency, Dearborn Financial Publishing, Inc.

C. Original application for Limited Service Agency course, school application pending:

1. 58074 Limited Service Agency (CRP & On-line), 2 hours Limited Service Agency, Potomac School of Real Estate, LLC

VII. Review of Pre-Licensing Courses

A. Original application for Pre-license course, School application pending:

1. Principles of Real Estate, Entry Realty School, LLC  
(Childress)

### VIII. Pre-Licensing Instructor Applications

1. Kevin A. Wiles
2. Nancy F. Foltz
3. Michelle D. Thompson
4. Sondra Sealine
5. Mary Pauley
6. Tracy Boswell
7. Stephen E. Mayes
8. Pamela H. Wiggins
9. Jerry W. Richards
10. Lois J. Buono
11. Susan M. Sandlin
12. Michael M. Adams
13. David C. Wiggins
14. Sharon J. Cail
15. Wendy D. Powers
16. Barbara A. Selje
17. Michael S. Van Ness
18. Barry H. Allbright
19. Austin B. Haynes Jr.
20. Kerry L. Medaris (**Expert**)
21. Marvin O. Brown (**Expert**)
22. Richard G. Hyde (**Expert**)

### IX. Additional Continuing/Post Education Instructors

1. **Thomas J. Murphy** 54717 (Borrow Smart), Kendall Todd (**Gaesar**)
2. **Kathryn Allenbaugh-Richards and Leslie Hanna** 54825/54826 (Home Warranty Contract Disclosure), Alpha College of Real Estate (**Gaesar**)
3. **James C. Pope** 55628/55629 (Introduction to Contracts), 55816/55817 (Contracts for Real Estate Professionals), 55823/55824 (Agency Law in Virginia), 55835/55836 (Tax Matters in Real Estate Sales), 55884/55885 (Fair Housing), 56396/56397 (The Codes of Ethics for Real Estate Professionals), 56398/56399 (How to Help Clients Avoid Foreclosure), 56400/56401 (The New Limited Service Agency in Virginia), 56617/56618 (Virginia Real Estate Law), 56629/56630 (Contract Update: Current Issues - Practical Problems), 57345/57346 (Residential Contract of Purchase - VAR), 57347/573482007 (Legal Updates), 57349/57350 (Living Trusts in Real Estate), 57351/57352 (Title Insurance

Basics: What is it and How it Works), 57353/57354 (The Closing Process), 57355/57356 (Property Disclosure in Virginia), 57357/57358 (Contract Review-A Tale of Two Contracts), 57359/57360 (Selected Issues in Agency Law in Virginia), The RGS Title Real Estate Academy  
**(Taylor)**

4. **Andrew T. Drewer**, 54011 (Real Estate Law), 56046 (Offer to Purchase Revision 1 - Sales Contract), 56351 (Contract Presentation & Negotiation 901), 56353 (Addenda and Notices 602), Long & Foster Institute of Real Estate **(Gaeser)**
5. **Andrew T. Drewer**, 52704 (Presenting/Negotiating Contracts), 54012 (VA Real Estate Law), 56047 (Offer to Purchase), 56352 (Contract Presentation & Negotiating 901), 56354 (Addenda & Notices 602), Long & Foster Institute of Real Estate **(Gaeser)**
6. **Trey McCallie, Christina Madriaga** 52317 (Professional Agent 103 - Agency), 53361 (Professional Agent 104 - Fair Housing), 54008 (Ethics and Standards of Conduct), 54011 (Real Estate Law), 56046 (Offer to Purchase Revision 1 - Sales Contract), 56347 (Working with Sellers 401), 56349 (Settlement - The Complete Transaction 1001), 56351 (Contract Presentation & Negotiations 901), 56353 (Addenda and Notices 602), 56377 (Business Planning 202), Long & Foster Institute of Real Estate **(Gaeser)**
7. **Trey McCallie, Christina Madriaga** 52308 (Agency Law), 52704 (Presenting/Negotiating Contracts), 53364 (Property Valuation/Listing Process), 53365 (Fair Housing), 54009 (Ethics & Standards of Conduct), 54012 (VA Real Estate Law), 56047 (Offer to Purchase), 56348 (Working with Sellers 401), 56350 (Settlement - Complete Transaction 1001), 56352 (Contract Presentation & Negotiating 901), 56354 (Addenda & Notices 602), 56378 (Business Planning 202), Long & Foster Institute of Real Estate **(Gaeser)**
8. **Toula Gross, Robin Mathis, Katie Bender  
Matt Hunzeker, Noelle Holmes, Daniel Velasquez**  
57266/57267 (Home Inspections, 56921/56922(Fair Housing Law), 57585/57586 (Foreclosure, REO's and Short Sales A Primer), 57497/57498 (The New Virginia Residential Property Disclosure Statement), 56405 (2007 New Agency Law in Virginia), 57499/57500 (The Newest Appraisal & Financing Contingencies), 56164/56165 (Fair Housing Act Seminar), 56403/56404 (Agency Law Demystified), 52543 (Congratulations You got the Listing) 52283 (Contracts with Escalators)

- 55839/55840 (Earnest Money Deposits) 56402/56550  
(Ethics for Real Estate Agents The Basics), 52542 (IRC  
1031 Tax Deferred Exchanges), 55557/55558 (The New  
Regional Sales Contract A Prime) 555565/55556 (The New  
Regional Sales Contract), 52544 (Unconventional  
Transactions A Primer), 52282/53289 (Unconventional  
Transactions) 57201/57202 (What is Delivery?),  
56585/56586 (Limited Service Agency) 57203/57204  
(Bankruptcy and Foreclosure), 56551/56552 (Contract  
for Deed An Overview of an Alternative Transaction),  
56593/56594 (Title Insurance What is it? Why get it?),  
56919/56920 (Ethics for Real Estate Agents),  
57587/57588 (Foreclosure, REO's and Short Sales),  
57239/56819 (Foreign Sellers and Buyers), 57254/57255  
(Navigating the Virginia Jurisdictional Addendum),  
57256/57257 (Mold: A Growing Problem), 55556 (The New  
Regional Contract in Depth), 56166/56167  
(Understanding Your Upcoming Virginia Transaction),  
57923/57924 (NVAR's 2008 Contingencies/Clauses  
Addendum to Sales Contract), 57919/57920 (NVAR's 2007  
Listing Agreement), 57921/57922 (New Forms for 2008),  
57578/57589 (The New 2006 Regional Sales Contract-  
What's Working What's Not), MBH Settlement Group, LC  
**(Taylor)**
9. **Rita Miller** 52125/55286 (Antitrust in Real Estate),  
Williamsburg School of RE **(Gaeser)**
10. **David Otey Jr., Vance Stallings** 55492/55493  
(Legislative Updates), Williamsburg School of RE  
**(Gaeser)**
11. **Allen Hutcheson** 56599/56600 (Risk Management),  
Williamsburg School of RE **(Gaeser)**
12. **Richard Ansell**, 53284/53285 (The Facts on Underground  
Storage Tanks), Richmond Association of Realtors  
**(Gaeser)**

X. Other Business

- A. Interpretation of 18 VAC 135-20-360.C, effective 4/1/08.  
This new paragraph requires that new CE/PLE instructors  
"have expertise in a specific field of real estate with  
at least three years of active experience and will teach  
only in the area of their expertise. Such applicants  
will be required to furnish proof of their expertise  
including, but not limited to, educational transcripts,  
professional certificates and letters of reference that  
will verify the applicant's expertise."

- B. Education Provider America's Best request to offer its approved on-line and CD 60-hour Salesperson Pre-license Principles & Practices of Real Estate course without requiring purchase of the supplementary textbooks. (See letter).

XI. Public Comment

XII. Adjourn