

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING

The Real Estate Board Education Committee met on Monday, May 21, 2012, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Judith Childress, Chair
Joseph Funkhouser, II

Board Member present: Cliff Wells

Staff Members present: Gordon Dixon, Director
Mark Courtney, Deputy Director
Kevin Hoeft, Education Administrator

The meeting was called to order at 3:01 p.m., and a motion was made and approved unanimously to approve the agenda.

A. Three Proprietary School Applications were reviewed and approved:

1. Southwest Virginia Board of Realtors, Abingdon, VA
Contact Person: Lisia Amburn
2. New World Title & Escrow, LLC, Fairfax, VA
Contact Person: Nicholas D. Vlissides
3. Gateway 2 Real Estate 2, LLC, Chantilly, VA
Contact Person: Ronald Tardif

B. One hundred and nine Continuing Education Course Applications were reviewed.

Twenty-six Previously-approved Continuing Education course Applications from approved schools were reviewed. Three applications were approved. Twenty-three online course applications were approved pending a successful online course audit to verify the online courses comply with the Board's requirements for an online course:

1. *64382 Conquering Contracts I: Understanding Basic Contract Law, Offer & Acceptance Forms, 6 hours Real Estate Contracts, Four Pillars Education, Inc.
2. 64384 Conquering Contracts I: Understanding Basic Contract Law, Offer & Acceptance Forms, 6

- hours Broker Management, Four Pillars Education, Inc.
3. 64510 Foreclosure Process and Representing the Buyer at a Foreclosure Sale, 3 hours Legal Updates, Old Dominion Settlement, Inc. t/a Key Title
 4. 64440 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
 5. 64441 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 6. 64442 Fair Housing (On-line), 4 hours Fair Housing, American Institute of Real Estate **(Approval Pending Course Audit)**
 7. 64443 Foreclosure, Short Sales, REOS and Auctions (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 8. 64444 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, American Institute of Real Estate
 9. 64445 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 10. 64446 Mortgage Fraud and Predatory Lending: What Every Agent Should Know (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 11. 64447 Property Management and Managing Risk (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 12. 64448 Real Estate and Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 13. 64449 Real Estate Finance Today V5.0 (On-line), 4 hours Real Estate Related, American Institute of Real Estate **(Approval Pending Course Audit)**
 14. 64450 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, American Institute of Real Estate

15. 64451 Risk Management (On-line), 4 hours Real Estate Related, American Institute of Real Estate
(Approval Pending Course Audit)
16. 64452 Sustainable Housing and Building Green (On-line), 8 hours Real Estate Related, American Institute of Real Estate
(Approval Pending Course Audit)
17. 64453 Truth about Mold V2.1 (On-line), 4 hours Real Estate Related, American Institute of Real Estate
(Approval Pending Course Audit)
18. 64454 Understanding 1031 Tax Free Exchanges (On-line), 4 hours Real Estate Related, American Institute of Real Estate
(Approval Pending Course Audit)
19. 64465 Understanding Credit & Improving Credit Scores (On-line), 4 hours Real Estate Related, American Institute of Real Estate
(Approval Pending Course Audit)
20. 64467 VA 8-hr Mandatory Topics: CE, V2.0 (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, American Institute of Real Estate
(Approval Pending Course Audit)
21. 64468 Real Estate Agent/Mortgage Professional (On-line), 4 hours Real Estate Related, American Institute of Real Estate
(Approval Pending Course Audit)
22. 64469 Know the Code: Real Estate Ethics V1.0 (On-line), 4 hours Ethics and Standards of Conduct, American Institute of Real Estate
(Approval Pending Course Audit)
23. 64470 VA Broker Management and Agent Supervision (On-line), 8 hours Broker Management, American Institute of Real Estate
(Approval Pending Course Audit)
24. 64581 Know the Code:Real Estate Ethics (On-line), 4 hours Ethics and Standards of Conduct, Carruthers Academy of Real Estate
(Approval Pending Course Audit)
25. 64582 Fair Housing (On-line), 4 hours Fair Housing, Carruthers Academy of Real Estate
(Approval Pending Course Audit)

26. 64583 Virginia 8 Hour Mandatory Topics CE (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, Carruthers Academy of Real Estate
(Approval Pending Course Audit)

Eighty-three original applications for continuing education courses offered by approved schools were considered. Eighty of these course applications were approved. Two applications were approved with reduced hours. One Fair Housing course application was approved pending receipt and review of current cases and administrative decisions under Fair Housing laws:

1. *64339 CRS Silver Bullet Solutions, 8 hours Real Estate Related, RAR
2. *64341 CMA - Analyzing the Property Value, 3 hours Real Estate Related, TRSRE
3. *64343 The Listing Process, 3 hours Real Estate Related, TRSRE
4. 64345 Misrepresentations and Case Studies (Online), 4 hours Real Estate Related, McKissock, LP
5. *64347 Foreclosure Professional Agent Designation, 7 hours Real Estate Related, American Real Estate Educators
6. *64356 Fair Housing, 2 hours Fair Housing, VAR
7. *64358 2012 Economic Forum, 1 hour Real Estate Related, WAAR
8. *64361 Generation Buy - REBAC, 6 hours Real Estate Related, Peninsula Real Estate School
9. *64363 8-Hour Elective Course, 8 hours Real Estate Related, Peninsula Real Estate School
10. *64370 Foreclosures, REO's, Auctions, 1 hour Real Estate Related, RECA
11. 64372 Fair Housing, 2 hours Fair Housing, RECA
(Approved pending receipt and review of current cases and administrative decisions under Fair Housing laws)
12. *64374 Architectural Styles, 2 hours Real Estate Related, RECA
13. 64376 8-Hour Required Continuing Education Course, 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, Peninsula Real Estate School

14. *64377 Serving People with Disabilities, 1 hour Real Estate Related, RECA
15. *64385 Helping Your Clients Get Through the Mortgage Process, 2 hours Real Estate Related, Peninsula Real Estate School
16. *64387 Risky Business - Agents Crossing the Line, 2 hours Real Estate Related, Peninsula Real Estate School
17. 64393 Live Webinar: 1031 Exchanges Increase Your Expertise (On-line), 3 hours Real Estate Related, McKissock, LP
18. *64400 Authentisign Workhop, 1 hour Real Estate Related, RAR
19. *64402 Instanet Forms Workshop, 1 hour Real Estate Related, RAR
20. *64404 DOC Box, 1 hour Real Estate Related, RAR
21. *64406 Transaction Desk Workshop, 1 hour Real Estate Related, RAR
22. *64409 Live Webinar: Code of Ethics (On-line), 3 hours Ethics and Standards of Conduct, McKissock, LP
23. *64410 VRLTA 2012, 6 hours Legal Updates, RAR
24. *64413 2012 VRLTA and Current Legislative Issues, 3 hours Legal Updates, and 3 hours Real Estate Related, VAR
25. *64419 Broker Management: Effective Team Management, 2 hours Real Estate Related, NVAR
26. *64421 Broker Management: Effective Team Management, 3 hours Real Estate Related, NVAR
27. *64423 Fortify Your Firm: Sensible Solutions for Identifying & Reducing Risk, 2 hours Real Estate Related, VAR
28. *64427 Virginia Residential Landlord-Tenant Act Seminar & Legal Update, 6 hours Legal Updates, Peninsula Housing & Builders Association
29. *64430 Top 10 Technology Mistakes that 99% of Agents Make, 3 hours Real Estate Related, Piedmont School of Real Estate
30. *64432 Unveiling the Mystery of the Buyer Agency Agreement, 1 hour Real Estate Related, Four Pillars Education, Inc.
31. *64434 Certified Investor Agent Specialist (On- line), 8 hours Real Estate Related, Alpha College of Real Estate

- 32. *64438 Ninja Negotiations, 3 hours Real Estate Related, Piedmont School of Real Estate
- 33. *64472 Lead Generation in the 21st Century, 2 hours Real Estate Related, Piedmont School of Real Estate
- 34. *64474 What's Hot and What's Not, 2 hours Real Estate Related, Piedmont School of Real Estate
- 35. *64476 Facebook Fan Pages for Realtors, 1 hour Real Estate Related, Dulles Area Real Estate School
- 36. *64480 FHA 203K - Full K and Streamline Program, 1 hour Real Estate Related, Dulles Area Real Estate School
- 37. *64482 Real Estate Video Marketing Essentials, 1 hour Real Estate Related, Dulles Area Real Estate School
- 38. *64484 Virginia Residential Landlord Tenant Act, 3 hours Legal Updates, and 3 hours Real Estate Related, Realtor Association of Prince William
- 39. *64486 Introduction to Commercial Investment Real Estate, 8 hours Real Estate Related, Old Dominion University
- 40. 64488 CRS 103 "Mastering Positive Change in Today's World", 8 hours Real Estate Related, Council of Residential Specialists
- 41. *64490 New Home Construction 101, 1 hour Real Estate Related, Williamsburg Real Estate School
- 42. *64492 Home Construction 101, 3 hours Real Estate Related, Williamsburg Real Estate School
- 43. *64494 Silver Bullet Solutions (CRS Elective), 8 hours Real Estate Contracts, Alpha College of Real Estate
- 44. 64496 Silver Bullet Solutions (CRS Elective), 8 hours Broker Management, Alpha College of Real Estate
- 45. *64497 Virginia Residential Landlord Tenant Act, 3 hours Legal Updates, 3 hours Real Estate Related, Peninsula School of Real Estate
- 46. *64500 RECA Contracts 2012, 3 hours Real Estate Contracts, RECA
- 47. 64502 Real Estate Hot Topics, 6 hours Real Estate Related, Investors Title Insurance Company
- 48. *64505 Real Estate Laws You Need To Know, 1 hour Legal Updates, and 1 hour Real Estate Contracts, VAR

49. *64508 203K Education for Renovation, 2 hours Real Estate Related, Peninsula Real Estate School
50. *64519 Negotiating, 3 hours Real Estate Related, Academy of Real Estate
51. *64521 FHA for Realtors, 1 hour Real Estate Related, Realtor Association of Prince William
52. *64523 Video Marketing, 2 hours Real Estate Related, Peninsula Real Estate School
53. *64525 Tenant Screening & Selection, 1 hour Real Estate Contracts, Realtor Association of Prince William
54. 64527 Home Inspections (On-line), 3 hours Real Estate Related, Institute for Continuing Education, Inc.
55. *64528 Fair Housing, 3 hours Fair Housing, RAR
56. *64531 Selling & Financing Coops, 1 hour Real Estate Related, Academy of Real Estate
57. *64533 Home Insurance Basics for Realtors, 3 hours Real Estate Related, Realtor Association of Prince William
58. *64541 Remodeling for Real Estate Agents, 1 hour Real Estate Related, Champion University
59. 64543 Eminent Domain, 1 hour Ethics and Standards of Conduct, 3 hours Legal Updates, and 8 hours Real Estate Related, CLE International
60. 64544 Real Estate Laws Update, 2 hours Broker Management, VAR
61. *64545 Contract to Closing, 2 hours Real Estate Related, Piedmont School of Real Estate
62. *64547 Record Room Basics for the Non-Examiner, 2 hours Real Estate Related, Piedmont School of Real Estate
63. *64549 Preparing and Pricing for Today's Market, 2 hours Real Estate Related, CBRB SRE
64. *64551 Don't Let Your Transaction Fall Down the Drain, 2 hours Real Estate Related, CBRB SRE
65. *64553 Condominiums: Conventional Approval and Financing...Get the Facts, 2 hours Real Estate Related, CBRB SRE
66. *64555 What is Credit Scoring? 2 hours Real Estate Related, CBRB SRE
67. *64557 FHA Loans, 2 hours Real Estate Related, CBRB SRE

- 68. *64559 The Appraisal Process, 2 hours Real Estate Related, CBRB SRE
- 69. *64561 VA Loans, 2 hours Real Estate Related, CBRB SRE
- 70. *64563 Understanding the UPS and Downs of Mortgage Interest Rates, 2 hours Real Estate Related, CBRB SRE
- 71. *64565 Staying in Touch with E-Cards, 1 hour Real Estate Related, Towne Realty School of Real Estate **(Approved with Reduced Hours)**
- 72. *64567 Social Media: The Cherry on Top, 1 hour Real Estate Related, Towne Realty School of Real Estate **(Approved with Reduced Hours)**
- 73. *64569 Making Money & Generating Business: OSA/CFL, 2 hours Real Estate Related, Towne Realty School of Real Estate
- 74. *64571 Top PREA Tools, 1 hour Real Estate Related, Towne Realty School of Real Estate
- 75. *64573 I-PAD for Buyer Agents, 1 hour Real Estate Related, Towne Realty School of Real Estate
- 76. *64575 Reverse for Purchase, 1 hour Real Estate Related, Towne Realty School of Real Estate
- 77. *64578 Everything You Need to Know About Property Management, 4 hours Real Estate Contracts, 3 hours Real Estate Related, Realtor Association of Prince William
- 78. *64585 Relocation Real Estate: Servicing Clients, 3 hours Real Estate Related, Funkhouser Real Estate School **(Mr. Funkhouser recused himself from voting on this application)**
- 79. *64587 Relocation Real Estate: Inventory Management & Property Marketing, 3 hours Real Estate Related, Funkhouser Real Estate School **(Mr. Funkhouser recused himself from voting on this application)**
- 80. *64589 RECA Addendums 2012, 3 hours Real Estate Contracts, Real Estate Career Academy
- 81. *64592 Buying and Selling Foreclosures, 3 hours Real Estate Related, Real Estate Institute
- 82. *64594 1031 Tax Free Exchange, 3 hours Real Estate Related, Real Estate Institute
- 83. 64596 Commercial Leasing (On-line), 3 hours Real Estate Related, Institute for Continuing Education, Inc.

C. Eighty-five post license education course applications were reviewed.

Twelve Previously-approved Post License Education Course Applications from approved schools were reviewed. One application was approved. Eleven online course applications were approved pending a successful online course audit to verify the online courses comply with the Board's requirements for an online course:

1. *64383 Conquering Contracts I: Understanding Basic Contract Law, Offer & Acceptance Forms (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Four Pillars Education, Inc.
2. 64455 Virginia Real Estate: Selling Process On-line (Selling Process), 3 hours Residential Real Estate Elective Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
3. 64456 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
4. 64457 Ethics and Standards of Conduct/Current Industry Issues & Trends (On-line), 3 hours Residential Real Estate Mandatory Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
5. 64458 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
6. 64459 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
7. 64460 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
8. 64461 Virginia Post Licensing: Technology - On-line (Technology), 3 hours Residential Real Estate Elective Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
9. 64462 Business Planning (On-line), 2 hours Residential Real Estate Elective Topics, American Institute of Real Estate **(Approval Pending Course Audit)**

10. 64463 Property Valuation - On-line (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
11. 64464 Land Use - On-line (Land Use Issues), 1 hour Residential Real Estate Elective Topics, American Institute of Real Estate **(Approval Pending Course Audit)**
12. 64466 Financing Properties (Finance), 3 hours Residential Real Estate Elective Topics, American Institute of Real Estate **(Approval Pending Course Audit)**

Seventy-three original applications for post license education courses offered by approved schools were considered. Sixty-nine of these applications were approved. Two applications were approved with reduced hours. Two applications were denied because they include "Broker Management" in their course titles, deal primarily with broker course content, and, therefore, are not appropriate for new salesperson post license education:

1. *64340 CRS Silver Bullet Solutions (Selling Process), 8 hours Residential Real Estate Elective Topics, RAR
2. *64342 CMA - Analyzing the Property Value (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, TRSRE
3. *64344 The Listing Process (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, TRSRE
4. *64348 Foreclosure Professional Agent Designation (Other Real Estate Related), 7 hours Residential Real Estate Elective Topics, American Real Estate Educators
5. *64357 Fair Housing (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
6. *64359 2012 Economic Forum (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
7. *64362 Generation Buy - REBAC (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, Peninsula Real Estate School

8. *64364 8-Hour Elective Course (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
9. *64371 Foreclosures, REO's, Auctions (Selling Process), 1 hour Residential Real Estate Elective Topics, RECA
10. *64375 Architectural Styles (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, RECA
11. *64378 Serving People with Disabilities (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, RECA
12. *64386 Helping Your Clients Get Through the Mortgage Process (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
13. *64388 Risky Business - Agents Crossing the Line (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
14. *64401 Authentisign Workshop (Technology), 1 hour Residential Real Estate Elective Topic, RAR
15. *64403 Instanet Forms Workshop (Technology), 1 hour Residential Real Estate Elective Topic, RAR
16. *64405 DOC Box (Technology), 1 hour Residential Real Estate Elective Topic, RAR
17. *64407 Transaction Desk Workshop (Technology), 1 hour Residential Real Estate Elective Topic, RAR
18. *64411 VRLTA 2012 (Real Estate Law), 3 Residential Real Estate Mandatory Topics, RAR
19. 64412 VRLTA 2012 (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, RAR
20. *64414 2012 VRLTA and Current Legislative Issues (Current Industry Issues and Trends), 6 hours Property Management Elective Topics, VAR
21. *64420 Broker Management: Effective Team Management (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR **(Denied - not appropriate for new salesperson post license education)**

22. *64422 Broker Management: Effective Team Management (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, NVAR (**Denied - not appropriate for new salesperson post license education**)
23. *64424 Fortify Your Firm: Sensible Solutions for Identifying & Reducing Risk (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
24. *64428 Virginia Residential Landlord-Tenant Act Seminar & Legal Update (Virginia Residential Landlord/Tenant Act and Fair Housing), 4 hours Property Management Mandatory Topics, Peninsula Housing & Builders Association
25. *64431 Top 10 Technology Mistakes that 99% of Agents Make (Technology), 3 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
26. *64433 Unveiling the Mystery of the Buyer Agency Agreement (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Four Pillars Education, Inc.
27. *64435 Certified Investor Agent Specialist On-line (Other Real Estate Related), 13 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
28. *64439 Ninja Negotiations (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
29. *64473 Lead Generation in the 21st Century (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
30. *64475 What's Hot and What's Not (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
31. *64477 Facebook Fan Pages for Realtors (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Dulles Area Real Estate School
32. *64481 FHA 203K - Full K and Streamline Program (Finance), 1 hour Residential Real Estate Elective Topics, Dulles Area Real Estate School

33. *64483 Real Estate Video Marketing Essentials (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Dulles Area Real Estate School
34. *64485 Virginia Residential Landlord Tenant Act (Current Industry Issues and Trends), 6 hours Property Management Elective Topics, Realtor Association of Prince William
35. *64487 Introduction to Commercial Investment Real Estate (Other Real Estate Related), 16 hours Commercial Real Estate Elective Topics, Old Dominion University
36. *64491 New Home Construction 101 (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Williamsburg Real Estate School
37. *64493 Home Construction 101 (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Williamsburg Real Estate School
38. *64495 Silver Bullet Solutions (CRS Elective) (Other Real Estate Related), 3 hours Residential Real Mandatory Elective Topics, Alpha College of Real Estate
39. *64498 Virginia Residential Landlord Tenant Act (Current Industry Issues and Trends), 6 hours Property Management Elective Topics, Peninsula School of Real Estate
40. *64501 RECA Contracts 2012 (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, RECA
41. *64506 Real Estate Laws You Need To Know (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
42. *64509 203K Education for Renovation (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
43. *64520 Negotiating (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Academy of Real Estate
44. *64522 FHA for Realtors (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Realtor Association of Prince William
45. *64524 Video Marketing (Other Real Estate Related), 2 hours Residential Real Estate

- Elective Topics, Peninsula Real Estate School
46. *64526 Tenant Screening & Selection (Tenant/Landlord Relationships), 1 hour Property Management Elective Topics, Realtor Association of Prince William
 47. *64529 Fair Housing (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, RAR
 48. *64532 Selling & Financing Coops (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Academy of Real Estate
 49. *64534 Home Insurance Basics for Realtors (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
 50. *64542 Remodeling for Real Estate Agents (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Champion University
 51. *64546 Contract to Closing (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
 52. *64548 Record Room Basics for the Non-Examiner (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
 53. *64550 Preparing and Pricing for Today's Market (Property Valuation/Listing Process), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
 54. *64552 Don't Let Your Transaction Fall Down the Drain (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
 55. *64554 Condominiums: Conventional Approval and Financing...Get the Facts (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
 56. *64556 What is Credit Scoring? (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
 57. *64558 FHA Loans (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE

58. *64560 The Appraisal Process (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
59. *64562 VA Loans (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
60. *64564 Understanding the Ups and Downs of Mortgage Interest Rates (Finance), 2 hours Residential Real Estate Related Elective Topics, CBRB SRE
61. *64566 Staying in Touch with E-Cards (Technology), 1 hour Residential Real Estate Elective Topics, Towne Realty School of Real Estate **(Approved with Reduced Hours)**
62. *64568 Social Media: The Cherry on Top (Technology), 1 hour Residential Real Estate Elective Topics, Towne Realty School of Real Estate **(Approved with Reduced Hours)**
63. *64570 Making Money & Generating Business: OSA/CFL (Selling Process) 2 hours Residential Real Estate Elective Topics, Towne Realty School of Real Estate
64. *64572 Top PREA Tools (Property Valuation/Listing Process), 1 hour Residential Real Estate Elective Topics, Towne Realty School of Real Estate
65. *64574 I-Pad for Buyer Agents (Technology), 1 hour Residential Real Estate Elective Topics, Towne Realty School of Real Estate
66. *64576 Reverse for Purchase (Finance), 1 hour Residential Real Estate Elective Topics, Towne Realty School of Real Estate
67. *64579 Everything You Need to Know About Property Management (Contract Writing and Agency), 4 hours Property Management Mandatory Topics, Realtor Association of Prince William
68. 64580 Everything You Need to Know About Property Management (Tenant/Landlord Relationships), 3 hours Property Management Elective Topics, Realtor Association of Prince William
69. *64586 Relocation Real Estate: Servicing Clients (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Funkhouser Real Estate School **(Mr. Funkhouser recused himself from voting on this application)**

- 70. *64588 Relocation Real Estate: Inventory Management & Property Marketing (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Funkhouser Real Estate School **(Mr. Funkhouser recused himself from voting on this application)**
- 71. *64590 RECA Addendums 2012 (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Real Estate Career Academy
- 72. *64593 Buying and Selling Foreclosures (Finance), 3 hours Residential Real Estate Elective Topics, Real Estate Institute
- 73. *64595 1031 Tax Free Exchange (Finance), 3 hours Residential Real Estate Elective Topics, Real Estate Institute

D. Nineteen Residential Standard Agency Continuing Education course applications were reviewed.

Fifteen applications for previously-approved Residential Standard Agency Continuing Education courses offered by approved schools were considered and approved:

- 1. 64338 Residential Standard Agency, 3 hours Real Estate Career Academy
- 2. 64349 Residential Standard Agency, 3 hours Academy of Real Estate, LLC
- 3. 64354 Residential Standard Agency, 3 hours William E. Wood & Associates Real Estate Academy
- 4. 64355 Residential Standard Agency, 3 hours Carruthers Academy of Real Estate
- 5. 64360 Residential Standard Agency, 3 hours Chesapeake Bay & Rivers School of Real Estate
- 6. 64365 Residential Standard Agency, 3 hours Master Institute
- 7. 64429 Residential Standard Agency, 3 hours, New Millennium University
- 8. 64471 Residential Standard Agency, 3 hours, Williamsburg Real Estate School
- 9. 64499 Residential Standard Agency, 3 hours, Cindy Bishop Worldwide, LLC
- 10. 64504 Residential Standard Agency, 3 hours, Churchland Academy of Real Estate **(Mr. Wells recused himself from voting on this application)**
- 11. 64507 Residential Standard Agency, 3 hours,

- 12. 64530 Peninsula School for Real Estate Residential Standard Agency, 3 hours, Capital Area Title, LLC dba Universal Title
- 13. 64577 Residential Standard Agency, 3 hours, Henderson Professional Development Seminars
- 14. 64584 Residential Standard Agency, 3 hours, Moseley Real Estate Schools, Inc.
- 15. 64591 Residential Standard Agency, 3 hours, Old Dominion Real Estate Institute

Four applications for original Residential Standard Agency Continuing Education courses were reviewed. Three of these applications were approved. One original online distance learning Residential Standard Agency (RSA) Continuing Education course application was approved pending ARELLO Distance Education Certification and inclusion of Board-approved RSA Exam:

- 1. 64369 Residential Standard Agency, 3 hours Provident School of Real Estate
- 2. 64395 Residential Standard Agency, 3 hours Hometown Title & Escrow, LLC
- 3. 64489 Residential Standard Agency (On-line), 3 hours, Potomac Real Estate School (**Approved pending ARELLO Distance Education Certification & Board-approved RSA Exam**)
- 4. 64503 Residential Standard Agency, 3 hours, REOS.COM

E. Five Pre-license Education Course Applications were reviewed and approved:

- 1. 45-hour Broker Real Estate Law (Classroom), Realtor Association of Prince William
- 2. 45-hour Broker Real Estate Finance (Classroom), Realtor Association of Prince William
- 3. 45-hour Broker Real Estate Brokerage (Classroom), Realtor Association of Prince William
- 4. 45-hour Broker Real Estate Appraisal (Classroom), Realtor Association of Prince William
- 5. 60-hour Salesperson Principles and Practices of Real Estate (Classroom), Gateway 2 Real Estate 2, LLC

F. Ten Pre-License Education Instructor Applications were reviewed and approved:

- 1. Zackary Ray Williams
- 2. Kenneth Michael Cooper

3. Mario Tercero Rubio
4. Donald L. Coleman (**Expert - Law**)
5. Christopher George Busching (**Expert - Finance**)
6. Natalie Jean Donovan
7. Diane O. Becker
8. Patrick Lee Burns
9. Robyn C. Burdett
10. James Allen Williams

G. Fifteen continuing and post license education instructor applications to teach previously approved continuing and post license education courses were reviewed. Fourteen of these applications were approved. One application was approved with the exception of one instructor applicant who failed to provide evidence of expertise and at least three years of active experience in the field of real estate he was seeking to teach:

1. **Ramon Morales and Carl Mazzan Sr.**- 62756/62757 (Finance), **Long and Foster Institute of Real Estate**
2. **Robyn Webb and Brad Brammer** - 60562 (Certified Distressed Property Expert - 4 hr CE Real Estate Contract & 8 hr CE Related), 60563 - Certified Distressed Property Expert - 4 hr PLE Selling Process), 60564 (Certified Distressed Property Expert Part 3: 4 hr PLE Related), 60565 (Certified Distressed Property Expert Part 2: 4 hr PLE Related, **Alpha College of Real Estate**
3. **Richard Hayden** - 63819/63820 (2012 Regional Sales Contract & VA Jurisdictional Addendum Summary of Changes), 64116/64117 (2012 Regional Sales Contract Changes to Paragraph 7 Property Maintenance and Condition and Paragraph 10 Personal Property and Fixtures, 62538/62539 (A Mock Settlement), 62679/62680 (Agency Law Demystified), 63817 (Agent Duties & Disclosures), 59617/59618 (An Introduction to Short Sale and the Short Sale Addendum) 57203/57204 (Bankruptcy and Foreclosure) 62673/62674 (Closing Real Estate Sales in Virginia) 63821/63822 (Congratulations - You Got the Listing!) 60553/60554 (Contracts with Escalators - An Elevator to the Top Sales Price), 62597/62598 (Death, Divorce, & Bankruptcy - The Ins and Outs of these Unconventional Transactions) 59439/59440 (Earnest Money Deposits) 62945/62946 (Effective Real Estate Contracts in Northern Virginia), 62821/62822 (Ethics for Real Estate Agents), 62819/62820 (Fair Housing Law)

63818 (Fair Housing - CE only), 62817/62818 (Foreclosure, REOs and Short Sales), 57585/57586 (Foreclosures, REOs and Short Sales - A Primer), 57239/57240 (Foreign Buyers and Sellers) 58406/58407 (Highlights of NVAR's 2006 Regional Sales Contract w/ Selected Items from VJA) 64211/64212 (Home Inspection 2012), 63370/63371 (Legal Updates and Emerging Trends), 56585/60075 (Limited Service Agency), 64131/64132 (Mold and Defective Chinese Drywall, 59435/59436 (Navigating the Virginia Jurisdictional Addendum), 57578/57579 (New 2006 Regional Sales Contract-What's Working & What's Not), 57921/57922 (New Forms for 2008 for Your Northern VA Real Estate Practice), 57919/57920 (NVAR's 2007 Listing Agreement), 57923/57924 (NVAR's 2008 Contingencies/Clauses Addendum to Sales Contract 62530/62531 (Taxes for the Independent Contractor) 59437/59438 (The Final RESPA Rule), 57497/57498 (The New Virginia Residential Property Disclosure Statement), 57499/57500 (The Newest Appraisal and Financing Contingencies), 62696/62697 (Title Insurance and Surveys), 56593/56594 (Title Insurance: What is it? Why Get It?), 62815/62816 (Transactions Involving FHA/VA Financing) 62813/62814 (Unconventional Transactions), 62607/62608 (Understanding Deed and Tenancy- Effectively Transferring Title to Real Property) 64008/64009 (Understanding the Conventional, FHA and VA Financing Addendum), 64006/64007 (Understanding and Using the New NVAR Well and Septic Addendum) 56166/56167 (Understanding Your Upcoming Virginia Transaction), 57201/57202 (What is Delivery?) 62811/62812 (Why Didn't My Short Sale Close), 62809/62810 (Willis, Estates, and Title Issues 64120 (Residential Standard Agency), **MBH**

Settlement, L.C.

4. **Thomas P. Leasure** - 62642/62643 (Seller Representative Specialist), 59831/59832 (Negotiating Workshop), **Long and Foster Real Estate, Inc.**
5. **Matthew L. Troiani** - 63775/63777 (Introduction to the 2012 NVAR Regional Contract Form, 63774/63775 (Contracts/Offer to Purchase), 63737/63738 (Fair Housing - 2 hour Version), 62999/63000 (Tax Matters in Real Estate Sales), 63739/63740 (Fair Housing), 56396/56397 (The Code of Ethics for Real Estate Professionals), 56398/56399 (How to Help Clients Avoid Foreclosures), 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), 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), 63772/63773 (Contract Review - A Tale of Two Contracts), 63897/63898 (Selected Issues in Agency Law in Virginia), 57347/57348 (Legal Updates), 58425/58426 (Short Sales, REO Sales and Some Related Tax Issues), 58618/58619 (Special Contracts and Seller Financing), 59899/59900 (RESPA Reform Rule-New GFE and HUD-1 Review), 61400/61401 (Current Legal Issues & Ethical Pitfalls), 61543/61544 (Deeds of Conveyance), 61768/61769 (Preparing for Success: Keeping Issues from Becoming Problems), 62018/62019 (Handling Sales of Properties in Decedent's Estates), 62671/62672 (Surveys and Easements-Mapping Out an Approach), 62692/62693 (FIRPTA Requirements in RE Transactions), 62975/62976 (Renovation Financing), 62997/62998 (Using Tax Deferred Exchanges to Increasing Buying Power), 62973/62974 (Closing with a Twists (Non-Standard Transactions), 63235/63236 (Negotiation 101: The Psychology of the Deal), 64313 (Residential Standard Agency - 3 hours), **RGS Title**

Real Estate Academy

6. **Amina Basic** - 63638 (Agency Law - New Agency law in Virginia), 63640 (Offer to Purchase - Regional Sales Contracts), 63570 (Other Real Estate Related - Ethics for Real Estate Agents), 63568 (Other Real Estate Related - Home Inspections), 63566 (Other Real Estate Related - Unconventional Transactions), **Alltech Title Group, Inc.**
7. **Branden Lowder** - 60562 (Certified Distressed Property Expert (4 hr CE Real Estate Contracts & 8 hr CE Related), 60563 (Certified Distressed Property Expert (4 hr PLE Selling Process), 60564 (Certified Distressed Property Expert Part 3 (4 hr PLE Related) 60565 (Certified Distressed Property Expert Part 2 (4 hr PLE Related), **Alpha College of Real Estate**
8. **Roger W. Smith, Gina Julia Parello, Dexter Godfrey, Renee Davis, Pat Richardson, Dee Scruggs-Carsten, Candy Dennis, Ann J. Randolph and Mary Beth Pauley** - 64308 (Residential Standard Agency), **Long and Foster Real Estate, Inc.**
9. **Sweth Chandramouli, Suzanna Granoski, Ellen Butters, Harold Schmidt, and Charles "Mike" Reed** - 58806 (Real

Estate Contract), 58840 (Virginia Legislative Updates), 58796 (Real Estate Agency), 58802 (Smart Growth in Virginia), 58804 (Internet's Effect on Virginia Real Estate Transactions), 58800 (Real Estate Fair Housing), 58842 (Legal Ethics and Professionalism in Real Estate Law), 58792 (Home Sales and the Economy), 58790 (Do Not Call Rules and Regulations), 58798 (Ethics and Standards of Conduct), 58844 (Virginia Real Estate Law Update), 58699 (Limited Service Agency), 58846 (Virginia Salesperson CE: Mandatory and Elective Topics), 62734/62735 (Ethics and Standards of Conduct), 62736/62737 (Fair Housing) 62750/62751 (Finance), 62744/62745 (Property Law) 62742/62743 (Real Estate Technology), 62740/62741 (Real Estate Law), 62732/62733 (Agency Law) 62748/62749 (Land Use Issues), 62746/62747 (Property Valuation & Listing Process), 62738/62739 (Offers to Purchase)

Ellen Butters, Harold Schmidt, and Charles "Mike" Reed - 58848 (Virginia Broker CE: Mandatory and Elective Topics), 58587 (Agent Supervision and Management: Cases in Improper Listing, Leasing and Commissions), 58585 (Agent Supervision and Management: Cases Personal Misconduct and Proper Supervision), 58545 (Agent Supervision and Management: Cases in Advertising and Communication) 58547 (Agent Supervision and Management: Cases in Agency Initiation, Supervision and Management), 58549 (Agent Supervision and Management: Cases in Improper Disclosures and Disclosures Management), 58551 - (Agent Supervision and Management: Cases in Escrow Account Management) 58553 (Agent Supervision and Management: Cases in Improper Dealing and Financial Management) 57941 (Agent Supervision and Management: Cases in Agent Misconduct), 58794 (Agent Supervision and Management, **Moseley Real Estate Schools**

10. **Jennifer McCarthy, Mark WorriLOW, Art Grace** - 64408 (Residential Standard Agency), **PWAR**
11. **Ruth Benjaminson** - 57609/57610 (Risk Management - Red Flags), **Long and Foster Real Estate, Inc.**
12. **Victoria Baker, Steve Lizik, Scott Mazingo, and William Burkart** - 64314 (Residential Standard Agency), **CBRB SRE (Mr. Burkart was not approved to teach this course as he failed to provide evidence of expertise and at least three years of active experience in residential agency).**

13. **Paul Valentino, Ruth Papuchis, Steve Lizik** - 62510/62511 (Building Your Business/Business Planning), **CBRB SRE**
14. **Kimberly Garnett** - 63669/63670 (Transforming Homebuyers Into Homeowners), **VAR**
15. **Jerry Boutcher** - 64307 (Residential Standard Agency) 64317/64318 (Virginia Residential Agency Law) 64224/64225 (Contract Termination), 64257/64258 (Short Sale Tax Consequences), 64261/64262 (Short Selling Investment Properties), 64263/64264 (Credit Consequences of a Short Sale), **Vesta Settlements, LLC**

H. Other Business

1. At its March 15, 2012, meeting, the Board approved requiring a standard Board-approved examination, as a condition for approval, for all Residential Standard Agency (RSA) distance learning courses and directed the Committee to study and recommend a standard examination for all distance learning RSA courses at its May 21, 2012, meeting. The Committee reviewed and recommended approval of the twenty exam questions in the Virginia Association of Realtors Board-approved RSA-course (Course Number 64123) as the standard Board-approved examination for all Board-approved RSA distance learning courses.
2. The Committee considered the question, "Do active licensees whose license is affiliated with a referral company practice residential real estate?" Board staff received many questions from these licensees inquiring as to whether they can seek a waiver from having to complete the three-hour Residential Standard Agency course. The Committee determined these active licensees do practice residential real estate and must complete the RSA course.
3. The Committee considered the following question from an approved education provider: "Will Board-approved three-hour Residential Standard Agency courses meet the three-hour Virginia Agency Law Post License Education course requirement that is part of the new post license education 30-hour curriculum?" The Committee determined that each course application must be considered on an individual basis, but it is likely that a course approved for three hours of Residential Standard Agency could also be approved for three hours of Virginia Agency Law when the new Post License Education program for new salespersons goes into effect.

4. Deputy Director Mark Courtney informed the Committee that Board staff is working on the "New Post License Education Curriculum Guidance Document" that will likely be brought before the Board for review and approval at its July 12, 2012, meeting. The phase out of the current PLE program and the phase in of the new PLE program must be coordinated with the implementation of the Board's new electronic information system before the final language for the Guidance Document can be drafted.

I. There was no public comment and the meeting adjourned at 4:07 p.m.

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