



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

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Governor

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Commerce and Trade
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VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Tuesday, October 25, 2016, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

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

Staff Members present: Jay DeBoer, Director
Jeffrey Williams, Board Administrator
Ana "Mia" Quimpo, Education Specialist
Beverly Bennett, Licensing Specialist

The meeting was called to order by Chairman Hoover at 2:06 p.m.

A motion was made and approved unanimously to approve the agenda.

There were no public comments.

The following items were discussed:

Discussion with PSI regarding the professionalism of proctors.

Department staff contacted PSI after receiving a complaint that a PSI staff member engaged in an unprofessional conversation about a Real Estate school with one of the exam applicants. PSI contacted site proctors and reiterated its professional standards. Department staff confirmed with at least one proctor that they had been contacted by PSI management. PSI apologized for any issue(s).

Mandatory subjects being designated as "Real Estate Related".

Staff shared with the Committee that providers will often submit the same CE course for mandatory credit as well as "real estate" related. Staff shared that this causes confusion with agents and that when they call DPOR staff about their concerns the

agents are told that they need to contact the school if they have any issues with how the course they took is labeled, approved, or reported. Staff will not change scores or course numbers based on conversations with agents, only based on documentation from a provider.

“Carryover” methodology chart.

Mr. Williams provided the Committee, and at the instruction of the Committee - the audience, an initial version of a “Carryover” methodology chart for Continuing Education. After discussing the date(s) listed on the handout versus the dates the providers had in mind, staff proposed that they review and possibly revise the handout based on the feedback from the Committee and providers. Staff will report back to the Committee/Board as soon as possible on their progress. UPDATE: Mr. Williams provided the full Board, at its October 26, 2016, meeting, an updated version of the chart; which the Board approved for use and publication.

Tracking course completion upload issues: looking for patterns.

In order to help staff, providers and agents, staff tracked the number of issues with individuals’ records when their education scores were uploaded by providers. During a 20 day period, there were over 1,300 problems with individuals’ scores. The most troubling was that over 600 of those problems were duplicate scores. Staff will work with providers to improve the accuracy of the data they submit.

Payment, Education, and Affirmation: What education providers need to know about individual license renewals starting in 2017.

Mr. Williams shared with the Committee and audience that the failure of Supervising Broker of branch offices to affirm that agents work at their branch when the agents’ license come up for renewal in 2017 will more than likely generate calls to the providers. There is a good chance agents will believe that there is a problem with their education if the agent has completed his or her education and paid their renewal fee on time, if their licenses do not automatically renew. They will more than likely not think to check with their Supervising Broker to see if an “affirmation” was sent to the Board. Mr. Williams encouraged the providers to ask agents if they work for a branch, and if they do encourage them to talk to their Supervising Broker. Under no circumstance should any agent’s education be resubmitted to DPOR, unless a DPOR staff person instructs the provider to do so.

Acceptable documentation of teaching qualifications for “18 VAC 135-20-360. Proprietary school standards, instructor qualifications and course requirements” as they pertain to applicant 0230001409.

In the past, staff have deemed certain instructor applications incomplete if the applicant did not provide a copy of an actual teaching certificate or license from the Commonwealth of Virginia as proof of the applicant’s qualifications. After further review

of the regulations, it was decided that other forms of documentation are acceptable. Based on this review, an additional application was presented to the Committee for review that should have been a part of the initial agenda. The Committee reviewed and approved the application.

The Committee next considered the education applications on the meeting agenda.

The following actions were taken:

A. Two proprietary school applications were reviewed and approved.

1. 0211001188 - Time, LLC. Haymarket, VA
Contact Person: Patty Young
2. 0211001189 – Secured Property Management, LLC.
Fredericksburg, VA
Contact Person: Lyra Stroud

B. Eighty-nine continuing education course applications were reviewed; of these courses:

Twenty-one previously-approved applications for a continuing education course offered by an approved school were considered and approved. Of those, six courses did not have all the instructors submitted in the application approved, only some of the instructors.

Courses listed below were approved unless noted otherwise.

1. 0214021646 Property Management and Managing Risk
V5.0 (On-line), 4 hours Real Estate
Related, Kaplan Real Estate Schools
(F.A. Dan Daniels)
2. 0214021647 Red Flags Property Inspection Guide
V5.0 (On-line), 4 hours Real Estate
Related, Kaplan Real Estate Schools
(F.A. Dan Daniels)
3. 0214021648 Sustainable Housing and Building Green
V3.0 (On-line), 4 hours Real Estate
Related, Kaplan Real Estate Schools
(F.A. Dan Daniels)
4. 0214021661 Virginia 8 hour Mandatory Topics (On-
line), 2 hours Fair Housing, 3 hours
Ethics and Standards of Conduct, 1
hour Legal Updates, 1 hours Real
Estate Contracts, and 1 hour Real
Estate Agency, International Business
Associates, Inc **(Mumtaz Bhatti)**
5. 0214021662 Buyer Representation in Real Estate

- v5.0 (On-line), 4 hours Real Estate Related, International Business Associates, Inc (**Mumtaz Bhatti**)
6. 0214021663 Real Estate and Taxes: What Every Agent Should Know v6.0 (On-line), 4 hours Real Estate Related, International Business Associates, Inc (**Mumtaz Bhatti**)
 7. 0214021664 Real Estate Finance Today v7.0 (On-line), 4 hours Real Estate Related, International Business Associates, Inc (**Mumtaz Bhatti**)
 8. 0214021674 Foreclosures, Short Sales, REOs, and Auctions v2.0 (On-line), 4 hours Real Estate Related, International Business Associates, Inc (**Mumtaz Bhatti**)
 9. 0214021676 Understanding 1031 Tax Free Exchanges V3.0 (On-line), 4 hours Real Estate Related, American Institute of Real Estate (**Abraham Michael Halaw**)
 10. 0214021677 VA Property Management & Managing Risk V5.0 (On-line), 4 hours Real Estate Related, American Institute of Real Estate (**Abraham Michael Halaw**)
 11. 0214021678 Red Flags: Property Inspection V5.0 (On-line), 4 hours Real Estate Related, American Institute of Real Estate (**Abraham Michael Halaw**)
 12. 0214021686 Virginia 8-Hour Mandatory Topics CE v3.1 (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 Fredericksburg Academy of Real Estate (**Colin F. McGowan**)
 13. 0214021687 Virginia Mandatory Broker and Agent Supervision v2.0 (On-line), 8 hours Broker Management, The Frederick Academy of Real Estate (**Colin F. McGowan**)
 14. 0214021688 Real Estate and Taxes: What Every Agent Should Know v6.0 (On-line), 4 hours Real Estate Related, The Frederick Academy of Real Estate (**Colin F. McGowan**)
 15. 0214021706 Buyer Representation in Real Estate v5.0 (On-line), 4 hours Real Estate Related, Frederick Academy of Real Estate (**Colin F. McGowan**)
 16. 0214021753 Title Insurance Basics-Claims, 1 hour

- Real Estate Related, New World Title & Escrow **(Nicholas D. Vlissides, Andrew Christopher DiPaola, Helen Krause)** Grace Swersey was not approved to teach this course.
17. 0214021754 Divorce, Bankruptcy & Real Estate Settlements, 1 hour Real Estate Related, New World Title & Escrow **(Nicholas D. Vlissides, Andrew Christopher DiPaola,)** Grace Swersey and Helen Krause were not approved to teach this course.
 18. 0214021755 Judgments & Liens in Virginia: A Real Estate Agent's Perspective, 1 hour Real Estate Related, New World Title & Escrow **(Nicholas D. Vlissides, Andrew Christopher DiPaola, Helen Krause)** Grace Swersey was not approved to teach this course.
 19. 0214021756 Title Insurance-Virginia History & Owner's Coverage, 1 hour Real Estate Related, New World Title & Escrow **(Nicholas D. Vlissides, Andrew Christopher DiPaola, Helen Krause)** Grace Swersey was not approved to teach this course.
 20. 0214021757 1031 Exchanges: What Realtors Need to Know, 1 hour Legal Updates, New World Title & Escrow **(Nicholas D. Vlissides, Andrew Christopher DiPaola)** Grace Swersey and Helen Krause were not approved to teach this course.
 21. 0214021758 Who Owns It - Title & Ownership of Real Estate in Virginia, 1 hour Legal Updates, New World Title & Escrow **(Nicholas D. Vlissides, Andrew Christopher DiPaola, Helen Krause)** Grace Swersey was not approved to teach this course.

Sixty-eight original applications for continuing education courses offered by approved schools were considered. Fifty-eight of these course applications were approved, two of which were "pending the receipt of additional information." Three applications were not approved because they did not have a qualified instructor, and seven were not approved because they were not real estate related courses.

Courses listed below were approved unless noted otherwise.

1. 0214021635 1031 Tax Deferred Exchange, 2 hours

- Real Estate Related, Coldwell Banker Residential Brokerage
2. 0214021636 Real Estate Agency, 1 hour Real Estate Agency, Coldwell Banker Residential Brokerage
 3. 0214021643 Encumbrances, Judgments and Liens, 2 hours Real Estate Related, Provident School of Real Estate
 4. 0214021644 Tax Deferred Exchange-IRS Code 1031, 1 hour Real Estate Related, Provident School of Real Estate
 5. 0214021653 The Tiny House: Is it a Phase or Craze? OnDemand Course V1.0 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
 6. 0214021655 Fair Housing, 2 hours Fair Housing, Coldwell Banker Residential Brokerage
 7. 0214021656 The Basics of Title Insurance, 2 hours Real Estate Related, Provident School of Real Estate
 8. 0214021660 VRLTA, 4 hours Real Estate Contracts, and 4 hours Real Estate Related, Banks Real Estate LLC
 9. 0214021665 The Eviction Process Under Virginia Law and Related Issues of Rent, Late Fees, Damages, and Attorneys' Fees, 3 hours Legal Updates, VAR **(duplicate PLE # 14)**
 10. 0214021666 The Eviction Process Under Virginia Law and Related Issues of Rent, Late Fees, Damages, and Attorneys' Fees, 3 hours Broker Management, VAR **(duplicate PLE # 14)**
 11. 0214021667 Real Estate Licensees Guide to the Service Members Civil Relief Act, 2 hours Legal Updates, VAR
 12. 0214021669 Escrow Requirements, 3 hours Real Estate Related, Coldwell Banker Residential Brokerage
 13. 0214021671 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Coldwell Banker Residential Brokerage
 14. 0214021675 Renovation Financing, 1 hour Real Estate Related, VAR
 15. 0214021679 Title Insurance: Claims can and do Happen, 1 hour Real Estate Related, First American Title Insurance Company
 16. 0214021680 Mechanics Lien Law in Virginia, 1 hour Real Estate Related, First American Title Insurance Company

17. 0214021681 Foreclosure for Realtors: What Virginia Real Estate Professionals Need to Know, 1 hour Real Estate Related, First American Title Insurance Company
18. 0214021682 Decedents Estates for Virginia Real Estate Agents, 1 hour Real Estate Related, First American Title Insurance Company
19. 0214021683 Cyber Crimes, Title Agent and Realtor Alert, 1 hour Real Estate Related, First American Title Insurance Company
20. 0214021684 Intricacies of Title Insurance, 1 hour Real Estate Related, First American Title Insurance Company
21. 0214021685 Judgment Liens and Bankruptcy, 1 hour Real Estate Related, First American Title Insurance Company
22. 0214021689 Virginia Brokerage Relationships, 3 hours Real Estate Agency, Coldwell Banker Residential Brokerage
(duplicate PLE # 10)
23. 0214021690 Property Management Pitfalls, 4 hours Broker Management, Alpha College of Real Estate **(duplicate PLE # 12)**
24. 0214021691 Property Management Pitfalls, 4 hours Real Estate Related, Alpha College of Real Estate **(duplicate PLE # 12)**
25. 0214021692 Escrow Requirements, 3 hours Broker Management, Coldwell Banker Residential Brokerage
26. 0214021693 New Construction, 3 hours Real Estate Related, Montague Miller Real Estate Academy
27. 0214021694 Tax Matters in Sale of Real Estate, 1 hour Real Estate Related, The RGS Title Real Estate Academy
28. 0214021700 Negotiations 101: The Psychology of the Deal, 1 hour Real Estate Related, The RGS Title Real Estate Academy
(Not approved – did not meet the criteria for continuing education elective content)
29. 0214021701 Closing with a Twist (Non Standard Transactions), 2 hours Real Estate Related, The RGS Title Real Estate Academy
30. 0214021702 Using Tax Deferred Exchanges to Increase Buying Power, 1 hour Real Estate Related, The RGS Title Real Estate Academy

**(Not approved – content should only be offered
by a tax professional)**

31. 0214021703 Surveys and Easements – Mapping Out an Approach, 1 hour Real Estate Related, The RGS Title Real Estate Academy
32. 0214021707 Agency and Disclosure Under Virginia Agency Law, 4 hours Real Estate Related, NVAR
33. 0214021708 Construction Essentials, 4 hours Real Estate Related, NVAR
34. 0214021709 Legal Updates with Flood, 1 hour Legal Updates, Alltech Title dba ATG Title
35. 0214021710 Who can Sign on Behalf of Entities, Trusts and under Powers of Attorney, 1 hour Real Estate Related, First American Title Insurance Company
36. 0214021711 Clearing Common Title Issues, 1 hour Real Estate Related, First American Title Insurance Company
37. 0214021712 Green Matters and the Environment (On-line), 4 hours Real Estate Related, Institute for Continuing Education, Inc.
38. 0214021713 Advertising for Property Managers, 2 hours Broker Management, VAR
(duplicate PLE # 13)
39. 0214021714 Landlord's Guide to the Service Members Civil Relief Act, 2 hours Broker Management, VAR
40. 0214021715 Advertising for Property Managers, 1 hour Legal Updates, VAR **(duplicate PLE # 13)**
41. 0214021716 Advertising for Property Managers, 1 hour Broker Management, VAR **(duplicate PLE # 13)**
42. 0214021717 Working with Buyers Home Investors, 3 hours Real Estate Related, Alpha College of Real Estate **(duplicate PLE # 9)**
43. 0214021718 Working with Buyers Home Investors, 3 hours Broker Management, Alpha College of Real Estate **(duplicate PLE # 9)**
44. 0214021720 Advertising and the Virginia Fair Housing Law, 3 hours Real Estate Related, The Virginia Fair Housing Office
45. 0214021727 Broker Supervision from A to Z, 8 hours Broker Management, Long and Foster Institute of Real Estate
46. 0214021728 Transaction Red Flags, 1 hour Real

- Estate Related, Alltech Title dba ATG Title
47. 0214021729 Grievance Committee Annual Ethics Training, 3 hours Ethics and Standards of Conduct, NVAR
(Not approved – not applicable to all agents)
48. 0214021730 Professional Standards & Arbitration Committees Annual Ethics Training and Orientation, 3 hours Ethics and Standards of Conduct, and 1 hour Real Estate Contracts, NVAR
(Not approved – not applicable to all agents)
49. 0214021731 Detection and Prevention of Contract Fraud, 4 hours Real Estate Related, NVAR
50. 0214021732 Detection and Prevention of Contract Fraud, 4 hours Broker Management, NVAR
51. 0214021733 Limited Liability Companies in Real Estate, 2 hours Real Estate Related, Capital Area Title LLC, dba Universal Title
(Not approved – did not meet the criteria for continuing education elective content)
52. 0214021734 NVAR's 2016 Residential sales Contract, 2 hours Real Estate Contract, Capital Area Title LLC, dba Universal Title
53. 0214021737 The Earnest Money Deposit and The Wet Settlement Act, 2 hours Real Estate Related, Capital Area Title LLC, dba Universal Title
54. 0214021738 Decedent's Estates, 2 hours Real Estate Related, Capital Area Title LLC, dba Universal Title
55. 0214021739 Building a Successful Team, 1 hour Real Estate Related, Capital Area Title LLC, dba Universal Title
(Not approved – did not meet the criteria for continuing education elective content)
56. 0214021740 Why Title Insurance? 1 hour Real Estate Related, Capital Area Title LLC, dba Universal Title
57. 0214021741 Drafting Home Inspection Contingency Release Form, 1 hour Real Estate Contracts, Capital Area Title LLC, dba Universal Title
58. 0214021742 Understanding Deeds and Tenancy- Effectively Transferring Title, 1 hour Real Estate Related, Capital Area Title LLC, dba Universal Title
59. 0214021743 Listing by the Dozen, 3 hours Real

- Estate Related, Liz Moore University
(duplicate PLE # 15)
(Not approved – did not meet the criteria for continuing education elective content)
60. 0214021745 Home Inspections (On-line), 3 hours
 Real Estate Related, Institute for Continuing Education, Inc.
(Not approved – did not meet the criteria for continuing education elective content)
 61. 0214021746 House Construction (On-line), 4 hours
 Real Estate Related, Institute for Continuing Education, Inc.
 62. 0214021747 Fair Housing (On-line), 3 hours Fair Housing, Institute for Continuing Education, Inc.
 63. 0214021748 Green Matters and the Environment (On-line), 4 hours Real Estate Related, Institute for Continuing Education, Inc.
 64. 0214021749 Commercial Leasing (On-line), 3 hours
 Real Estate Related, Institute for Continuing Education, Inc.
 65. 0214021750 Broker Management and Agent Supervision (On-line), 8 hours Real Estate Related, Institute for Continuing Education, Inc.
 66. 0214021751 Disclosure (On-line), 4 hours Real Estate Related, Institute for Continuing Education, Inc.
 67. 0214021752 Ethics (On-line), 3 hours Real Estate Related, Institute for Continuing Education, Inc.
 68. 0214021759 Conflict Resolution Skills of the Real Estate Professional, 4 hours Real Estate Related, Elite School of Real Estate

C. Sixteen post license education course applications were reviewed and approved.

1. 0214021638 Real Estate Law and Board Regulations, 8 hours Real Estate Law and Board Regulations, Four Pillars Education, Inc.
2. 0214021657 Fair Housing, 2 hours Fair Housing, Coldwell Banker Residential Brokerage
3. 0214021668 Landlords Guide to the Service Members Civil Relief Act, 2 hours Current Industry Issues and Trends, VAR
4. 0214021670 Escrow Requirements, 3 hours Escrow Requirements, Coldwell Banker Residential Brokerage

5. 0214021672 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Coldwell Banker Residential Brokerage
6. 0214021673 VA Law and VREB Regulations, 8 hours Real Estate Law and Board Regulations, Coldwell Banker Residential Brokerage
7. 0214021704 Escrow Requirements, 3 hours Escrow Requirements, The RGS Title Real Estate Academy
8. 0214021705 Contract Writing, 6 hours Contract Writing, The RGS Title Real Estate Academy
9. 0214021719 Working with Buyers Home Investors, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate CE # 42 & 43)**
10. 0214021721 Virginia Brokerage Relationships, 3 hours VA Agency Law, Coldwell Banker Residential Brokerage **(duplicate CE # 22)**
11. 0214021722 Contract Writing, 6 hours Contract Writing, The RGS Title Real Estate Academy
12. 0214021723 Property Management Pitfalls, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate **(duplicate CE # 23 and 24)**
13. 0214021725 Advertising for Property Managers, 2 hours Current Industry Issues and Trends, VAR **(duplicate CE # 38, 40, and 41,)**
14. 0214021726 The Eviction Process Under Virginia Law and Related Issues of Rent, Late Fees, Damages, and Attorneys' Fees, 2 hours Current Industry Issues and Trends, VAR **(duplicate CE # 9 and 10)**
15. 0214021744 Listing by the Dozen, 6 hour Contract Writing, Liz Moore University **(duplicate CE # 59)**
16. 0214021763 VA Agency Law, 3 hours VA Agency Law, New Millennium University

D. Nine pre-licensing instructor applications were reviewed. Seven of these applications were approved. Two applications were not approved because the applicants do not have the required qualifications.

Instructors listed below were approved unless noted otherwise.

1. 0230001398 - Kelli Weiner - **Experience, and Professional Designation - (Principles)**

2. 0230001400 - Robert James Cook - **Experience, and Professional Designation - (Principles, Appraisal, Finance, Brokerage, and Law)**
3. 0230001402 - Derick Hammond - **Experience, and Education (Principles, Finance, Brokerage, and Law)**
4. 0230001404 - Barbara S. Straughan - **Experience, and Professional Designation - (Principles, Finance, Brokerage, and Law) - pending updated TX Certification of Licensure**
5. 0230001399 - Elke H. Gordon - **Education, and Teaching Credentials (Principles)**
6. 0230001406 - Nicole Renee Holmes - **waiver (Principles) (Not approved - did not have enough experience)**
7. 0230001408 - Deandrea Reed Jones - **Experience, and Education - (Principles, Appraisal, Finance, Brokerage, and Law)**
8. 0230001405 - Michelle Louvenia Murray - **waiver (Principles) (Not approved - did not have enough experience)**
9. 0230001410 - Jesse Allen Deloach - **Experience, and Education - (Principles, Appraisal, Finance, Brokerage, and Law)**

E. Three pre-license education course applications offered by approved schools were reviewed and approved.

1. 0214021645 - 15 hours Salesperson Principles & Practices Real Estate (Classroom), Alpha college of Real Estate
2. 0214021764 - 15 hours Salesperson Principles & Practices Real Estate (Correspondence), Alpha college of Real Estate
3. 0214021765 - 60 hours Salesperson Principles & Practices Real Estate (Classroom), Secured Property Management, LLC (**School Board pending approval**)

F. Thirteen continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were reviewed and approved. Of those, one application was approved minus one of the instructors submitted on the application.

Instructors listed below were approved unless noted otherwise.

1. **Fred Smith**
0214020478/0214020479 - (Fair Housing - An Ounce of Prevention), **WAAR**
2. **Andrew C. DiPaola**

- 0214019151 (Agency)
- 0214019136 (Contracts)
- 0214019137 (Divorce & Bankruptcy)
- 0214019363 (Ethics)
- 0214019169 (Fair Housing)
- 0214019152 (Title Issues)
- New World Title & Escrow**
- 3. **Patricia Widhalm**
 - 0214021658/0214021659 - (VAR Residential Contract of Purchase), **Harrisonburg-Rockingham Association of Realtors**
- 4. **Sherry Steele**
 - 0214020884 - (Tax Free Exchanges)
 - 0214020885 - (Tax Advantages of Home Ownership)
 - 0214020886 - (Pricing Property to Sell)
 - 0214020887 - (Methods of Residential Finance)
 - 0214020889 - (Basic Real Estate Finance)
 - 0214020952 - (Mandatory Topics)
 - 0214019031 - (Principles and Practices of Real Estate)
 - 0214019165 - (Real Estate Appraisal)
 - 0214018698 - (Fair Housing)
 - 0214020953 - (Real Estate Law and Regulations)
 - 0214018696 - (Ethics and Standards of Conduct)
 - 0214018703 - (Current Industry Issues and Trends)
 - 0214018701 - (Agency Law)
 - 0214018739 - (Contract Writing)
 - 0214018700 - (Risk Management)
 - 0214018736 - (Escrow Requirements)
 - 0214019019 - (Business Management in RE Office)
 - 0214019131 - (Prequalifying Your Buyer in Today's Market)
 - 0214019449 - (Real Estate Finance), **OnCourse Real Estate, Inc/Career Webschool**
- 5. **Rachel Foster**
 - 20772 (Ethics and Standards of Conduct)
 - 18724 (Ethics and Standards of Conduct)
 - 18718 (Current Industry Issues and Trends)
 - 18702 (Keeping the Trust (Escrow requirements))
 - 18728 (Contract Writing)
 - 18749 (Risk Management)
 - 18743 (VA Agency Law)
 - 18300 (Fair Housing)
 - 20558 (VA Real Estate Law (with flood content)), **Long and Foster Institute of Real Estate**
- 6. **Stefena A. Bennett**
 - 0214018278/0214018282 (Agency (CE/PLE))
 - 0214019592/0214018679 (Ethics (CE/PLE))
 - 0214018441/0214018462 (Fair Housing (CE/PLE))
 - 0214019280/0214018737 (CONTRACTS & ADDENDUMS (CE/PLE))
- Cindy Bishop Worldwide LLC**
- 7. **Jason Cheracles**

- 0214019768/0214019769 - Understanding Hoarding & Biohazard Cleanup for Real Estate Agents & Property Managers, **Alpha College of Real Estate**
8. **Homer (Gary) Garrison**
 0214019280/0214018737 - Contracts & Addendums
 0214020218/0214020222 - Working with Rentals
Cindy Bishop Worldwide
9. **Robert Nielsen, Donald Metcalf, Kellian Deuterma, Christopher Siegel, Timothy Adam Jedamski, James Weinschenk**
 0214019456 - Financing in a New World, **Long and Foster Institute of Real Estate**
(Eric Wilkinson was not approved – did not have enough experience)
10. **Joseph Moreno, David Robertson, John McLaurin, Carrie Mock, Jason George, Patrick Connell, Evelyn Martin Cine Wright, Shannon Minarik, David K. Mason Jennifer Mason Halsted**
 0214015989 - VA Fair Housing Law
 0214019138 - Introduction to Short Sales
Capital Area Title, LLC
11. **Heather Wreath**
 0214015847 - Getting a Foreclosed Property to Closing
 0214018194/0214018205 - Ethics & Standards of Conduct
 0214014369 - Real Estate Agency
 0214015756 - Real Estate Contracts
 0214015552 - Real Property Rights & Public Records
 0214016015 - Residential Standard Agency
 0214014461 - Safety in Real Estate
 0214014142 - The Settlement Process
 0214018196/0214018198 - VA Real Estate Agency
 0214020825 - Legal Updates and Emerging Trends
Coldwell Banker Residential Brokerage
12. **Helen Krause**
 0214019151 - Real Estate Agency
 0214019136 - Real Estate Contracts
 0214019363 - Ethics
 0214019169 - Fair Housing
New World Title & Escrow
13. **Heather Mergler and Lee Mergler**
 0214020763/0214020769 - Mock Settlement
 0214021129/0214021140 - Avoid Closing Delays With Legal Power
 0214020009/0214020007 - Clearing Title Matters
 0214018671/0214018691 - Why Title Insurance
Cindy Bishop Worldwide, LLC

G. There being no further business, the meeting adjourned at 4:20 p.m.