

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

July 11, 2012 Meeting

The Real Estate Board Education Committee met on Wednesday, July 11, 2012, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Joseph Funkhouser, II, Acting Chair
Sandra Ferebee

Board Members present: Cliff Wells
Lynn Grimsley
Steve Hoover
Catherine Noonan

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

The meeting was called to order at 3:07 p.m.

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

The following actions were taken:

A. Two Proprietary School Applications were reviewed. One application was approved. One application was denied for failure to provide adequate evidence of financial responsibility to ensure the school would protect the public health, safety and welfare:

1. Inspection Reporting Services, Inc., t/a ProTechs Home Inspections, Christiansburg, VA
Contact Person: John C. Bouldin, Jr. (**Denied for failure to provide evidence of financial responsibility**)
2. Alexandria Old Town Real Estate School, LLC, Alexandria, VA
Contact Person: Shane S. McCullar

B. Fifty-seven continuing education course applications were reviewed; of these courses:

Fifty-three original continuing education course applications offered by approved schools were considered. Forty-nine of these applications were approved. Three applications were

approved with reduced hours. One application was approved pending receipt and review of additional materials that explain how the course content is relevant to the performance of the duties of a real estate salesperson or real estate broker:

1. *64602 The Cloud-Your Future Business Address, 1 hour Real Estate Related, RAR
2. *64610 Nuts and Bolts of 203K Loans, 3 hours Real Estate Related, The Professional Development Institute
3. *64612 Sustainability, 2 hours Real Estate Related, Peninsula Real Estate School
(approved pending receipt and review of additional materials that explain how the course content is relevant to the performance of the duties of a real estate salesperson or real estate broker)
4. *64618 Title Insurance, 2 hours Real Estate Related, Real Estate Career Academy
5. 64621 Live Webinar: Contract Law from the Top Down (On-line), 3 hours Real Estate Contracts, McKissock, LP **(Reduced from 4 hours to 3 hours)**
6. 64622 Live Webinar: Misrepresentations and Case Studies (On-line), 4 hours Real Estate Related, McKissock, LP **(Reduced from 4 hours to 2 hours)**
7. *64623 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements, 2 hours Real Estate Related, Monarch Title, Inc.
8. *64625 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements, 2 hours Real Estate Related, NVAR
9. *64627 REO Properties, 6 hours Real Estate Related, Long and Foster Institute of Real Estate **(Reduced from 6 hours to 4 hours)**
10. *64630 Top Contract Mistakes and How You can Avoid Them, 2 hours Legal Updates, Institute of Continuing Education, LC
11. *64632 Remodeling for Real Estate Agents, 1 hour Real Estate Related, Dominion Title Corporation
12. *64636 How to Read a Credit Report, 1 hour Real Estate Related, VAR
13. *64638 Property Management Skills - Exceptional Customer Service, Avoiding Risk, and

- Conflict Resolution, 2 hours Real Estate Related, VAR
14. 64640 2012 VRLTA Update and Current Legislative Issues, 3 hours Broker Management, VAR
 15. *64641 I Don't Give A Twit... Social Media Risk Management, 2 hours Legal Updates, VAR
 16. 64643 No One Looks Good in Horizontal Stripes - How to Avoid A Jailhouse Fashion Statement, 2 hours Legal Updates, VAR
 17. 64644 No One Looks Good in Horizontal Stripes - How to Avoid A Jailhouse Fashion Statement, 2 hours Broker Management, VAR
 18. *64645 Code of Ethics - The Code is Good Business, 3 hours Ethics and Standards of Conduct, Peninsula School for Real Estate
 19. 64648 Watch Your Step! Contract Writing Review, 1 hour Real Estate Contracts, Montague Miller Real Estate Academy
 20. *64650 VA/FHA for Realtors, 3 hours Real Estate Related, Realtor Association of Prince William
 21. *64653 Residential Property Management: A Down-and-Dirty Guide to Managing Single-Family Rental Property, 2 hours Real Estate Related, VAR
 22. 64655 Risk Reduction Strategies for Property Management Brokers, 2 hours Broker Management, VAR
 23. *64656 Cloud Computing for Today's Realtor, 2 hours Real Estate Related, VAR
 24. *64658 Buyer Agreements: Law + Code = Good Business, 2 hours Real Estate Agency, VAR
 25. *64660 Ramp Up Your Brokerage Business, 2 hours Real Estate Related, VAR
 26. 64662 Common Legal Hotline Q and A, 1 hour Broker Management, VAR
 27. *64663 Game On! Why Deals Don't Close - And What We Can Do About It, 2 hours Real Estate Related, VAR
 28. *64665 Roadmap to Successful Rentals in Community Associations, 2 hours Real Estate Related, VAR
 29. *64667 Insurance in Community Associations - What Do I Need To Know?, 1 hour Real Estate Related, VAR
 30. 64669 Roadmap to Successful Rentals in Community Associations, 2 hours Broker Management, VAR

31. *64671 Don't Become A Fair Housing Case Study, 2 hours Fair Housing, VAR
32. *64674 Appraisers/Realtors Learn About the Dodd-Frank Act, 3 hours Real Estate Related, RAR
33. *64676 Comparable Market Analysis Class, 2 hours Real Estate Related, WAAR
34. 64678 Comparable Market Analysis Class, 2 hours Broker Management, WAAR
35. 64679 Updating & Maintaining a Company Policies & Procedures Manual, 2 hours Broker Management, WAAR
36. *64680 Updating & Maintaining a Company Policies & Procedures Manual, 2 hours Real Estate Related, WAAR
37. *64682 IPHONE and IPAD Training for Real Estate & Business, 1 hour Real Estate Related, WAAR
38. *64684 Private Wells and Septic System, 1 hour Real Estate Related, WAAR
39. *64686 Utilizing Picasa in Real Estate, 1 hour Real Estate Related, TRSRE
40. *64688 Selling HUD Owned Homes, 1 hour Real Estate Related, TRSRE
41. *64690 Deal Killers, 1 hour Real Estate Contracts, TRSRE
42. *64692 Regulated Materials for Real Estate Professionals, 2 hours Real Estate Related, Blue Ridge Real Estate School
43. *64694 Buyer Agency and Disclosure Forms, 3 hours Real Estate Agency, Long and Foster Institute of Real Estate
44. *64696 Brokerage Relationships Informing the Consumer, 1 hour Real Estate Agency, Long and Foster Institute of Real Estate
45. 64698 Updating & Maintaining a Company Policies & Procedures Manual, 2 hours Broker Management, Peninsula Real Estate School
46. *64700 REO: Responsibilities, EDU and Opportunities, 1 hour Legal Updates, 3 hours Real Estate Contracts, 4 hours Real Estate Related, RAR
47. *64702 The Real Estate Sales Process, 3 hours Real Estate Related, Montague Miller Real Estate School
48. *64704 Elements of Writing Effective Contracts, 3 hours Real Estate Contracts, Montague Miller Real Estate Academy

49. *64706 The Art of Negotiation, 2 hours Real Estate Related, Montague Miller Real Estate Academy
50. *64708 Fundamentals of Real Estate Investment, 3 hours Real Estate Related, Montague Miller Real Estate Academy
51. 64710 Contracts, 1 hour Real Estate Contracts, Academy of Real Estate
52. 64711 Virginia Agency, 1 hour Real Estate Agency, Academy of Real Estate
53. *64320 Certified Home Marketing Specialist - Positioning Properties to Compete in the Market (On-line), 3 hours Real Estate Related, BCW2 Corporation

Four original Continuing Education course applications from a school with a pending school application were approved:

1. *64712 Contracts, 3 hours Real Estate Contracts, Alexandria Old Town Real Estate School, LLC
2. *64714 The Common Contract Addenda, 3 hours Real Estate Contracts, Alexandria Old Town Real Estate School, LLC
3. *64716 Agency Law, 3 hours Real Estate Agency, Alexandria Old Town Real Estate School, LLC
4. *64718 The Selling Process, 3 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC

C. Forty-eight post license education course applications were reviewed; of these courses:

Five applications for previously-approved post license education courses offered by an approved school were considered and approved:

1. 64597 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
2. 64598 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
3. 64599 Ethics & Standards of Conduct/Current Industry Issues and Trends (On-line), 3

- 4. 64600 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate
- 5. 64601 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate

Thirty-nine original applications for post license education courses offered by approved schools were considered. Thirty-seven of these applications were approved. One application was approved with reduced hours. One application was approved pending receipt and review of additional materials that explain how the course content is relevant to the performance of the duties of a real estate salesperson:

- 1. *64603 The Cloud-Your Future Business Address (Technology), 1 hour Residential Real Estate Elective Topics, RAR
- 2. *64611 Nuts and Bolts of 203K Loans (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, The Professional Development Institute
- 3. *64613 Sustainability (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate school
(approved pending receipt and review of additional materials that explain how the course content is relevant to the performance of the duties of a real estate salesperson or real estate broker)
- 4. *64619 Title Insurance (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Real Estate Career Academy
- 5. *64624 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Monarch Title, Inc.
- 6. *64626 What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR
- 7. *64628 REO Properties (Other Real Estate Related), 6 hours Residential Real Estate

- Elective Topics, Long and Foster Institute of Real Estate
(Reduced from 6 hours to 4 hours)
8. *64631 Top Contract Mistakes and How You can Avoid Them (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Institute of Continuing Education, LC
 9. *64633 Remodeling for Real Estate Agents (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Dominion Title Corporation
 10. *64637 How to Read a Credit Report (Other Real Estate Related), 1 hour Property Management Elective Topics, VAR
 11. *64639 Property Management Skills - Exceptional Customer Service, Avoiding Risk, and Conflict Resolution (Tenant/Landlord Relationships), 2 hours Property Management Elective Topics, VAR
 12. *64642 I Don't Give A Twit... Social Media Risk (Technology), 2 hours Residential Real Estate Elective Topics, VAR
 13. *64646 Code of Ethics - The Code is Good Business (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Peninsula School for Real Estate
 14. *64651 VA/FHA for Realtors (Finance), 3 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
 15. *64654 Residential Property Management: A Down-and-Dirty Guide to Managing Single-Family Rental Property (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
 16. *64657 Cloud Computing for Today's Realtor (Technology), 2 hours Residential Real Estate Elective Topics, VAR
 17. *64659 Buyer Agreements: Law + Code = Good Business (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
 18. *64661 Ramp Up Your Brokerage Business (Other Real Estate Related), 2 hours Commercial Real Estate Elective Topics, VAR
 19. *64664 Game On! Why Deals Don't Close - And What We Can Do About It (Selling Process), 2

- hours Residential Real Estate Elective Topics, VAR
20. *64666 Roadmap to Successful Rentals in Community Associations (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
 21. *64668 Insurance in Community Associations - What Do I Need To Know? (Other Real Estate Related), 1 hour Property Management Elective Topics, VAR
 22. *64673 Don't Become A Fair Housing Case Study (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
 23. *64675 Appraisers/Realtors Learn About the Dodd-Frank Act (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, RAR
 24. *64677 Comparable Market Analysis Class (Property Valuation/Listing Process), 2 hours Residential Real Estate Elective Topics, WAAR
 25. *64681 Updating & Maintaining a Company Policies & Procedures Manual (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, WAAR
 26. *64683 Iphone and Ipad Training for Real Estate & Business (Technology), 1 hour Residential Real Estate Elective Topics, WAAR
 27. *64685 Private Wells and Septic Systems (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
 28. *64687 Utilizing Picasa in Real Estate (Technology), 1 hour Residential Real Estate Elective Topics, TRSRE
 29. *64689 Selling HUD Owned Homes (Selling Process), 1 hour Residential Real Estate Elective Topics, TRSRE
 30. *64691 Deal Killers (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, TRSRE
 31. *64693 Regulated Materials for Real Estate Professionals (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Blue Ridge Real Estate School
 32. *64695 Buyer Agency and Disclosure Forms (Agency Law), 3 hours Residential Real Estate

- Mandatory Topics, Long and Foster Institute of Real Estate
33. 64699 REO: Responsibilities, EDU & Opportunities (Finance), 5 hours Residential Real Estate Elective Topics, RAR
 34. *64701 REO: Responsibilities, EDU & Opportunities (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, RAR
 35. *64703 The Real Estate Sales Process (Selling Process), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate School
 36. *64705 Elements of Writing Effective Contracts (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Montague Miller Real Estate Academy
 37. *64707 The Art of Negotiation (Selling Process), 2 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
 38. *64709 Fundamentals of Real Estate Investment (Finance), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
 39. *64321 Certified Home Marketing Specialist - Positioning Properties to Compete in the Market (Other Real Estate Related - On-line), 3 hours Residential Real Estate Elective Topics, BCW2 Corporation

C. Four original Post License Education course applications from a school with a pending school application were approved:

1. *64713 Contracts (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
2. *64715 The Common Contract Addenda (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
3. *64717 Agency Law (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
4. *64719 The Selling Process (Selling Process), 3 hours Residential Real Estate Elective

Topics, Alexandria Old Town Real Estate School, LLC

- D. Ten Residential Standard Agency Continuing Education course applications were reviewed.

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

1. 64604 Residential Standard Agency, 3 hours, Premier Realty Inc.
2. 64615 Residential Standard Agency, 3 hours, FSLAWVA Real Estate Educators, LLC
3. 64617 Residential Standard Agency, 3 hours, Liz Moore University
4. 64629 Residential Standard Agency, 3 hours, TRSRE
5. 64647 Residential Standard Agency, 3 hours, AWRES
6. 64652 Residential Standard Agency, 3 hours, The Real Estate Group

Four original Residential Standard Agency Course applications offered by approved schools were considered and approved:

1. 64614 Residential Standard Agency (On-line), 3 hours, American School of Real Estate Express, LLC
2. 64620 Residential Standard Agency (On-line), 3 hours, McKissock, LP
3. 64649 Residential Standard Agency (On-line), 3 hours, The CE Shop, Inc.
4. 64697 Residential Standard Agency (On-line), 3 hours, Career Webschool

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

1. Kimber A. Smith
2. Philip L. Black
3. Karen Ann Morgan
4. Susan Y. Magee
5. David Henry Thomas

- F. Eight Additional Continuing Education/Post License Education Instructor Applications were reviewed and approved:

1. **Kellye Clarke and Vince Keegan - 64304 (Residential Standard Agency), MAI Institute**

2. **Jane Ford Clark** - 62642/62643 (Seller Representative Specialist), **Long and Foster Institute of Real Estate**
3. **Judy Graham** - 64499 (Residential Standard Agency), **Cindy Bishop Worldwide**
4. **Barbara Hendrickson** - 61536/61537 (Today's Addendums), 64499 (Residential Standard Agency), **Cindy Bishop Worldwide**
5. **Carleton Chambers** - 62756/62757 (Finance), **Long and Foster Institute of Real Estate**
6. **Elizabeth Csoka-Bubacz** - 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.**

7. **David Nash** - 64308 (Residential Standard Agency), **Long and Foster Institute of Real Estate**
8. **Randy Kutz** - 64074/64075 (Certified Negotiation Expert, **PWAR**)

G. Other Business

1. The Committee discussed whether to grant broker pre-license education credit to broker licensees in the state of Montana who apply for a Virginia broker license by reciprocity. The Committee determined the broker pre-license education completed by reciprocal applicants from Montana is "comparable in content and duration and scope" to the broker pre-license education required by the Board and recommended that the Board accept the 60 hours of broker pre-license education completed by broker license reciprocal applicants from Montana toward the Board's 180 classroom-hour broker pre-license education requirement. Broker license reciprocal applicants from Montana must make up the difference in hours by completing a Board-approved 45-hour Real Estate Brokerage Broker Pre-license education course and two other Board-approved 45-hour Broker Pre-license education courses.
2. The Committee reviewed and recommended the Board approve the "Post License Education Program Change Guidance Document" which describes the phase-out of the current Post License Education program and the phase-in of the new Post License Education program.

H. Public Comment - There was no public comment. The meeting adjourned at 4:08 pm.

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