

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Wednesday, November 28, 2012, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Joseph Funkhouser, II, Chair
Sandra Ferebee
Lynn Grimsley
Steve Hoover

Board Member present: Cliff Wells

Staff Members present: Gordon Dixon, Director
Mark Courtney, Senior Director
Christine Martine, Executive Director
Kevin Hoeft, Education Administrator
Steven Jack, Assistant Attorney General
Jeff Williams, Board Administrator

The meeting was called to order at 3:10 p.m.

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

The following actions were taken:

- A. Seven Proprietary School applications were reviewed. Six applications were approved. The application for On Course Learning Corporation, t/a Career WebSchool was approved pending evidence the school's fictitious name is registered with the Virginia State Corporation Commission. On Course Learning Corporation, t/a Career WebSchool purchased the school operations of Cengage Learning Inc., t/a Career WebSchool (Board Certified School Number 0211-000373) and also requested that all the Board-approved courses for Cengage Learning Inc., t/a Career WebSchool be approved for On Course Learning Corporation, t/a Career WebSchool since there have no school operational changes since the purchase occurred. The Committee approved this request pending SCC fictitious name registration.
1. Stewart Title and Escrow, Inc., Fairfax, VA
Contact Person: Elizabeth Brantley
 2. International Business Associates, Inc., t/a
International School of Real Estate, Chantilly, VA

- Contact Person: Mumtaz Bhatti
3. Chatel Real Estate, Inc., Alexandria, VA
Contact Person: Louis A Costanza
 4. OnCourse Learning Corporation, t/a Career WebSchool
Atlanta, GA
Contact Person: Dana Taulli
(Approved Pending SCC Fictitious Name Registration)
 5. Stelmok & Associates, LLC, Fredericksburg, VA
Contact Person: Sarah Stelmok
 6. Calm JA, LLC, VA Beach, VA
Contact Person: Mia Roberson
 7. DB Title Academy, LLC, McLean VA
Contact Person: David A. Burger

B. One hundred and forty-nine continuing education course applications were reviewed; of these courses:

Thirteen previously-approved applications for continuing education courses offered by approved schools were considered and approved:

1. *65094 2012 Ethics Seminar, 3 hours Real Estate Related, FSLAWVA Real Estate Education, LLC
2. 65153 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, 1 hour Real Estate Contracts, Moseley-Dickinson Academy of Real Estate
3. 65154 Understanding Credit and Improving Credit Scores (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate
4. 65155 Risk Management (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate
5. 65156 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate
6. 65157 Insurance Consumer Protection: What Every Agent Should Know (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate
7. 65159 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate

8. 65273 Virginia 8 hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, Kaplan Real Estate Schools (**Contingent on Approval of Original CE Course 65272**)
9. 65291 Virginia 8 Hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, AWRES
10. 65329 Virginia 8 hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, New Millennium University (**Contingent on Approval of Original CE Course 65272**)
11. 65334 Virginia 8 hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, Long & Foster Institute of Real Estate
12. 65339 Real Estate and Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Long & Foster Institute of Real Estate
13. 65349 Fair Housing (On-line), 4 hours Fair Housing, Long & Foster Institute of Real Estate

One hundred and twenty-nine original applications for continuing education courses offered by approved schools were considered. One hundred and twenty-seven of these course applications were approved. One online course application was approved pending ARELLO Distance Education Certification. One correspondence course application was approved pending repeal of the Board Guidance Document requiring ARELLO Distance Education Certification, or a substantially equivalent distance education certification, for correspondence course approval.

1. 65064 Core Components of Commercial Brokerage, 4 hours Ethics & Standards of Conduct, 1 hour Real Estate Contracts, 8 hours Real Estate Related, SIOR

2. *65065 Foreclosure, Liens and Bankruptcy, 1 hour Real Estate Related, Fidelity National Title Insurance
3. *65068 Using Statistics in Marketing, 1 hour Real Estate Related, Real Estate Career Academy
4. *65070 Green, 1 hour Real Estate Related, Real Estate Career Academy
5. *65074 Title Insurance Basics - What It Is and How It Works, 2 hours Real Estate Related, The RGS Title Real Estate Academy
6. *65118 Working with Buyers, 3 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
7. *65120 Rev Up: Energize Your Business Today, 3 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
8. *65123 Your Database: The Key to Your Business, 2 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
9. *65125 Prospecting: Find People to Work with Now, 2 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
10. *65127 Open Houses: Put Yourself in the Path of Opportunity, 2 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
11. *65129 Price Right and Present Your CMA - Price to Sell, 2 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
12. *65131 Sell the Listing: Win a Client for Life, 2 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
13. *65133 Contract to Close: Bulletproof the Transaction, 2 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
14. *65137 From Attorney to Inmate, 2 hours Real Estate Related, Alpha College of Real Estate
15. *65139 Agency (On-line), 1 hour Real Estate Agency, Alpha College of Real Estate **(pending ARELLO approval)**
16. *65141 Open House, 1 hour Real Estate Related, Alltech Title Group, Inc
17. *65143 Smart Growth for the 21st Century, 3 hours Real Estate Related, RAR
18. *65145 No Bull Selling, 6 hours Real Estate Related, RAR
19. 65147 Homes for All: Serving People with Disabilities V1.0 (On-line), 4 hours Real

- Estate Related, Dearborn Financial Publishing, Inc.
20. *65162 The Odds of Selling, 1 hour Real Estate Related, Liz Moore University
 21. *65165 ABR Core Course, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 2 hours Legal Updates, 3 hours Real Estate Agency, 1 hour Real Estate Contracts, and 1 hour Real Estate Related, RAR
 22. *65170 The Cost and Impact of Dodd/Frank, 2 hours Real Estate Related, VAR
 23. *65174 Property Valuation CMA, 4 hours Real Estate Related, Alpha College of Real Estate
 24. *65176 Real Estate Fraud, 4 hours Real Estate Related, Moseley Flint Schools of Real Estate
 25. *65178 RESPA, 4 hours Real Estate Related, Moseley Flint Schools of Real Estate
 26. *65180 Cultural Diversity & Real Estate Brokerage (On-line), 3 hours Real Estate Related, Moseley Flint Schools of Real Estate
 27. 65182 Real Estate Fraud, Mortgage, and Title Issues (On-line), 6 hours Real Estate Related, Moseley Flint Schools of Real Estate
 28. 65183 Virginia Continuing Education Mandatory Topics - 8 hours CE, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hours Real Estate Agency, and 1 hours Real Estate Contracts, Moseley Flint Schools of Real Estate
 29. 65184 Real Estate Technology: The Professional's Guide to Success (On-line), 4 hours Broker Management, The CE Shop, Inc.
 30. *65185 Staying Connected with the Agent Resource Center, 3 hours Real Estate Related, William E Wood & Associates Real Estate Academy
 31. *65187 The New Agency Law and How it Affects Property Managers, 1 hour Legal Updates, and 1 hour Real Estate Agency, VAR
 32. *65189 Night Court - Nightmare on VPAR Street, 2 hours Real Estate Related, Peninsula School for Real Estate
 33. *65191 Virginia Real Estate Law, 3 hours Legal Updates, The RGS Title Real Estate Academy

34. *65193 How to Help Your Clients avoid Foreclosure, 3 hours Real Estate Related, The RGS Title Real Estate Academy
35. *65195 Virginia Residential Property Disclosure, 1 hour Real Estate Related, The RGS Title Real Estate Academy
36. *65197 Business Planning 2013, 4 hours Real Estate Related, Montague Miller Real Estate Academy
37. *65199 The Code of Ethics and Standards of Practice for Real Estate Professionals, 3 hours Ethics and Standards of Conduct, The RGS Title Real Estate Academy
38. *65201 The Closing Process, 1 hour Real Estate Related, The RGS Title Real Estate Academy
39. *65203 Legal Updates, 1 hour Legal Updates, The RGS Title Real Estate Academy
40. *65205 Living Trusts in Real Estate, 1 hour Real Estate Related, The RGS Title Real Estate Academy
41. *65208 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, Provident School of Real Estate
42. *65217 Developing & Maintaining Your Database, 2 hours Real Estate Related, William E. Wood & Associates Real Estate Academy
43. *65219 Creating Your Facebook Business Page, 3 hours Real Estate Related, William E. Wood & Associates Real Estate Academy
44. 65221 Comparable Market Analysis, 3 hours Broker Management, WAAR
45. *65222 Comparable Market Analysis, 3 hours Real Estate Related, WAAR
46. 65224 Veterans Affairs Financing, 2 hours Real Estate Related, Jams-01, Inc.
47. *65225 R&W Property Valuation & Listing Process, 3 hours Real Estate Related, Alpha College of Real Estate
48. *65227 R&W Business Planning, Marketing & Prospecting, 3 hours Real Estate Related, Alpha College of Real Estate
49. *65229 Property Valuation CMA, 4 hours Real Estate Related, Alpha College of Real Estate
50. *65231 Counseling the Buyer, 3 hours Real Estate Related, Alpha College of Real Estate
51. *65233 R&W Offer to Purchase, 3 hours Real Estate Related, Alpha College of Real Estate

- 52. *65235 Understanding, Improving & Protecting Your Credit Report, 1 hour Real Estate Related, DAAR
- 53. 65237 Real Estate Agency 2012, 1 hour Real Estate Agency, MAI Institute
- 54. 65238 Contract Updates 2012, 1 hour Real Estate Contracts, MAI Institute
- 55. *65239 Real Estate Risk? That's Manageable! 2 hours Legal Updates, and 1 hour Real Estate Agency, VAR
- 56. *65241 Back to Basics, 2 hours Real Estate Related, Peninsula School for Real Estate
- 57. *65243 State of the Region, 2 hours Real Estate Related, Peninsula School for Real Estate
- 58. 65245 Virginia Mandatory 3 hr Ethics Block, 3 hours Ethics and Standards of Conduct, Monarch Title, Inc.
- 59. *65246 Regional Contract Changes (NVAR), 1 hour Legal Updates, and 2 hours Real Estate Contracts, Cindy Bishop Worldwide
- 60. *65248 Understanding Radon, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
- 61. *65250 How to Avoid Problems before Settlement, 3 hours Legal Updates, Cindy Bishop Worldwide, LLC
- 62. 65252 Basics of Real Estate Taxation (On-line), 4 hours Real Estate Related, The CE Shop, Inc.
- 63. 65253 Foundations of Real Estate Finance (Online) 4 hours Real Estate Related, The CE Shop
- 64. 65254 From Contract to Keys: The Mortgage Process (On-line), 4 hours Real Estate Related, The CE Shop, Inc.
- 65. 65255 Selling to Your Sphere of Influence (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
- 66. 65256 2-Hour Virginia Fair Housing (On-line), 2 hours Fair Housing, The CE Shop, Inc.
- 67. 65257 Virginia Agency Law (On-line), 1 hour Real Estate Agency, The CE Shop, Inc.
- 68. 65258 Virginia Legal Update (On-line), 1 hour Legal Updates, The CE Shop, Inc.
- 69. *65259 Positioning, 1 hour Real Estate Related, Liz Moore University
- 70. *65262 Delivery-What Is It?, 1 hour Real Estate Contracts, Vesta Settlements

- 71. *65264 Time Management, 3 hours Real Estate Related, Montague Miller Real Estate Academy
- 72. 65266 The VAR Residential Contract of Purchase, 3 hours Broker Management, WAAR
- 73. *65267 The VAR Residential Contract of Purchase, 3 hours Real Estate Contracts, WAAR
- 74. *65269 VAR Residential Contract of Purchase, 1 hour Real Estate Related, WAAR
- 75. 65271 VAR Residential Contract of Purchase, 1 hour Broker Management, WAAR
- 76. 65272 Virginia 8 hour 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, Dearborn Financial Publishing, Inc.
- 77. *65274 Legal Updates, 1 hour Legal Updates, Piedmont School of Real Estate (**PLE Agenda Number 65389**)
- 78. *65275 Real Estate Contracts, 1 hour Real Estate Contracts, Piedmont School of Real Estate
- 79. *65277 Real Estate Agency, 1 hour Real Estate Agency, Piedmont School of Real Estate
- 80. *65279 Legislative Update, 3 hours Legal Updates, WAAR
- 81. *65281 WMLS Rules and Regulations, 1 hour Real Estate Related, WAAR
- 82. *65283 Real Estate Agency, 3 hours Real Estate Agency, WAAR
- 83. 65285 Real Estate Agency, 3 hours Broker Management, WAAR
- 84. *65286 Fair Housing, 2 hours Fair Housing, Piedmont School of Real Estate
- 85. 65289 Broker Supervision: Complying with DPOR's Audit Certification, 2 hours Legal Updates, RAR
- 86. 65290 Broker Supervision: Complying with DPOR's Audit Certification, 2 hours Broker Management, RAR
- 87. *65293 Understanding Homebuilder Contracts, 2 hours Real Estate Related, Old Dominion Settlements, Inc.
- 88. *65295 Legal Updates/Law, 1 hour Legal Updates, ATG Title
- 89. 65297 Legislative Update, 1 hour Legal Updates, WAAR

90. *65299 FHA Foreclosure Program, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
91. 65301 Appraising FHA Today (On-line), 4 hours Real Estate Related, McKissock, LP
92. 65302 Virginia Real Estate Medley (CRP), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, Moseley Flint School of Real Estate (**Discuss ARELLO Approval for CRP Course**)
93. 65303 8-Hour Real Estate Mandatory Course (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, Moseley Flint School of Real Estate
94. *65304 Ethics, 3 hours Ethics & Standards of Conduct, Alexandria Old Town Real Estate School, LLC
95. *65307 Rentals - Working with Tenants and Landlords, 3 hours Real Estate Related, Alexandria Old Town Real Estate School, LLC
96. *65309 Using Toolkit CMA, 3 hours Real Estate Related, William E. Woods & Associates Real Estate Academy
97. 65311 Legal Updates, 1 hour Legal Updates, Moseley-Dickinson Academy of Real Estate
98. 65313 Real Estate Agency 2012, 1 hour Real Estate Agency, MAI Institute
99. 65314 General Fair Housing, 3 hours Fair Housing, Equal Rights Center
100. *65327 Claims and Lawsuits (Avoiding Liability Pit Falls), 2 hours Real Estate Related, Allegiance Realty Partners, LLC
101. *65332 Keys to Showing Rental Properties, 1 hour Real Estate Related, Towne Realty School of Real Estate
102. *65335 CRS 201: Listing Strategies for the Residential Specialist, 8 hours Real Estate Related, Long & Foster Institute of Real Estate
103. *65337 Sales Contract Addenda and Buyer's Closing Estimates, 3 hours Real Estate Related, Long & Foster Institute of Real Estate

- 104. *65340 Property Management Pitfalls, 4 hours Real Estate Related, Alpha College of Real Estate
- 105. *65342 Legal Update, 1 hour Legal Updates, PDI
- 106. 65344 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, PDI
- 107. 65345 Property Management and Code of Virginia Statutes, 8 hours Broker Management, PDI
- 108. 65346 Real Estate Agency, 1 hour Real Estate Agency, PDI
- 109. 65347 Fair Housing, 2 hours Fair Housing, PDI
- 110. 65348 Real Estate Contracts, 1 hour Real Estate Contracts, PDI
- 111. *65350 The Truth About Short Sales, 3 hours Legal Updates, Cindy Bishop Worldwide, LLC
- 112. *65352 Fair Housing, 3 hours Fair Housing, Montague Miller Real Estate Academy
- 113. *65355 Managing Single Family Homes, 3 hours Legal Updates, 4 hours Real Estate Related, RAR
- 114. *65357 Working with Sellers I, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
- 115. *65359 Green 100, 6 hours Real Estate Related, Long and Foster Institute of Real Estate
- 116. *65361 Contract Presentation and Negotiating, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
- 117. *65363 Business Planning, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
- 118. *65365 Green 200, 6 hours Real Estate Related, Long and Foster Institute of Real Estate
- 119. *65369 Rental Certification, 5 hours Real Estate Related, Long and Foster Institute of Real Estate
- 120. *65371 The Regional Sales Contract: Update and Review, 2 hours Real Estate Contracts, Monarch Title, Inc.
- 121. *65373 Practical Guide to FIRPTA and Foreign Sellers, 1 hour Real Estate Related, MBH Settlement Group, LC
- 122. *65375 Bankruptcy and Foreclosure, 2 hours Real Estate Related, MBH Settlement Group, LC
- 123. *65377 Effective Real Estate Contracts, 2 hours Real Estate Contracts, MBH Settlement Group, LC
- 124. *65379 Fair Housing, 3 hours Fair Housing, Alltech Title Group, Inc.

- 125. *65383 Common Contract Addenda, 3 hours Real Estate Related, Carruthers Academy of Real Estate, LLC
- 126. *65385 Preparing a CMA, 3 hours Real Estate Related, Carruthers Academy of Real Estate, LLC
- 127. 65387 VA Legal Update and Ethics (On-line), 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, McKissock, LP
- 128. 65388 Virginia Real Estate Law Combo (On-line), 2 hours Fair Housing, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, McKissock, LP
- 129. 65411 Virginia Contract Law (On-line), 1 hour Real Estate Contracts, The CE Shop, Inc.

Seven applications for continuing education courses offered by a school with a pending school application, which was approved earlier in the meeting, were approved:

- 1. *65315 12 Need to know Short Sale Tips, 2 hours Real Estate Related, Stelmok & Associates
- 2. *65317 Virginia Residential Landlord Tenant Act, 3 hours Real Estate Related, Stelmok & Associates
- 3. *65319 Realtor Code of Ethics, 3 hours Ethics & Standards of Conduct, Stelmok & Associates
- 4. *65321 HUD Homes and Foreclosures, 3 hours Real Estate Related, Stelmok & Associates
- 5. *65323 Social Media Risk Management, 2 hours Real Estate Related, Stelmok & Associates
- 6. *65325 Marketing and Advertisement, 3 hours Real Estate Related, Stelmok & Associates
- 7. *65330 Fair Housing, 3 hours Fair Housing, Stelmok & Associates

C. One hundred and twelve post license education course applications were reviewed; of these courses:

Seven applications for previously-approved post license education courses offered by approved schools were considered and approved.

- 1. 65073 Virginia Agency Law - On-line (Agency Law)3 hours Residential Real Estate Mandatory Topics, Kaplan Real Estate Schools
- 2. *65095 2012 Ethics Seminar (Ethics and Standards of Conduct/Current Industry Issues and

- Trends), 3 hours Residential Real Estate Mandatory Topics, FSLAWVA Real Estate Education, LLC
3. 65148 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate
 4. 65149 Ethics and Standards of Conduct (On-line), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate
 5. 65150 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate
 6. 65151 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate
 7. 65152 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate

Ninety-eight original applications for post license education courses offered by approved schools were considered. Ninety-seven of these applications were approved. One online course application was approved pending ARELLO Distance Education Certification:

1. *65066 Foreclosure, Liens and Bankruptcy (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Fidelity National Title Insurance
2. *65069 Using Statistics in Marketing (Business Planning), 1 hour Residential Real Estate Elective Topics, Real Estate Career Academy
3. *65071 Green (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Real Estate Career Academy
4. *65075 Title Insurance Basics - What It Is and How It Works (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, The RGS Title Real Estate Academy
5. 65114 Breaking Barriers: Fair Housing (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, the CE Shop, Inc.
6. *65119 Working with Buyers (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC

7. *65121 Rev Up: Energize Your Business Today (Business Planning), 3 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
8. *65124 Your Database: The Key to Your Business (Business Planning), 2 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
9. *65126 Prospecting: Find People to Work with Now (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
10. *65128 Open Houses: Put Yourself in the Path of Opportunity (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
11. *65130 Price Right and Present Your CMA - Price to Sell (Property Valuation/Listing Process), 2 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
12. *65132 Sell the Listing: Win a Client for Life (Selling Process), 2 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
13. *65134 Contract to Close: Bullet Proof the Transaction (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
14. *65138 From Attorney to Inmate (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
15. *65140 Agency (Online - Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate **(Pending ARELLO approval)**
16. *65142 Open House (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Alltech Title Group, Inc.
17. *65144 Smart Growth for the 21st Century (Business Planning), 3 hours Residential Real Estate Elective Topics, RAR *65146 No Bull Selling (Business Planning), 6 hours Residential Real Estate Elective Topics, RAR

18. *65163 The Odds of Selling (Selling Process), 1 hour Residential Real Estate Elective Topics, Liz Moore University
19. *65166 ABR Core Course (Agency Law), 3 hours Residential Real Estate Mandatory Topics, RAR
20. 65167 ABR Core Course (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, RAR
21. 65168 ABR Core Course (Selling Process), 2 hours Residential Real Estate Elective Topics, RAR
22. 65169 ABR Core Course (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, RAR
23. *65171 The Cost and Impact of Dodd/Frank (Finance), 2 hours Residential Real Estate Elective Topics, VAR
24. *65175 Property Valuation CMA (Property Valuation/Listing Process), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
25. *65177 Real Estate Fraud (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Moseley Flint Schools of Real Estate
26. *65179 RESPA (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Moseley Flint Schools of Real Estate
27. *65181 Cultural Diversity & Real Estate Brokerage On-line (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Moseley Flint Schools of Real Estate
28. *65186 Staying Connected with the Agent Resource Center (Technology), 3 hours Residential Real Estate Elective Topics, William E Wood & Associates Real Estate Academy
29. *65188 The New Agency Law and How it Affects Property Managers (Tenant/Landlord Relationships), 2 hours Property Management Elective Topics, VAR
30. *65190 Night Court - Nightmare on VPAR Street (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula School for Real Estate

31. *65192 Virginia Real Estate Law (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, The RGS Title Real Estate Academy
32. *65194 How to Help Your Clients avoid Foreclosure (Other Real Estate Related), 3 hours Residential Real Estate Electives Topics, The RGS Title Real Estate Academy
33. *65196 Virginia Residential Property Disclosure (Other Real Estate Related), 1 hour Residential Real Estate Electives Topics, The RGS Title Real Estate Academy
34. *65198 Business Planning 2013 (Other Real Estate Related, 4 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
35. *65200 The Code of Ethics and Standards of Practice for Real Estate Professionals (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, The RGS Title Real Estate Academy
36. *65202 The Closing Process (Other Real Estate Related), 1 hour Residential Real Estate Electives Topics, The RGS Title Real Estate Academy
37. *65204 Legal Updates (Other Real Estate Related), 1 hour Residential Real Estate Electives Topics, The RGS Title Real Estate Academy
38. *65206 Living Trusts in Real Estate (Other Real Estate Related), 1 hour Residential Real Estate Electives Topics, The RGS Title Real Estate Academy
39. *65209 Ethics & Standards of Conduct (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Provident School of Real Estate
40. *65218 Developing & Maintaining Your Database (Technology), 2 hours Residential Real Estate Elective Topics, William E. Wood & Associates Real Estate Academy
41. *65220 Creating Your Facebook Business Page (Technology), 3 hours Residential Real Estate Elective Topics, William E. Wood & Associates Real Estate Academy
42. *65223 Comparable Market Analysis (Property Valuation/Listing Process), 3 hours

- Residential Real Estate Elective Topics,
WAAR
43. *65226 R&W Property Valuation & Listing Process (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 44. *65228 R&W Business Planning, Marketing & Prospecting (Business Planning), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 45. *65230 Property Valuation CMA (Property Valuation /Listing Process), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 46. *65232 Counseling the Buyer (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 47. *65234 R&W Offer to Purchase (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
 48. *65236 Understanding, Improving & Protecting Your Credit Report (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, DAAR
 49. *65240 Real Estate Risk? That's Manageable! (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, VAR
 50. *65242 Back to Basic (Business Planning), 2 hours Residential Real Estate Elective Topics, Peninsula School for Real Estate
 51. *65244 State of the Region (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula School for Real Estate
 52. *65247 Regional Contract Changes (NVAR) (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Cindy Bishop Worldwide, LLC
 53. *65249 Understanding Radon (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Cindy Bishop Worldwide, LLC
 54. *65251 How to Avoid Problems before Settlement (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Cindy Bishop Worldwide, LLC

- 55. *65260 Positioning (Property Valuation/Listing Process), 1 hour Residential Real Estate Elective Topics, Liz Moore University
- 56. *65263 Delivery What Is It? (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Vesta Settlement
- 57. *65265 Time Management (Business Planning), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
- 58. *65268 The VAR Residential Contract of Purchase (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, WAAR
- 59. *65270 The VAR Residential Contract of Purchase (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
- 60. *65276 Real Estate Contracts (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Piedmont School of Real Estate
- 61. *65278 Real Estate Agency (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Piedmont School of Real Estate
- 62. *65280 Legislative Update (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, WAAR
- 63. *65282 WMLS Rules and Regulations (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
- 64. *65284 Real Estate Agency (Agency Law), 3 hours Residential Real Estate Mandatory Topics, WAAR
- 65. *65287 Fair Housing (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
- 66. *65294 Understanding Homebuilder Contracts (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Old Dominion Settlements, Inc.
- 67. *65296 Legal Updates/Law (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, ATG Title
- 68. *65298 Legislative Update (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
- 69. *65300 FHA Foreclosure Program (Other Real Estate Related), 3 hours Residential Real Estate

- Elective Topics, Long and Foster Institute of Real Estate
70. *65305 Ethics (Ethics & Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics, Alexandria Old Town Real Estate School, LLC
71. *65308 Rentals - Working with Tenants and Landlords (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alexandria Old Town Real Estate School, LLC
72. *65310 Using Toolkit CMA (Technology), 3 hours Residential Real Estate Elective Topics, William E. Woods & Associates Real Estate Academy
73. 65312 Managing Your Real Estate Business (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, MAI Institute
74. *65328 Claims and Lawsuits (Avoiding Liability Pit Falls)(Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Allegiance Realty Partners, LLC
75. *65333 Keys to Showing Rental Properties (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Towne Realty School of Real Estate
76. *65336 CRS 201: Listing Strategies for the Residential Specialist (Other Real Estate Related), 12 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
77. *65338 Sales Contract Addenda and Buyer's Closing Estimates (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
78. *65341 Property Management Pitfalls (Risk Management), 4 hours Property Management Mandatory Topics, Alpha College of Real Estate
79. *65343 Legal Update (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, PDI
80. *65351 The Truth About Short Sales (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Cindy Bishop Worldwide, LLC

- 81. *65353 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, Montague Miller Real Estate Academy
- 82. 65354 Managing Single Family Homes (Tenant/Landlord Relationships), 4 hours Property Management Elective Topics, RAR
- 83. *65356 Managing Single Family Homes (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, RAR
- 84. *65358 Working with Sellers I (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
- 85. *65360 Green 100 (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
- 86. *65362 Contract Presentation and Negotiating (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
- 87. *65364 Business Planning (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
- 88. *65366 Green 200 (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
- 89. *65370 Rental Certification (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
- 90. *65372 The Regional Sales Contract: Update and Review (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Monarch Title, Inc.
- 91. *65374 Practical Guide to FIRPTA and Foreign Sellers (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, MBH Settlement Group, LC
- 92. *65376 Bankruptcy and Foreclosure (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, MBH Settlement Group, LC
- 93. *65378 Effective Real Estate Contracts (Other Real Estate Related), 2 hours Residential Real

- Estate Elective Topics, MBH Settlement Group, LC
94. *65380 Fair Housing, 3 hours Residential Real Estate Elective Topics, Alltech Title Group, Inc.
95. 65382 Virginia Agency Law (On-line)(Agency Law), 3 hours Residential Real Estate Mandatory Topics, Cooke Real Estate School Headquarters, Inc.
96. *65384 Common Contract Addenda (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Carruthers Academy of Real Estate, LLC
97. *65386 Preparing a CMA (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Carruthers Academy of Real Estate
98. *65389 Legal Updates (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Piedmont School of Real Estate
(CE Agenda Number 65274)

Seven applications for post license education courses offered by a school with a pending school application, which was approved earlier in the meeting, were approved:

1. *65316 12 Need to know Short Sale Tips (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Stelmok & Associates
2. *65318 Virginia Residential Landlord Tenant Act (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Stelmok & Associates
3. *65320 Realtor Code of Ethics (Ethics & Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics, Stelmok & Associates
4. *65322 HUD Homes and Foreclosures (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Stelmok & Associates
5. *65324 Social Media Risk Management (Technology), 2 hours Residential Real Estate Elective Topics, Stelmok & Associates
6. *65326 Marketing and Advertisement (Other Real Estate Related), 3 hours Residential Real

- Estate Elective Topics, Stelmok & Associates
- 7. *65331 Fair Housing (Fair Housing), 3 hours
Residential Real Estate Mandatory Topics,
Stelmok & Associates

D. Seven Residential Standard Agency Continuing Education course applications were reviewed; of these courses:

Six applications for previously-approved Residential Standard Agency Continuing Education courses offered by approved schools were considered and approved pending receipt of proof that the courses incorporate the Board's Residential Standard Agency Guidance Document:

- 1. 65117 Residential Standard Agency, 3 hours
Residential Standard Agency, GCAAR
- 2. 65164 Residential Standard Agency (On-line), 3
hours Residential Standard Agency, Moseley-
Dickinson Academy of Real Estate
- 3. 65261 Residential Standard Agency, 3
hours Residential Standard Agency, Old
Dominion Settlement, Inc.
- 4. 65288 Residential Standard Agency, 3
hours Residential Standard Agency, The
Professional Development Institute
- 5. 65292 Residential Standard Agency (On-line), 3
hours Residential Standard Agency, AWRES
- 6. 65381 Residential Standard Agency (On-line), 3
hours Residential Standard Agency, Cooke
Real Estate School Headquarters, Inc.

One original Residential Standard Agency Continuing Education course application was considered and approved pending receipt of proof that the course incorporates the Board's Residential Standard Agency Guidance Document:

- 1. 65306 Residential Standard Agency, 3 hours
Residential Standard Agency, Alexandria Old
Town Real Estate School, LLC

E. Fourteen pre-licensing instructor applications were reviewed. Thirteen of these applications were approved. One application was approved pending receipt and review of documentation evidencing the applicant has at least three years of active experience in Principles and Practices of Real Estate.

- 1. Lisa D. Preston-Kenton

2. Doris Smith Barrel
3. Vida K. Peters
4. Louis Andrew Costanzia
5. Richard Harold Raab
6. Sherry Dean Daminski
7. Paula Kaye White - **expert - Finance**
8. Jarett Boyd Shaffer - **expert - Principles**
9. Ann Marie Mead - **expert - Principles**
10. Jason Robert Shine - **expert - Principles (approved pending receipt and review of documentation evidencing the applicant has at least three years of active experience in Principles and Practices of Real Estate)**
11. Matthew J. Hunzeker - **expert - Law/Principles**
12. Jenny O. Fowler
13. Puneet Bhagi
14. Maria Solano de Reyes

F. Seven continuing and post license education instructor applications to teach previously approved continuing and post license education courses were reviewed. Six of these applications were approved. One instructor applicant was approved pending receipt and review of documentation evidencing the applicant has at three years of active experience in the specific fields of real estate the applicant is seeking to teach.

1. **Russell B. Adams and Kathryn A. Richardson** - 63776/63777 (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), **RGS Title Real Estate Academy**
2. **Carmen Martin** - 64038/64039 (2012 Ethics Seminar), **VAR**
 3. **Doris E. Keen** - 59899/59900 (RESPA Reform Rule-New GFE and HUD-1 Review), 58425/58426 (Short Sales, REO Sales and Some Related Tax Issues), 61543/61544 (Deeds of Conveyance), 61768/61769 (Preparing for Success: Keeping Issues from Becoming Problems, 62973/62974 (Closings with a Twist (Non-Standard Transactions), **RGS Title Real Estate Academy**
 4. **Mary Womack** - 60784/60785 - (Negotiations Skills for the Real Estate Professional (2 hrs), 60786 - (Negotiations Skills for the Real Estate Professional - BM), 60787/60877 - (Negotiations Skills for the Real Estate Professional - 3 hrs), 60789 (Negotiations Skills for the Real Estate - BM) **Williamsburg Area Association of Realtors**
 5. **Steve Lizik** - 62766/62767 (Legal Updates and Emerging Trends), 62524/62525 (VA Fair Housing-Shared Neighborhoods, Equal Opportunities), 62466/62467 (Negotiating Agreements), 62689/62690 (Real Estate Agency), 62764/62765 (Regional Contract Review/Offer to Purchase), 62468/62469 (Seller Services) 62462/62463 (Ethics & Standards of Conduct) 62687/62688 (Real Estate Contracts), **CBRB-SRE (approved pending receipt and review of documentation evidencing the applicant has at three years of active experience in the specific fields of real estate the applicant is seeking to teach).**
 6. **Diana Hayes** - 60346 (8 hr Required Continuing Education Classroom), 60347 (3 hr Ethics & Standards of Conduct/Current Industry Issues and Trends Post

Education Course), 64309 (VAR Residential Standard Agency), **Alpha College of Real Estate**

7. **Libby Gatewood, Jim Williams, and Sharon Johnson** - 60346 (8-hr Required Continuing Education Classroom), 60347 (3 hr Ethics & Standards of Conduct/Current Industry Issues and Trends Post Education Course), 64309 (VAR Residential Standard Agency), 64924 (Real Estate Management & Agent Supervision, **Alpha College of Real Estate**)

G. Other Business

1. The Committee discussed the Board Guidance Document requiring ARELLO Distance Education Certification, or a substantially equivalent distance education certification, as a condition for the Board to approve real estate correspondence courses. After discussion, the Committee recommended the Board repeal this guidance document to ensure compliance with Board laws and regulations (Guidance Document attached).
2. The Committee discussed whether to grant broker pre-license education credit to broker licensees in the states of Georgia and Hawaii who apply for a Virginia broker license by reciprocity. The Committee determined the broker pre-license education completed by reciprocal applicants from Georgia and Hawaii 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 Georgia and the 80 hours of broker pre-license education completed by broker license reciprocal applicants from Hawaii toward the Board's 180 classroom-hour broker pre-license education requirement. Broker license reciprocal applicants from Georgia and Hawaii 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.
3. The Committee discussed the Board's current policy requiring the National Association of Realtors (NAR) Code of Ethics as a condition to approve an Ethics and Standards of Conduct continuing education or post license education course. The Committee agreed with Mr. Hoover's recommendation that further study be conducted and this

matter be addressed at the January 23, 2013, Education Committee meeting.

4. The Committee discussed briefly the "Evidence of Financial Responsibility" requirement for Proprietary School Certification, which states: "To ensure that Board-approved education providers meet the financial responsibility requirement pursuant to § 54.1-2105.02.A of the *Code of Virginia*, the Board requires every education provider applicant to submit a CPA-certified letter attesting to the applicant's net worth or a balance sheet/financial statement certified to be accurate by the applicant."
5. The Committee discussed briefly the benefits of sending at least one Board member and one Board staff to ARELLO conferences.

H. Public Comment - There was no public comment. The meeting adjourned at 4:59 pm.

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

Attachment

The Board is issuing this guidance document to interpret and implement the requirements of §§ 54.1-2100, 54.1-2105.B.1.b, 54.1-2105.B.2.b, 54.1-2105.D, 54.1-2105.01.A, 54.1-2105.02.A, 54.1-2105.02.B, 54.1-2105.03.A.1, 54.1-2105.03.A.2, and 54.1-2105.03.A.3 of the *Code of Virginia* and 18 VAC 135-20-101 and 18 VAC 135-20-360.E of the *Real Estate Board Regulations* as a means of providing information or guidance of general applicability to the public:

To ensure that salesperson and broker licensees meet the standards of quality deemed by the Board as necessary to protect the public interest, health, safety and welfare pursuant to the above-referenced statutes and regulations, and effective July 1, 2010; for approval of a pre-license, continuing or post license education correspondence course, distance education certification by the Association of Real Estate License Law Officials (ARELLO), or a substantially equivalent distance education certification, is required.