

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Wednesday, July 24, 2013, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Chair  
Lynn Grimsley  
Cliff Wells

Board Member present: Joseph Funkhouser, II

Staff Members present: Kevin Hoeft, Education Administrator  
Mark Courtney, Senior Director

The meeting was called to order by Chairman Hoover at 3:01 p.m.

A motion was made and approved to approve the agenda at 3:02 p.m.

The following actions were taken:

A. Four Proprietary School Applications were reviewed and approved:

1. PenFed Realty, LLC - Severna Park, MD  
Contact Person: Rhonda Hottle (The Committee approved the request to approve all of Carruthers Real Estate School's courses for PenFed Realty, LLC)
2. The Cornerstone Business Group, Inc., t/a Cornerstone Real Estate School - Winchester, VA  
Contact Person: Mike Cooper
3. DIRT, LLC - Fairfax, VA  
Contact Person - Matthew J. Hunzeker
4. VA School of RE, LLC - Fairfax, VA  
Contact Person: Ann M. Beck

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

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

1. \*17959 Common Legal Hotline Questions & Answers, 2 hours Legal Updates, CVSRE
2. 17961 Common Legal Hotline Questions & Answers, 2 hours Broker Management, CVSRE
3. 18043 VA 8-Hour Mandatory CE(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, AOTRES
4. 18057 Know the Code: Real Estate Ethics(On-line), 4 hours Ethics and Standards of Conduct, AOTRES
5. 18058 Insurance for Consumer Protection (On-line), 4 hours Real Estate Related, AOTRES
6. 18059 Real Estate and Taxes! (On-line), 4 hours Real Estate Related, AOTRES
7. 18115 Buyer Representation (On-line), 4 hours Real Estate Related, AOTRES

One hundred and six original applications for continuing education courses offered by approved schools were considered. Seventy-eight of these course applications were approved. Twelve course applications were approved with reduced hours. Four course applications were approved pending submission of adequate or corrected course materials. Five course applications were approved pending ARELLO Distance Education Certification. Seven courses were rejected due to having inadequate course content.

1. \*17902 Mortgage Fraud & Predatory Lending: What Every Agent Should Know, 3 hours Real Estate Related, DB Title Academy, LLC **(Reduced Hours)**
2. \*17904 Real Estate & Taxes: What Every Agent Should Know, 4 hours Real Estate Related, DB Title Academy, LLC
3. \*17906 Understanding 1031 Tax-Free Exchanges, 3 hours Real Estate Related, DB Title Academy, LLC **(Reduced Hours)**
4. \*17908 Title Insurance for Real Estate Professionals, 3 hours Real Estate Related, DB Title Academy, LLC **(Reduced Hours)**
5. 17912 The Handheld "iOffice" for Agents, 1 hour Real Estate Related, CVSRE **(Reduced Hours)**
6. 17913 Anatomy of Commercial Building (On-line), 3 hours Real Estate Related, The CE Shop, Inc.

7. 17914 The Fundamentals of Commercial Real Estate (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
8. \*17918 Code of Ethics - Cycle 4, 3 hours Ethics & Standards of Conduct, CVSRE
9. 17919 Today's Technology: Reality for Realtors, 2 hours Real Estate Related, CVSRE
10. \*17932 Contract Drafting Workshop, 3 hours Real Estate Contracts, RAR
11. \*17943 Authentisign\_Doc Box, 2 hours Real Estate Related, RAR
12. \*17946 Instanet Forms/Transaction Desk, 2 hours Real Estate Related, RAR
13. \*17948 iMAPP\_Tax Records, 2 hours Real Estate Related, RAR
14. 17954 Agency: Definitions, Relationships, and Disclosures, 1 hour Real Estate Agency, FSLAWVA Real Estate Education, LLC
15. 17958 The VA Fair Housing Law, 2 hours Fair Housing, FSLAWVA Real Estate Education, LLC
16. 17962 VAR Contract Writing Class, 6 hours Real Estate Contracts, WAAR
17. \*17965 The Cloud Computing Solution: The Google Universe - Part 1, 3 hours Real Estate Related, VAR **(Approved pending receipt of course materials)**
18. \*17967 The Cloud Computing Solution: The Google Universe - Part II, 3 hours Real Estate Related, VAR **(Approved pending receipt of course materials)**
19. \*17972 From the Dirt to the Door, 2 hours Real Estate Related, WAAR
20. \*17974 Improving Customer Care & Retention, 3 hours Real Estate Related, CVSRE
21. \*17976 Google Boot Camp - The Cloud Computing Solution, 6 hours Real Estate Related, CVSRE
22. \*17978 ABR Designation Core Course - Day 1, 8 hours Real Estate Related, NRVAR
23. \*17980 ABR Designation Core Course - Day 2, 8 hours Real Estate Related, NRVAR
24. \*17991 Advertising Real Estate in Virginia, 2 hours Real Estate Related, CVSRE **(Reduced Hours)**
25. 17994 Going Totally Paperless, 2 hours Real Estate Related, VAR
26. 17996 Going Totally Paperless, 2 hours Broker Management, VAR

27. \*17997 Technology Risk Management and Safety, 1 hour Real Estate Related, VAR
28. \*17999 Social Media Success in Under 15 Minutes Per Day, 1 hour Real Estate Related, VAR
29. 18004 Agency, 3 hours Real Estate Agency, Alpha College of Real Estate
30. \*18007 Broker Price Opinion Resource: BPOR, 7 hours Real Estate Related, CVSRE
31. \*18013 Benefits of Being New Again: Risk Prevention for Agents, 3 hours Real Estate Related, CVSRE
32. \*18015 Your Safety: It's a Risky Business, 2 hours Real Estate Related, CVSRE
33. \*18017 Marketing 2.0, 2 hours Real Estate Related, CVSRE
34. \*18019 Buyer Interview, 3 hours Real Estate Related, Montague Miller Real Estate Academy
35. \*18023 Escrow Management & Earnest Money Deposits - Show Me the Money, 3 hours Legal Updates, RAR
36. 18025 Escrow Management & Earnest Money Deposits - Show Me the Money, 3 hours Broker Management, RAR
37. \*18026 Handling Multiple Offers, 2 hours Real Estate Contracts, RAR
38. 18028 Handling Multiple Offers, 2 hours Broker Management, RAR
39. \*18029 High Power Negotiating, 2 hours Real Estate Related, VAR
40. 18031 A Broker's Dozen: 13 Productive Culture Trends, 2 hours Real Estate Related, VAR
41. 18033 A Broker's Dozen: 13 Productive Culture Trends, 2 hours Broker Management, VAR
42. \*18034 An Agent's Dirty Dozen of "Do Nots", 2 hours Real Estate Related, VAR **(Denied - inadequate course content)**
43. 18038 Fair Housing-Shared Neighborhoods, Equal Opportunities, 2 hours Fair Housing, CBRBSRE
44. \*18040 Listings... The Key to Survival, 3 hours Real Estate Related, Montague Miller Real Estate Academy
45. 18042 Short Sale Strategies, 2 hours Real Estate Related, CBRBSRE
46. \*18044 Five Key Success Strategies: Power Up Performance, 2 hours Real Estate Related, VAR

47. \*18046 Photography and the Real Estate Professional, 1 hour Real Estate Related, Peninsula Real Estate School
48. \*18048 How to Grow Your Property Management Business, 2 hours Real Estate Related, VAR
49. 18053 Fair Housing: It's Not an Option It's the Law, 2 hours Fair Housing, CVSRE
50. \*18054 Government Loan Fundamentals, 1 hour Real Estate Related, RECA
51. \*18060 Short Sale Referral Program, 2 hours Real Estate Related, VAR
52. \*18062 The Psychology behind the Perfect Settlement! 1 hour Real Estate Related, MBH Settlement Group, LC
53. \*18064 How to be Successful Selling a Decorating for Resale Real Estate, 1 hour Real Estate Related, Blue Ridge Real Estate School  
**(Denied - inadequate course content)**
54. \*18066 A Crash Course in Goal Setting, 1 hour Real Estate Related, Blue Ridge Real Estate School **(Reduced Hours)**
55. \*18068 Negotiation - The Buying Process, 1 hour Real Estate Related, Blue Ridge Real Estate School **(Reduced Hours)**
56. \*18070 Team Building, 2 hours Real Estate Related, Blue Ridge Real Estate School **(Reduced Hours)**
57. 18072 Team Building, 2 hours Broker Management, Blue Ridge Real Estate School **(Reduced Hours)**
58. 18098 VA Agency Law, 3 hours Real Estate Agency, Piedmont School of Real Estate
59. \*18103 VA Escrow, 2 hours Real Estate Related, RECA **(Reduced Hours)**
60. 18105 A Property Manager's War Chest of Tools for Conflict Resolution (On-line), 2 hours Real Estate Related, McKissock, LP
61. 18106 Danger in Plain Sight: Understanding Lead Paint for Property Managers (On-line), 3 hours Real Estate Related, McKissock, LP
62. 18107 Simple Questions, Big Consequences: How to Avoid Fair Housing Violations as a Property Manager (On-line), 3 hours Real Estate Related, McKissock, LP
63. 18108 The Ins and Outs of Property Management (On-line), 3 hours Real Estate Related, McKissock, LP

64. 18109 Preparing a Listing Agreement: An In-Depth Look (On-line), 2 hours Real Estate Related, McKissock, LP **(Reduced Hours)**
65. 18110 The Power of Exchange: Discover the Value of 1031 Tax Deferred Exchanges (On-line), 3 hours Real Estate Related, McKissock, LP
66. 18111 Listing Agreements (On-line), 1 hour Real Estate Related, McKissock, LP **(Reduced Hours)**
67. 18112 Real Estate Contracts, 6 hours Real Estate Contracts, Alpha College of Real Estate
68. \*18113 Night Court - How Do I Pay Thee? Procuring Cause - Will You Get Paid? 2 hours Real Estate Related, Peninsula Real Estate School
69. 18117 ePro Certification, 8 hours Real Estate Related, CVSRE
70. 18118 Generational Buy, 8 hours Real Estate Related, CVSRE
71. \*18119 Making the MLS Work for You and Your Clients, 2 hours Real Estate Related, CVSRE
72. 18121 Real Estate Marketing Reboot, 8 hours Real Estate Related, CVSRE
73. \*18122 VA Agency Law, 3 hours Real Estate Agency, Montague Miller Real Estate Academy
74. \*18124 10 Things Every Loan Officer Wished Every Realtor Would Know, 1 hour Real Estate Related, ORNTIC
75. 18126 Strategies in a Multiple Offer Market, 2 hours Real Estate Related, Long and Foster Institute of Real Estate
76. 18127 VA Broker Management & Agent Supervision, 8 hours Broker Management, GCAAR
77. \*18128 Managing Listings, 1 hour Real Estate Related, Liz Moore University **(Denied - inadequate course content)**
78. 18130 Managing Listings, 1 hour Broker Management, Liz Moore University **(Denied - inadequate course content)**
79. \*18131 High Performance Listings - Planning to Win, 1 hour Real Estate Related, Liz Moore University **(Denied - inadequate course content)**
80. 18133 High Performance Listings - Planning to Win, 1 hour Broker Management, Liz Moore University **(Denied - inadequate course content)**

81. \*18134 Powerful Listing Presentations, 1 hour Real Estate Related, Liz Moore University
82. 18136 Powerful Listing Presentations, 1 hour Broker Management, Liz Moore University  
**(Denied - not meet broker management criteria)**
83. 18137 Agency (CRP), 1 hour Real Estate Agency, Potomac Real Estate School
84. 18138 Contract to Closing (CRP), 1 hour Real Estate Contracts, Potomac Real Estate School
85. 18139 Ethics (CRP), 3 hours Ethics and Standards of Conduct, Potomac Real Estate School
86. 18140 Can't Miss Sales Meetings (CRP), 1 hour Broker Management, Potomac Real Estate School
87. 18141 Navigating the Short Sale (CRP), 2 hours Real Estate Related, Potomac Real Estate School
88. 18142 Preparing the Home for Sale (CRP), 1 hour Real Estate Related, Potomac Real Estate School
89. 18143 Unleash the Leader Inside You (CRP), 1 hour Broker Management, Potomac Real Estate School
90. 18144 Going Green (CRP), 2 hours Real Estate Related, Potomac Real Estate School
91. 18145 Hire Slowly But Fire Quickly (CRP), 1 hour Broker Management, Potomac Real Estate School **(Approved pending receipt of corrected course materials)**
92. 18146 Is Your Environment Making You Sick? (CRP), 3 hours Real Estate Related, Potomac Real Estate School
93. 18147 Legal Updates & Emerging Trends (CRP), 1 hour Legal Updates, Potomac Real Estate School **(Approved pending receipt of corrected course materials)**
94. 18148 Fair Housing (CRP), 2 hours Fair Housing, Potomac Real Estate School
95. 18149 8-Hour Elective Course (CRP), 8 hours Real Estate Related, Potomac Real Estate School
96. 18150 8-Hour Elective Course (On-line), 8 hours Real Estate Related, Potomac Real Estate School **(Approved pending ARELLO approval)**
97. 18151 8-Hour Mandatory Course (CRP), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real

98. 18152 Estate Agency, 1 hour Real Estate Contracts, Potomac Real Estate School 8-Hour 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, Potomac Real Estate School **(Approved pending ARELLO approval)**
99. 18153 8-Hour Broker Management Course (CRP), 8 hours Broker Management, Potomac Real Estate School
100. 18154 8-Hour Broker Management Course(On-line), 8 hours Broker Management, Potomac Real Estate School **(Approved pending ARELLO approval)**
101. 18155 Your Value Package (CRP), 4 hours Broker Management, Potomac Real Estate School
102. 18156 Managing Top Producers (CRP), 1 hour Broker Management, Potomac Real Estate School
103. 18157 16-Hour Renewal Course (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, Potomac Real Estate School
104. 18158 16-Hour Renewal 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, 8 hours Real Estate Related, Potomac Real Estate School **(Approved pending ARELLO approval)**
105. 18159 24-Hour Broker Renewal Course (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, 8 hours Broker Management, Potomac Real Estate School
106. 18160 24 Hour Broker Renewal 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, 8 hours Real Estate Related, 8 hours Broker Management, Potomac Real Estate School **(Approved pending ARELLO approval)**

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

Two previously-approved applications for three-track post license education courses offered by approved schools were considered and approved:

1. \*17960 Common Legal Hotline Questions & Answers (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, CVSRE
2. 18116 VA Post Licensing: Technology Issues (Technology - Online), 3 hours Residential Real Estate Elective Topics, AOTRES

Fifty-three original applications for three-track post license education courses offered by approved schools were considered. Thirty-three of these course applications were approved. Twelve course applications were approved with reduced hours. Two course applications were approved pending submission of corrected course materials. Six course applications were denied due to having inadequate course content.

1. 17896 Agency Law, 3 hour Residential Real Estate Mandatory Topics, HENDERSON PROFESSIONAL DEVELOPMENT SEMINARS **(Denied - inadequate course materials)**
2. 17897 Offer to Purchase, 3 hours Residential Real Estate Mandatory Topics, HENDERSON PROFESSIONAL DEVELOPMENT SEMINARS **(Denied - inadequate course materials)**
3. 17898 Red Flags in Property Inspection (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, HENDERSON PROFESSIONAL DEVELOPMENT SEMINARS **(Reduced Hours)**
4. 17899 Property Valuation/Listing Process, 1 hour Residential Real Estate Elective Topics, HENDERSON PROFESSIONAL DEVELOPMENT SEMINARS **(Reduced Hours)**
5. 17900 Sales & Marketing Techniques for Licensees (Selling Process), 1 hour Residential Real Estate Elective Topics, HENDERSON PROFESSIONAL DEVELOPMENT SEMINARS **(Reduced Hours)**
6. 17901 Commercial Land, Listing & Leasing (Land), 2 hours Commercial Real Estate Elective

- Topics, HENDERSON PROFESSIONAL DEVELOPMENT SEMINARS **(Reduced Hours)**
7. \*17903 Mortgage Fraud & Predatory Lending: What Every Agent Should Know (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, DB Title Academy, LLC **(Reduced Hours)**
  8. \*17905 Real Estate & Taxes: What Every Agent Should Know (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, DB Title Academy, LLC
  9. \*17907 Understanding 1031 Tax-Free Exchanges (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, DB Title Academy, LLC **(Reduced Hours)**
  10. \*17910 Title Insurance for Real Estate Professionals (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, DB Title Academy, LLC **(Reduced Hours)**
  11. \*17933 Contract Drafting Workshop (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, RAR
  12. \*17944 Authentisign\_Doc Box (Technology), 2 hours Residential Real Estate Elective Topics, RAR
  13. \*17947 Instanet Forms/Transaction Desk (Technology), 2 hours Residential Real Estate Elective Topics, RAR
  14. \*17949 iMAPP\_Tax Records (Technology), 2 hours Residential Real Estate Elective Topics, RAR
  15. \*17966 The Cloud Computing Solution: The Google Universe - Part 1 (Technology), 3 hours Residential Real Estate Elective Topics, VAR **(Approved pending receipt of course materials)**
  16. \*17968 The Cloud Computing Solution: The Google Universe - Part II (Technology), 3 hours Residential Real Estate Elective Topics, VAR **(Approved pending receipt of course materials)**
  17. \*17969 Code of Ethics - Cycle 4 (Ethics and Standards of Conduct/Current Industry Issues & Trends), 3 hours Residential Real Estate Mandatory Topics, CVSRE

18. \*17973 From the Dirt to the Door (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, WAAR
19. \*17975 Improving Customer Care & Retention (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, CVSRE
20. \*17977 Google Boot Camp - The Cloud Computing Solution (Technology), 6 hours Residential Real Estate Elective Topics, CVSRE
21. \*17979 ABR Designation Core Course - Day 1 (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, NRVAR
22. \*17981 ABR Designation Core Course - Day 2 (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, NRVAR
23. \*17992 Advertising Real Estate in Virginia (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, CVSRE **(Reduced Hours)**
24. \*17998 Technology Risk Management and Safety (Technology), 1 hour Residential Real Estate Elective Topics, VAR
25. \*18000 Social Media Success in Under 15 Minutes Per Day (Technology), 1 hour Residential Real Estate Elective Topics, VAR
26. \*18008 Broker Price Opinion Resource: BPOR (Other Real Estate Related), 7 hours Residential Real Estate Elective Topics, CVSRE
27. \*18014 Benefits of Being New Again: Risk Prevention for Agents (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, CVSRE
28. \*18016 Your Safety: It's a Risky Business (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, CVSRE
29. \*18018 Marketing 2.0 (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, CVSRE
30. \*18020 Buyer Interview (Selling Process), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
31. \*18024 Escrow Management & Earnest Money Deposits - Show Me the Money (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, RAR
32. \*18027 Handling Multiple Offers (Selling Process), 2 hours Residential Real Estate Elective Topics, RAR

33. \*18030 High Power Negotiating (Selling Process), 2 hours Residential Real Estate Elective Topics, VAR
34. \*18035 An Agent's Dirty Dozen of "Do Nots" (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR **(Denied - inadequate course content)**
35. \*18041 Listings... The Key to Survival (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy
36. \*18045 Five Key Success Strategies: Power Up Performance (Business Planning), 2 hours Residential Real Estate Elective Topics, VAR
37. \*18047 Photography and the Real Estate Professional (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Peninsula Real Estate School
38. \*18049 How to Grow Your Property Management Business (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
39. \*18055 Government Loan Fundamentals (Finance), 1 hour Residential Real Estate Elective Topics, RECA
40. \*18061 Short Sale Referral Program (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
41. \*18063 The Psychology behind the Perfect Settlement! (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, MBH Settlement Group, LC
42. \*18065 How to be Successful Selling a Decorating for Resale Real Estate (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Blue Ridge Real Estate School **(Denied - inadequate course content)**
43. \*18067 A Crash Course in Goal Setting (Business Planning), 1 hour Residential Real Estate Elective Topics, Blue Ridge Real Estate School **(Reduced hours)**
44. \*18069 Negotiation - The Buying Process (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Blue Ridge Real Estate School **(Reduced hours)**
45. \*18071 Team Building (Other Real Estate Related), 2 hours Residential Real Estate Elective

- Topics, Blue Ridge Real Estate School **(Reduced hours)**
46. \*18104 VA Escrow (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, RECA **(Reduced hours)**
47. \*18114 Night Court - How Do I Pay Thee? Procuring Cause - Will You Get Paid? (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
48. \*18120 Making the MLS Work for You and Your Clients (Technology), 2 hours Residential Real Estate Elective Topics, CVSRE
49. \*18123 VA Agency Law (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Montague Miller Real Estate Academy
50. \*18125 10 Things Every Loan Officer Wished Every Realtor Would Know (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, ORNTIC
51. \*18129 Managing Listings (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Liz Moore University **(Denied - inadequate course content)**
52. \*18132 High Performance Listings - Planning to Win (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Liz Moore University **(Denied - inadequate course content)**
53. \*18135 Powerful Listing Presentations (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Liz Moore University

Thirteen previously-approved applications for single-track post license education courses offered by approved schools were considered and approved:

1. 17934 Risk Management (On-line), 3 hours Risk Management, Kaplan Real Estate Schools
2. 17935 Fair Housing (On-line), 2 hours Fair Housing, Kaplan Real Estate Schools
3. 17936 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, Kaplan Real Estate Schools
4. 17937 Escrow Requirements (On-line), 3 hours Escrow Requirements, Kaplan Real Estate Schools

5. 18079 Escrow Requirements (On-line), 3 hours  
Escrow Requirements, AOTRES
6. 18080 Fair Housing (On-line), 2 hours Fair  
Housing, AOTRES
7. 18081 Ethics and Standards of Conduct (On-line),  
3 hours Ethics and Standards of Conduct,  
AOTRES
8. 18086 Escrow Requirements (On-line), 3 hours  
Escrow Requirements, CVRES
9. 18087 Ethics & Standards of Conduct (On-line), 3  
hours Ethics & Standards of Conduct, CVSRE
10. 18088 Fair Housing (On-line), 2 hours Fair  
Housing, CVSRE
11. 18089 Risk Management (On-line), 3 hours Risk  
Management, CVSRE
12. 18092 Risk Management (On-line), 3 hours Risk  
Management, AOTRES
13. 18171 Real Estate Law & VREB Regulations, 8 hours  
Real Estate Law & Board Regulations, CVSRE

Sixty-one original applications for single-track post license education courses offered by approved schools were considered. Fifty-three of these course applications were approved. Three course applications were approved pending submission of corrected course materials. Five course applications were rejected due to having inadequate course content.

1. 17915 Real Estate Law & Board Regulations, 8  
hours Real Estate Law & Board Regulations,  
Alpha College of Real Estate
2. 17917 Cycle 4 - Code of Ethics, 3 hours Ethics &  
Standards of Conduct, CVSRE
3. 17922 VA Agency Law (On-line), 3 hours VA Agency  
Law, American School of Real Estate  
Express **(Approved pending receipt of  
corrected course materials)**
4. 17925 Fair Housing, 2 hours Fair Housing,  
Piedmont School of Real Estate
5. 17926 Risk Management (On-line), 3 hours Risk  
Management, American School of Real Estate  
Express
6. 17927 Today's Technology: Reality for Realtors, 2  
hours Current Industry Issues & Trends,  
CVSRE
7. 17938 Contractually Speaking, 6 hours Contract  
Writing, RAR
8. 17945 Authentisign - Doc Box, 2 hours Current  
Industry Issues & Trends, RAR

9. 17950 Instanet Forms/Transaction Desk, 2 hours  
Current Industry Issues & Trends, RAR
10. 17951 iMAPP - Tax Records, 2 hours Current  
Industry Issues & Trends, RAR
11. 17952 e-Deal Workshop, 2 hours Current Industry  
Issues & Trends, RAR
12. 17953 Ethics & Standards of Conduct, 3 hours  
Ethics & Standards of Conduct, WAAR
13. 17957 Contract Preparation (On-line), 6 hours  
Contract Writing, American School of Real  
Estate Express **(Approved pending receipt of  
corrected course materials)**
14. 17964 This is not Your Mama's Fair Housing, 2  
hours Fair Housing, WAAR
15. 17970 Real Estate Laws & Board Regulations (On-  
line), 8 hours Real Estate Laws & Board  
Regulations, American School of Real Estate  
Express **(Approved pending receipt of  
corrected course materials)**
16. 17971 VAR Contract Writing Class, 6 hours  
Contract Writing, WAAR
17. 17988 Agency Demystified, 3 hours VA Agency Law,  
MBH Settlement Group, LC
18. 17989 Improving Customer Care & Retention, 2  
hours Current Industry Issues & Trends,  
CVSRE
19. 17990 Google Bootcamp - The Cloud Computing  
Solution, 2 hours Current Industry Issues &  
Trends, CVSRE
20. 17993 Advertising Real Estate in Virginia, 2  
hours Current Industry Issues & Trends,  
CVSRE
21. 18002 Road Rules, 2 hours Current Industry Issues  
& Trends, RAR
22. 18003 Escrow Requirements (On-line), 3 hours  
Escrow Requirements, American School of  
Real Estate Express
23. 18005 Agency, 3 hours VA Agency Law, Alpha  
College of Real Estate
24. 18009 Broker Price Opinion Resource: BPOR, 2  
hours Current Industry Issues and Trends,  
CVSRE
25. 18010 Benefits of Being New Again: Risk  
Prevention for Agents, 2 hours Current  
Industry Issues & Trends, CVSRE
26. 18011 Your Safety: It's a Risky Business, 2 hours  
Current Industry Issues & Trends, CVSRE

27. 18012 Marketing 2.0, 2 hours Current Industry Issues & Trends, CVSRE
28. 18021 Mobile Devices, 2 hours Current Industry Issues & Trends, RAR
29. 18022 Ethics, 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
30. 18036 High Power Negotiating, 2 hours Current Industry Issues & Trends, VAR
31. 18037 An Agent's Dirty Dozen of "Do Nots," 2 hours Current Industry Issues & Trends, VAR  
**(Denied - inadequate course content)**
32. 18039 Fair Housing-Shared Neighborhoods, Equal Opportunities, 2 hours Fair Housing, CBRBSRE
33. 18050 How to Grow Your Property Management Business, 2 hours Current Industry Issues & Trends, VAR
34. 18051 Five Key Success Strategies: Power Up Performance, 2 hours Current Industry Issues & Trends, VAR
35. 18052 Short Sale Strategies, 2 hours Current Industry Issues & Trends, CBRBSRE
36. 18073 How to be Successful Selling a Decorating for Resale Real Estate, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School **(Denied - inadequate course content)**
37. 18074 Escrow Management & Earnest Money Deposits Seminar - Show Me the Money, 3 hours Escrow Requirements, RAR
38. 18075 Fair Housing: It's not an Option, It's the Law, 2 hours Fair Housing, CVSRE
39. 18082 Representing Clients in the Buying & Selling of Real Estate of Deceased Clients, 2 hours Current Industry Issues & Trends, Southwest VA Board of Realtors
40. 18083 Short Sale Referral Program, 2 hours Current Industry Issues & Trends, VAR
41. 18084 Code of Ethics & Standards of Conduct, 3 hours of Ethics & Standards of Conduct, Piedmont School of Real Estate
42. 18090 Contracts, 6 hours Contract Writing, Alpha College of Real Estate
43. 18091 A Crash Course in Goal Setting, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School **(Denied - inadequate course content)**

- 44. 18093 ePro Certification, 2 hours Current Industry Issues and Trends, CVSRE
- 45. 18094 Generational Buy, 2 hours Current Industry Issues and Trends, CVSRE
- 46. 18095 Making the MLS Work for You & Your Clients, 2 hours Current Industry Issues & Trends, CVSRE
- 47. 18096 Real Estate Marketing Reboot, 2 hours Current Industry Issues & Trends, CVSRE
- 48. 18097 Recent Changes in VA Agency Law, 3 hours VA Agency Law, Piedmont School of Real Estate
- 49. 18099 VA Agency Law, 3 hours VA Agency Law, Piedmont School of Real Estate
- 50. 18100 2013 Ethics Seminar, 3 hours Ethics & Standards of Conduct, VAR
- 51. 18101 VA Escrow Requirements, 3 hours Escrow Requirements, WAAR **(Denied - inadequate course content)**
- 52. 18102 Escrow Requirements, 3 hours Escrow Requirements, RECA **(Denied - inadequate course content)**
- 53. 18161 Commissions: Getting Paid the Right Way, 2 hours Current Industry Issues & Trends, VAR
- 54. 18162 Common Legal Hotline Questions & Answers, 2 hours Current Industry Issues & Trends, VAR
- 55. 18163 Critical Contract Issues, 2 hours Current Industry Issues and Trends, VAR
- 56. 18164 Dilemmas Facing Real Estate Licensees, 2 hours Current Industry Issues and Trends, VAR
- 57. 18165 Disclosure Shall Set You Free, 2 hours Current Industry Issues and Trends, VAR
- 58. 18166 Real Estate Laws You Need to Know, 2 hours Current Industry Issues and Trends, VAR
- 59. 18167 Risk Management for Social Media, 2 hours Current Industry Issues and Trends, VAR
- 60. 18168 RI 401: Understanding Agency, 3 hours VA Agency Law, VAR
- 61. 18169 RI 409: Business Development, 2 hours Current Industry Issues and Trends, VAR

D. One previously approved Residential Standard Agency Course Application offered by an approved school was approved:

- 1. 18056 Virginia Residential Standard Agency (On-line), 3 hours Residential Standard Agency, AOTRES

E. Sixteen pre-licensing instructor applications were reviewed. Fifteen of these applications were approved. One application will be reconsidered at the next Board meeting because of past disciplinary actions.

1. Leo V. Mayer
2. Brian Hendrickson
3. Lori A. Hall
4. Hector N. Velasquez, Sr.
5. Arleen D. Roberts
6. Donald R. Wirth
7. Jowilla R. Beck
8. Ann M. Beck
9. John C. Atkinson
10. Lynne M. Jones - expert **(Principles)**
11. Victoria S. Rader - expert **(Principles)**
12. Sherrie L. Mawyer - expert **(Principles)**
13. William B. Harlowe - expert **(Principles)**
14. Evelyn I. Martin - expert **(Principles)**
15. Jennifer D. Compton - expert **(All) (Reconsidered at next Board meeting)**
16. David S. Catanzaro - expert **(Brokerage, Finance, Principles, Law)**

F. Ten pre-license education course applications offered by approved schools were reviewed and approved:

1. 18173 60-hour Salesperson Principles and Practices of Real Estate (CRP), Moseley Flint Schools of Real Estate, Inc.
2. 18174 60-hour Salesperson Principles and Practices of Real Estate (Class), James Madison University Outreach & Engagement
3. 18175 45-hour Broker Real Estate Finance (Class), Moseley Flint Schools of Real Estate, Inc.
4. 18176 45-hour Broker Real Estate Finance (CRP), Moseley Flint Schools of Real Estate, Inc.
5. 18177 45-hour Broker Real Estate Appraisal (CRP), Moseley Flint Schools of Real Estate, Inc.
6. 18178 45-hour Broker Real Estate Appraisal (Class), Moseley Flint Schools of Real Estate, Inc.
7. 18179 45-hour Broker Real Estate Law (Class), Moseley Flint Schools of Real Estate, Inc.
8. 18180 45-hour Broker Real Estate Law (CRP), Moseley Flint Schools of Real Estate, Inc.

9. 18181 45-hour Broker Real Estate Investments (Class), Moseley Flint Schools of Real Estate, Inc.
10. 18182 45-hour Broker Real Estate Investments (CRP), Moseley Flint Schools of Real Estate, Inc.

G. Twelve continuing and post license education instructor applications to teach previously approved continuing and post license education courses were reviewed and approved.

1. **Laura Farley** - 09559 (Conquering Contracts), 09031 (Negotiations), 09569 (Negotiations), 10891/10892 (The Most Common Violations of the Code of Ethics), 09044/09048/09574/09545 (The Rules & Tools of Advertising), **NVAR**
2. **Amy Czekala, Michael T. Freeman, Donna J. Hall, and Joseph R. Mayes** - 13153 (VA Foreclosure & Workouts), **NBI**
3. **Jenny L. Colon, Michael B. Hamar, Kimberly E. Hartin. and Edward R. Waugaman** - 08972 (Title Law in Virginia), **NBI**
4. **Matthew Troiani and Jeremy Johnson** - 12270/13521 (Agency), 12275 (Agency Law), 11915/11920 (Contract to Closing), 11984/11986 (VA Real Estate Law), 15450/15453 (Offer to Purchase), 12070/13659/13660 (Ethics & Standards of Conduct), 16437 (Agency Law Buyer Agency & Disclosure Forms), 13925 (Legal Updates & Emerging Trends), 14436/14440 (Residential Financing), 17092/17093 (Contract Presentation & Negotiating), 17094/17096 (Business Planning), 16007 (Residential Standard Agency), 13753 (Fair Housing Practically Speaking), 11853/11848 (Fair Housing), 14056 (Contracts), **Long and Foster Institute of Real Estate**
5. **Donald Tomlinson & Harry Yazbek** - 14214/14219 (1031 Tax Deferred Exchange & the IRS), 14204/14209 (Consumer Rights & Rentals), 14137/14141 (Ethics & Standards of Conduct), 14208/14212 (Fair Housing- Shared Neighborhoods, Equal Opportunities), 14444/14449 (Legal Updates & Emerging Trends), 14369/14374 (Real Estate Agency), 14362/14366 (Real Estate Contracts), 15552/15555 (Real Property Rights & Public Records), 14437/14441 (Regional Contract Review), 16015 (Residential Standard Agency), 14461/14466 (Safety in Real Estate), 14160/14165 (Short Sale Strategies), 15601/15605 (The New Regional Sales Contract),

- 14142/14135 (The Settlement Process), **CBRB**
6. **Bobby Y. Lee** - 16007 (Residential Standard Agency), **Long and Foster Institute of Real Estate**
  7. **Reginald Copeland** - 12270 (Agency Law), 11915/11920 - (Contract to Closing), 15450/15453 (Offer to Purchase), 16437 (Agency Law Buyer Agency & Disclosure Forms), 17092/17093 (Contract Presentation & Negotiating), 17094/17096 (Business Planning), 11853/11848 (Fair Housing), 14056 (Contracts), 14436/14440 (Residential Financing), **Long and Foster Institute of Real Estate**
  8. **David Patterson** - 16852/16854 (Rev Up Energize Your Business Today), 16853/16858 (Working with Buyers), 16855/16860 (Your Database: The Key to Your Business), **Alexandria Old Town Real Estate School**
  9. **Cathy Saunders** - 17649/17650 (Senior Real Estate Specialist Courses - Day 1), 17651/17652 (Senior Real Estate Specialist Courses - Day 2), **RAR**
  10. **Sharon Nilsen, Scott Thomason, Brad Johnson, Patricia Mancini, and Sherry Rahnama** - 58806 (Real Estate Contracts), 58840 (VA Legislative Updates), 58796 (Real Estate Agency), 58802 (Smart Growth in VA), 58804 (Internets Effects on VA Real Estate Transactions), 58800 (Real Estate Fair Housing), 58842 (Legal Ethics & Professionalism in Real Estate Law), 58792 (Homes Sales and the Economy), 58790 (Do Not Call Rules & Regulations), 58798 (Ethics & Standards of Conduct), 58844 (VA Real Estate Law Update), 58699 (Limited Service Agency), 58846 (VA Salesperson CE: Mandatory & Elective Topics), 62734/62735 (Ethics & Standards of Conduct), 62736/62737 (Fair Housing), 62750/62751 (Finance), 62744/62745 (Property Law), 62742/62743 (Real Estate Technology), 62740/62741 (Real Estate Law), 62732/62733 (Agency Law), 62748/62749 (Land Use Issues), 62746/62747 (Property Valuation & Listing Process), 62738/62739 (Offer to Purchase), 64584 (RSA), **Moseley Real Estate Schools, Inc.**
  11. **Elizabeth Moore Dalton** - 11984/11986 (VA Real Estate Law), **Long and Foster Institute of Real Estate**
  12. **Judith Weber** - 12350 (RES 201- Successful Site Management), **IREM**

#### H. Other Business

1. Board staff provided the Committee with background on the Board's requirement for ARELLO Distance Education Certification (DEC) as a condition of Board-approval for all

non-correspondence distance education course applications. At the Committee's May 8, 2013, meeting, Alpha College of Real Estate Director Deana Wilson requested the Board eliminate this requirement for the following reasons: 1) It is costly and burdensome for schools; 2) The Board sometimes reduces the number of hours it approves for distance education course applications with ARELLO DEC; and 3) The Board's required timing mechanism for and periodic audits of online courses has improved the quality of its approved online courses. Ms. Wilson suggested the Board establish its own set of distance education course standards in place of requiring ARELLO DEC, and indicated that the North Carolina Real Estate Commission has done this.

After discussion, the Committee asked Ms. Wilson to convey this request to Board staff in writing, and Mr. Hoover will bring this matter to the Board's attention at its July 25, 2013, meeting.

2. The Committee discussed whether to grant broker pre-license education credit to broker licensees in the state of Utah who apply for a Virginia broker license by reciprocity. The Committee determined the broker pre-license education completed by reciprocal applicants from Utah 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 120 hours of broker pre-license education completed by real estate broker license reciprocal applicants from Utah toward the Board's 180 classroom-hour broker pre-license education requirement. Real estate broker license reciprocal applicants from Utah must make up the difference in hours by completing a Board-approved 45-hour Real Estate Brokerage Broker Pre-license education course and one other Board-approved 45-hour Broker Pre-license education course.
3. The Committee discussed whether to grant broker pre-license education credit to broker licensees in the state of Massachusetts who apply for a Virginia broker license by reciprocity. The Committee determined the broker pre-license education completed by reciprocal applicants from Massachusetts 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 40 hours of broker pre-license education completed by real estate broker license reciprocal applicants from Massachusetts toward the Board's 180 classroom-hour broker pre-license education requirement. Real estate broker license reciprocal applicants from Massachusetts must make up the difference in

hours by completing a Board-approved 45-hour Real Estate Brokerage Broker Pre-license education course and three other Board-approved 45-hour Broker Pre-license education courses.

I. Public Comment

1. Lili Paulk of the Virginia Association of Realtors expressed concern with the Committee's new requirement from its May 8, 2013, meeting that the Timed Course Outline (TCO) in all new course applications includes greater detail. Ms. Paulk is seeking clearer guidance from the Committee on what level of detail must be included in the TCO. Mr. Hoover advised the education providers to communicate with Board staff on this matter, which may be addressed again by the Committee at its September 18, 2013, meeting.
2. Susan Barnette of the Charlottesville Area Association of Realtors requested guidance on how best to submit National Association of Realtors approved courses/designations, such as the ABR course, to the Board for credit.

J. The meeting adjourned at 5:28 pm.

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