



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

Robert F. McDonnell  
Governor

James S. Cheng  
Secretary of  
Commerce and Trade

Gordon N. Dixon  
Director

## VIRGINIA REAL ESTATE BOARD

### EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Monday, November 18, 2013, at 3:00 p.m. at the Department of Professional and Occupational Regulation in Richmond.

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

Board Member present: Joe Funkhouser

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

The meeting was called to order by Chairman Hoover at 3:03 p.m.

A motion was approved unanimously at 3:04 p.m. to approve the agenda

The following actions were taken:

A. Five Proprietary School applications were reviewed and approved:

1. Law Offices of Stephen H. Lee, PC, Annandale, VA  
Contact Person: Stephen H. Lee
2. American Dream Real Estate School, LLC, Brighton, CO  
Contact Person: Todd Cordrey
3. Real Estate Out Loud School, LLC, Alexandria, VA  
Contact Person: Suzanne M. Granoski
4. LeaseHawk, LLC, Scottsdale, AZ  
Contact Person: Len Ksobiech
5. Thompson Education, LLC, dba Kaplan Real Estate Schools, Jacksonville, FL

Contact Person: Jacqueline Kreuzer

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

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

1. 18545 Risk Management (On-line), 4 hours Real Estate Related, CVSRE
2. 18546 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, CVSRE
3. 18549 Instanet Forms/Transaction Desk, 2 hours Real Estate Related, CVSRE
4. 18550 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, CVSRE
5. 18551 Transaction Desk, 1 hour Real Estate Related, CVSRE
6. 18560 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, CVSRE
7. 18561 Understanding 1031 Tax-Free Exchanges (On-line), 4 hours Real Estate Related, CVSRE
8. 18564 Real Estate Finance Today (On-line), 4 hours Real Estate Related, CVSRE
9. 18566 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, CVSRE
10. 18567 Foreclosures, Short Sales, REO's Auctions (On-line), 4 hours Real Estate Related, CVSRE
11. 18568 Know the Code: Real Estate Ethics (On-line), 4 hours Ethics and Standards of Conduct, CVSRE
12. 18569 Mortgage Fraud & Predatory Lending (On-line), 4 hours Real Estate Related, CVSRE
13. 18570 Insurance for Consumer Protection: What Every Agent Should Know (On-line), 4 hours Real Estate Related, CVSRE
14. 18571 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, CVSRE
15. 18579 Virginia Residential Agency, 3 hours Real Estate Agency, PenFed Realty, LLC
16. 18580 Ethics, 3 hours Ethics & Standards of Conduct, PenFed Realty, LLC

17. 18627 VA 8-hour Mandatory Topics, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, CVSRE
18. 18667 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
19. 18668 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
20. 18669 Foreclosures, Short Sales, REOs Auctions (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
21. 18674 Residential Standard Agency, 3 hours Real Estate Agency, Piedmont School of Real Estate
22. 18787 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools
23. 18789 Virginia Mandatory Broker and Agent Supervision (On-line), 8 hours Broker Management, Kaplan Real Estate Schools  
**(Approved pursuant to approval of Dearborn Original CE Course application no. 18596)**

One hundred and twenty-five original applications for continuing education courses offered by approved schools were considered. One hundred and twenty-four of these course applications were approved. One course application was not approved due to not meeting the content standard for continuing education course approval.

Twenty-eight original applications for three-track post license education courses offered by approved schools were considered and approved (**Three-Track Post License Education Course Companion Applications identified by asterisk\* next to CE course number**).

1. 18504 Advanced Eminent Domain and Valuation, 7 hours Legal Updates, NBI, Inc.
2. \*18505 Facebook Business Management 101, 1 hour  
18506 Real Estate Related, Blue Ridge Real Estate School

3. 18514 Investment Strategies in Commercial Real Estate (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
4. 18517 Client Advocacy in Commercial Real Estate (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
5. 18518 Detection & Prevention of Contract Fraud (On-line), 4 hours Real Estate Related, NVAR
6. 18526 Understanding 1031 Tax Free Exchanges (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
7. 18527 Avoiding the Most Common VREB Violations, 2 hours Broker Management, RAR
8. 18528 Avoiding the Most Common VREB Violations, 2 hours Legal Updates, RAR
9. 18529 Real Estate Law, 2 hours Legal Updates, Provident School of Real Estate
10. 18530 Home Innovations & Trends: What's Hot and What's Really Cool, 4 hours Real Estate Related, NVAR
11. 18531 Virginia Fair Housing, 2 hours Fair Housing, PenFed Realty, LLC
12. \*18532 Military Relocation Professional  
18533 Certification Course, 8 hours Real Estate Related, Alpha College of Real Estate
13. 18536 Real Estate Agency, 2 hours Real Estate Agency, Provident School of Real Estate
14. 18547 Risk Management, 3 hours Real Estate Related, RECA
15. 18559 Conquering Contracts, 6 hours Real Estate Contracts, NVAR
16. 18562 Hot Market Strategies (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
17. 18563 Escrow Requirements (On-line), 3 hours Real Estate Related, Alpha College of Real Estate
18. 18565 Real Estate Legal Update, 1 hour Legal Updates, CVSRE
19. 18573 Fair Housing, 2 hours Fair Housing, Provident School of Real Estate
20. 18574 Agency Law Review, 1 hour Real Estate Related, CVSRE
21. 18575 Risk Management (On-line), 3 hours Real Estate Related, Alpha College of Real Estate

22. 18576 Virginia Broker Management and Supervision (CRP), 8 hours Broker Management, Moseley Flint Schools of Real Estate, Inc.
23. 18577 Virginia Broker Management and Supervision, 8 hours Broker Management (Class), Moseley Flint Schools of Real Estate, Inc.
24. 18578 Office Administration Issues in the Real Estate Industry, 8 hours Broker Management, Moseley Flint Schools of Real Estate, Inc.
25. 18581 Fair Housing (On-line), 2 hours Fair Housing, Alpha College of Real Estate
26. 18582 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
27. 18583 Contracts (On-line), 6 hours Real Estate Contracts, Alpha College of Real Estate
28. 18584 Real Estate Law and Board Regulations (On-line), 8 hours Real Estate Related, Alpha College of Real Estate
29. 18585 Sustainable Housing and Building Green: What Agents Should Know (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
30. 18596 VA Mandatory Broker and Agent Supervision (On-line), 8 hours Broker Management, Dearborn Financial Publishing, Inc.
31. \*18603  
18604 Prospecting - CRM, 3 hours Real Estate Related, John Hicks
32. 18605 Brokerage Management (CRP), 8 hours Broker Management, McKissock, LP
33. \*18606  
18607 Lien on Me, 2 hours Real Estate Related, MBH Settlement Group, LC
34. \*18608  
18609 Navigating the Virginia Jurisdictional Addendum, 2 hours Real Estate Contracts, MBH Settlement Group, LC
35. \*18610  
18612 Advanced Title Insurance Issues, 2 hours Real Estate Related, MBH Settlement Group, LC
36. 18613 Selling HUD Homes: Increase Your Clients Options (Online), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
37. 18614 Real Estate Safety: Protect Yourself During a Showing(CRP), 2 hours Real Estate Related, McKissock, LP
38. 18615 Niche Marketing: Narrowing Your Focus (CRP), 2 hours Real Estate Related, McKissock, LP

39. 18616 Ethics Acting with Integrity (On-line), 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
40. 18617 Virginia Agency Law (On-line), 3 hours Real Estate Agency, Alpha College of Real Estate
41. \*18618 2013 Legal Updates on Deeds & the Transfer on Death Act, 1 hour Legal Updates, FSLAWVA  
18619 Real Estate Education, LLC
42. \*18620 The Power of Exchange: 1031s, 2 hours Real Estate Related, MBH Settlement Group, LC  
18621
43. \*18622 What Real Estate Agents, Property Managers & Community Association Managers, 2 hours  
18623 Legal Updates, VAR
44. \*18624 Living the Dream-Simple Steps to Avoiding Problems Settlement, 1 hour Real Estate  
18625 Related, MBH Settlement Group, LC
45. 18626 Elements of a Contract, 1 hour Real Estate Contracts, CVSRE
46. 18628 Handling Difficult Personalities, 3 hours Broker Management, William E Wood & Assoc. Real Estate Academy **(not approved - does not meet the content standard for continuing education course approval)**
47. \*18629 Understanding the Regional Sales Contract, 2 hours Real Estate Contracts, MBH  
18631 Settlement Group, LC
48. 18630 Broker Management Topics (On-line), 8 hours Broker Management, RealEstateCE.com
49. \*18632 Create a Buyer Orientation Manual, 2 hours  
18633 Real Estate Related, Allegiance Realty Partners, LLC
50. \*18641 What Makes the Best Real Estate Professional - Ethics, Integrity & Hard  
18642 Work, 3 hours Ethics and Standards of Conduct, Monarch Title, Inc.
51. \*18643 What Makes the Best Real Estate Professional - Ethics, Integrity & Hard  
18644 Work, 3 hours Real Estate Related, Monarch Title, Inc.
52. 18645 Escrow Requirements, 3 hours Real Estate Related, CVSRE
53. 18646 Escrow Requirements, 3 hours Broker Management, CVSRE
54. \*18647 203(k) Education for Renovation, 1 hour  
18648 Real Estate Related, MBH Settlement Group, LC
55. \*18649 Legal Updates and Emerging Trends, 1 hour  
18650 Legal Updates, MBH Settlement Group, LC

- 56. \*18651      Property Condition Disclosures in Sale  
18652      Transactions, 1 hour Real Estate Contracts,  
MBH Settlement Group, LC
- 57. \*18653      Transactional Red Flags-Authority to Sell,  
18654      1 hour Real Estate Related, MBH Settlement  
Group, LC
- 58. 18655      Trends Social Media (On-line), 2 hours Real  
Estate Related, Alpha College of Real  
Estate
- 59. 18656      Watch Where You Step: Realtors Guide to  
Risk Management, 3 hours Legal Updates, RAR
- 60. 18658      Virginia Agency Law, 3 hours Broker  
Management, WAAR
- 61. 18659      Virginia Agency Law, 3 hours Real Estate  
Agency, WAAR
- 62. 18660      Estate Planning for Realtors, 2 hours Real  
Estate Related, Provident School of Real  
Estate
- 63. 18661      Instanet Broker Management - Transaction  
and Document Review, 1 hour Broker  
Management, John Hicks
- 64. 18662      Instanet Broker Management - Transaction  
and Document Review, 1 hour Real Estate  
Related, John Hicks
- 65. \*18663      Clearing Title to a Commission Check, 1  
18664      hour Real Estate Related, MBH Settlement  
Group, LC
- 66. 18665      Foreclosures, REOs and Short Sales-A  
Primer, 2 hours Real Estate Related, MBH  
Settlement Group, LC
- 67. 18666      Real Estate Financial Spreadsheet Analysis  
Using Excel Software, 7 hours Real Estate  
Related, CCIM Institute Virginia CCIM  
Chapter
- 68. 18671      Understanding Title Insurance, 2 hours Real  
Estate Related, Cindy Bishop Worldwide, LLC
- 69. 18672      Virginia Real Estate Trends & Ethics (CRP),  
8 hours Real Estate Related, Moseley Real  
Estate Schools, Inc.
- 70. 18673      Code of Ethics, 3 hours Ethics & Standards  
of Conduct, The Institute of Continuing  
Education
- 71. 18675      Business Planning, 3 hours Real Estate  
Related, Long and Foster Institute of Real  
Estate
- 72. 18676      Breaking Communications Barriers, 3 hours  
Real Estate Related, Long and Foster  
Institute of Real Estate

73. 18677 Watch Where You Step: Realtors Guide to Risk Management, 3 hours Broker Management, RAR
74. 18704 Certified New Home Sales Professional, 8 hours Real Estate Related, Alpha College of Real Estate
75. 18705 Current Industry Issues & Trends - Real Estate Finance, 2 hours Real Estate Related, New Millennium University
76. 18706 Environmental Laws, 2 hours Real Estate Related, RealEstateCe.com
77. 18707 Foreclosures Basics, 3 hours Real Estate Related, RealEstateCE.com
78. 18708 Investment Real Estate Tools for Residential Agents, 5 hours Real Estate Related, RealEstateCE.com
79. 18709 Property Management Success, Part 1 (On-line), 3 hours Real Estate Related, RealEstateCE.com
80. 18710 Property Management Success, Part 2 (On-line), 3 hours Real Estate Related, RealEstateCE.com
81. 18711 Understanding What Drives Demand for Real Estate (On-line), 5 hours Real Estate Related, RealEstateCE.com
82. 18713 Contract Writing, 6 hours Real Estate Contracts, Piedmont School of Real Estate
83. 18714 Mandatory Topics for Brokers and Salesperson (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hours Real Estate Contracts, RealEstateCE.com
84. \*18750 To Survey or Not to Survey - How is that the Question? 1 hour Real Estate Related, MBH Settlement Group, LC
- 18751
85. \*18752 Risk Management, 3 hours Real Estate Related, Piedmont School of Real Estate
- 18753
86. 18754 Foundations of Real Estate Law - Part 1, 4 hours Legal Updates, RAR
87. 18755 Foundations of Real Estate Law - Part 2, 4 hours Legal Updates, RAR
88. \*18756 Good Intentions but Bad Results, 2 hours Legal Updates, VAR
- 18757
89. 18758 Going Green for Realtors, 3 hours Real Estate Related, GCAAR

90. 18759 Home Innovations & Trends: What's Hot and What's Really Cool, 3 hours Real Estate Related, GCAAR
91. 18760 What Makes the Best R. E. Professional?, 3 hours Real Estate Related, GCAAR
92. 18762 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Oncourse Learning Corp.
93. 18763 Current Industry Issues & Trends - Business Planning, 2 hours Real Estate Related, New Millennium University
94. 18764 Introduction to Real Estate Investments (Other Distance Learning - On Demand), 8 hours Real Estate Related, Kaplan Real Estate Schools
95. 18765 Breaking Barriers: Fair Housing (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
96. \*18766 Ten Helpful Legal Cases that Every Virginia Real Estate Agent Should Know, 1 hour Legal Updates, MBH Settlement Group, LC  
18767
97. \*18768 Escrow Requirements, 3 hours Real Estate Related, MBH Settlement Group, LC  
18769
98. 18770 Anti-Trust & The Real Estate Professional, 1 hour Real Estate Related, GCAAR
99. \*18771 Short Sales REO Sales & Related Tax Issues, 2 hours Real Estate Related, RGS Title Real Estate Academy  
18772
100. 18773 Agent Supervision and Management: Complete Series (CRP), 8 hours Broker Management, Moseley Real Estate Schools, Inc.
101. 18774 Virginia Real Estate Law Update (CRP), 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 Real Estate Schools, Inc.
102. 18775 Special Contracts and Seller Financing, 2 hours Real Estate Contracts, RGS Title Real Estate Academy
103. 18777 Escrow Requirements, 3 hours Broker Management, Piedmont School of Real Estate
104. 18778 Escrow Requirements, 3 hours Legal Updates, Piedmont School of Real Estate
105. 18779 Virginia Residential Landlord and Tenant Act (VRLTA), 1 hour Real Estate Related, Capital Area Title, LLC

106. 18780 Real Estate Agency, 1 hour Real Estate Agency, Funkhouser Real Estate School
107. \*18781 Navigating the Residential Contract of  
18782 Purchase, 1 hour Real Estate Contracts, and  
2 hours Real Estate Related, Funkhouser  
Real Estate School
108. \*18783 Integration of TILA & RESPA, 2 hours Real  
18784 Estate Related, Funkhouser Real Estate  
School
109. \*18785 Creating a Professional Business, 1 hour  
18786 Real Estate Related, Funkhouser Real Estate  
School
110. 18788 Serving the First Time Homebuyer, 3 hours  
Real Estate Related, GCAAR
111. 18790 Superior Approach to Short Sales, 1 hour  
Legal Updates, The Institute of Continuing  
Education
112. 18791 HOA and CONDO Resales, 1 hour Real Estate  
Contracts, The Institute of Continuing  
Education
113. 18792 Details of a Real Estate Transaction, 3  
hours Real Estate Contracts, The Institute  
of Continuing Education
114. 18793 Legal Implications of Short Sales &  
Foreclosures II, 1 hour Legal Updates, and  
1 hour Real Estate Contracts, The Institute  
of Continuing Education
115. 18794 Agency III, 3 hours Real Estate Agency, The  
Institute of Continuing Education
116. 18795 January 1, 2014 Forms Changes, 1 hour Legal  
Updates, 1 hour Real Estate Contracts,  
The Institute of Continuing Education
117. 18796 Business Planning, 3 hours Real Estate  
Related, Long and Foster Institute of Real  
Estate
118. 18797 Escrow Requirements, 3 hours Real Estate  
Related, New Millennium University
119. 18798 Real Estate Risk Management, 3 hours Real  
Estate Related, New Millennium University
120. 18799 Diversity: Your Kaleidoscope of Clients  
(On-line), 3 hours Real Estate Related, The  
CE Shop, Inc.
121. 18800 Title & Escrow: Two Families, One  
Transaction (On-line), 4 hours Real Estate  
Related, The CE Shop, Inc.
122. 18801 REO Properties: Responsibilities,  
Education, & Opportunities for RE

- Professionals (On-line), 6 hours Real Estate Related, The CE Shop, Inc.
123. 18802 Brokerage Risk & Liability - Part 1, 4 hours Broker Management, NVAR
124. 18803 Contract Writing, 6 hours Real Estate Contracts, Piedmont School of Real Estate
125. 18804 Productive Agents & Profitable Offices, 4 hours Broker Management, NVAR

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

As mentioned earlier, twenty-eight original applications for three-track post license education courses offered by approved schools were considered and approved.

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

1. 18537 Contract Writing (On-line), 6 hours Contract Writing, Kaplan Real Estate Schools
2. 18538 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, Kaplan Real Estate Schools
3. 18552 Instanet Forms/Transaction Desk, 2 hours Current Industry Issues and Trends, CVSRE
4. 18590 Virginia Residential Agency, 3 hours Virginia Agency Law, Penfed Realty, LLC
5. 18591 Ethics, 3 hours Ethics and Standards of Conduct, Penfed Realty, LLC
6. 18593 Escrow Requirements (On-line), 3 hours Escrow Requirements, Long and Foster Institute of Real Estate
7. 18594 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Long and Foster Institute of Real Estate
8. 18595 Contract Writing (On-line), 6 hours Contract Writing, Long and Foster Institute of Real Estate
9. 18635 Risk Management (On-line), 3 hours Risk Management, Long and Foster Institute of Real Estate
10. 18636 Fair Housing (On-line), 2 hours Fair Housing, Long and Foster Institute of Real Estate

11. 18637 Current Industry Issues & Trends (On-line), 2 hours Current Industry Issues & Trends, Long and Foster Institute of Real Estate
12. 18683 Contract Writing, 6 hours Contract Writing, Piedmont School of Real Estate
13. 18685 Risk Management (On-line), 3 hours Risk Management, New Millennium University
14. 18686 Fair Housing (On-line), 2 hours Fair Housing, New Millennium University
15. 18687 Escrow Requirements (On-line), 3 hours Escrow Requirements, New Millennium University
16. 18688 Contract Writing (On-line), 6 hours Contract Writing, New Millennium University
17. 18689 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, New Millennium University
18. 18690 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, New Millennium University
19. 18692 Virginia Agency Law, 3 hours Virginia Agency Law, Real Estate Career Academy
20. 18699 Residential Standard Agency, 3 hours VA Agency Law, Piedmont School of Real Estate
21. 18717 Contract Writing (On-line), 6 hours Contract Writing, Montague Miller Real Estate Academy
22. 18729 Contract Writing (On-line), 6 hours Contract Writing, Alexandria Old Town Real Estate School, LLC
23. 18730 Current Industry Issues & Trends (On-line), 2 hours Current Industry Issues & Trends, Alexandria Old Town Real Estate School, LLC
24. 18732 Virginia Agency Law (On-line), 3 hours VA Agency Law, Alexandria Old Town Real Estate School, LLC  
**(Approved pursuant to approval of Dearborn Original PLE Course application no. 18541)**
25. 18734 Virginia Agency Law, 3 hours VA Agency Law (On-line), Kaplan Real Estate Schools  
**(Approved pursuant to approval of Dearborn Original PLE Course application no. 18541)**
26. 18738 Risk Management, 3 hours Risk Management, Piedmont School of Real Estate
27. 18748 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Kaplan Real Estate Schools

**(Approved pursuant to approval of Dearborn  
Original PLE Course application no. 18747)**

Sixty-five original applications for single-track post license education courses offered by approved schools were considered and approved:

1. 18512 Risk Management, 3 hours Risk Management, MBH Settlement Group, LC
2. 18513 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, Southwest VA Board of Realtors Real Estate School
3. 18534 Escrow Requirements, 3 hours Escrow Requirements, RECA
4. 18535 Virginia Fair Housing, 2 hours Fair Housing, PenFed Realty, LLC
5. 18540 Military Relocation Professional Certification Course, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
6. 18541 Virginia Agency Law (On-line), 3 hours VA Agency Law, Dearborn Financial Publishing
7. 18548 Risk Management, 3 hours Risk Management, RECA
8. 18554 Conquering Contracts, 6 hours Contract Writing, NVAR
9. 18555 Ethics: Know the Code, 3 hours Ethics and Standards of Conduct, NVAR
10. 18556 Fair Housing Laws & the Real Estate Professional, 2 hours Fair Housing, NVAR
11. 18557 Virginia Agency Law, 3 hours Virginia Agency Law, NVAR
12. 18586 Risk Management (On-line), 3 hours Risk Management, Alpha College of Real Estate
13. 18587 Contracts (On-line), 6 hours Contract Writing, Alpha College of Real Estate
14. 18588 Real Estate Law and Board Regulations (On-line), 8 hours Real Estate Law and Board Regulations, Alpha College of Real Estate
15. 18589 Fair Housing (On-line), 2 hours Fair Housing, Alpha College of Real Estate
16. 18592 Clients First Agency Law, 3 hours VA Agency Law, Liz Moore University
17. 18638 Ethics: Acting with Integrity (On-line), 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate

18. 18639 What Real Estate Agents, Property Managers & Community Association Managers..., 2 hours Current Industry Issues & Trends, VAR
19. 18640 The Power of Exchange: 1031s, 3 hours Ethics and Standards of Conduct, MBH Settlement Group, LC
20. 18678 Escrow Requirements, 3 hours Escrow Requirements, CVSRE
21. 18679 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Cindy Bishop Worldwide, LLC
22. 18680 Watch Where You Step: Realtor's Guide to Risk Management, 3 hours Risk Management, RAR
23. 18681 Trends: Social Media, 2 hours Current Industry Issues & Trends, Alpha College of Real Estate
24. 18682 Virginia Agency Law, 3 hours VA Agency Law, Williamsburg Real Estate School
25. 18684 Foreclosures, REOs and Short Sales - A Primer, 2 hours Current Industry Issues & Trends, MBH Settlement Group, LC
26. 18691 Understanding Title Insurance, 2 hours Current Industry Issues & Trends, Cindy Bishop Worldwide, LLC
27. 18693 Foundations of Real Estate Law, 8 hours Real Estate Law & Board Regulations, RAR
28. 18694 Current Industry Issues & Trends, 2 hours Current Industry Issues & Trends, NVAR
29. 18696 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Oncourse Learning Corp.
30. 18697 Risk Management, 3 hours Risk Management, NVAR
31. 18698 Fair Housing (On-line), 2 hours Fair Housing, Oncourse Learning Corp.
32. 18700 Risk Management (On-line), 3 hours Risk Management, Oncourse Learning Corp.
33. 18701 VA Agency Law (On-line), 3 hours VA Agency Law, Oncourse Learning Corp.
34. 18702 Keeping the Trust, 3 hours Escrow Requirements, Long and Foster Institute of Real Estate
35. 18703 Current Industry Issues & Trends - Short Sales (On-line), 2 hours Current Industry Issues & Trends, Oncourse Learning Corp.

36. 18712 Real Estate Law and Board Regulations, 8 hours Real Estate Law and Board Regulations, NVAR
37. 18715 Compulsory Contract Crash Course, 6 hours Real Estate Contracts, MBH Settlement Group, LC
38. 18716 Current Industry Issues & Trends - Real Estate Finance, 2 hours Current Industry Issues & Trends, New Millennium University
39. 18718 Current Industry Issues and Trends, 2 hours Current Industry Issues and Trends, Long and Foster Institute of Real Estate
40. 18719 Agency (On-line), 3 hours VA Agency Law, Alpha College of Real Estate
41. 18720 Financing & Escalation Addenda: Protecting Your Client in a Changing Market, 2 hours Current Industry Issues and Trends, The Institute of Continuing Education
42. 18721 Virginia Agency Law, 3 hours VA Agency Law, MAI Institute
43. 18722 Contracts Review and Writing, 3 hours Contract Writing, MAI Institute
44. 18723 January 1, 2014 Forms Changes, 2 hours Current Industry Issues and Trends, The Institute of Continuing Education
45. 18724 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Long and Foster Institute of Real Estate
46. 18725 Good Intentions but Bad Results, 2 hours Current Industry Issues and Trends, VAR
47. 18726 203(k) Financing, 2 hours Current Industry Issues and Trends, CJ Banker Training
48. 18727 Escrow Requirements, 3 hours Escrow Requirements, MBH Settlement Group, LC
49. 18728 Contract Writing, 6 hours Contract Writing, Long and Foster Institute of Real Estate
50. 18731 Escrow Requirements, 3 hours Escrow Requirements, Piedmont School of Real Estate
51. 18733 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Oncourse Learning Corp.
52. 18735 Virginia Agency Law, 3 hours VA Agency Law, William E. Wood & Associates Real Estate Academy
53. 18736 Escrow Requirements (On-line), 3 hours Escrow Requirements, Oncourse Learning Corp.

- 54. 18737 Contracts & Addendums, 6 hours Contract Writing, Cindy Bishop Worldwide, LLC
- 55. 18739 Contract Writing (On-line), 6 hours Contract Writing, Oncourse Learning Corp.
- 56. 18740 Current Industry Issues & Trends - Prospecting for Success, 2 hours Current Industry Issues & Trends, New Millennium University
- 57. 18741 Current Industry Issues & Trends - Business Planning, 2 hours Current Industry Issues & Trends, New Millennium University
- 58. 18742 R&W Agent Responsibilities..Who Do I Represent? 3 hours Virginia Agency Law, Alpha College of Real Estate
- 59. 18743 Virginia Agency Law, 3 hours VA Agency Law, Long and Foster Institute of Real Estate
- 60. 18744 Fair Housing, 2 hours Fair Housing, MAI Institute
- 61. 18745 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, MAI Institute
- 62. 18746 Escrow Requirements: Deposits and Trust Monies, 3 hours Escrow Requirements, MAI Institute
- 63. 18747 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Dearborn Financial Publishing, Inc.
- 64. 18749 Risk Management, 3 hours Risk Management, Long and Foster Institute of Real Estate
- 65. 18805 Real Estate Risk Management, 3 hours Risk Management, New Millennium University

D. Four residential standard agency courses offered by approved schools were considered and approved.

Two previously-approved Residential Standard Agency course applications offered by approved schools were approved:

- 1. 18670 Residential Standard Agency (On-line), 3 hours, Montague Miller Real Estate Academy
- 2. 18761 Residential Standard Agency, 3 hours, New World Title & Escrow

Two original Residential Standard Agency Course applications offered by approved schools were approved:

1. 18520 Residential Standard Agency (On-line), 3 hours, McKissock, LP
2. 18553 Residential Standard Agency (CRP), 3 hours, Moseley Flint Schools of Real Estate

E. Sixteen pre-licensing instructor applications were reviewed. Thirteen of these applications were approved. One applicant was approved to three subjects with approval of a fourth subject pending receipt and review of additional information from the applicants providing evidence of expertise - that is of having at least three years of active experience in the fields of real estate the applicant is seeking to be approved to teach. Two applicants were approved pending receipt and review of additional information from the applicants providing evidence of expertise - that is of having at least three years of active experience in the fields of real estate the applicants are seeking to be approved to teach.

1. Kevin D. McGrath
2. Andrew T. Wyman
3. Jonathan D. McAchran
4. Audrey T. Borja
5. David F. Bottenfield
6. Barbara J. Hendrickson
7. Natalie W. Campbell
8. Gazexer G. Green, IV
9. Rosemarie S. Johnson
10. Cheryl C. Spangler
11. James B. Smith
12. M. Franklin Sellers - expert (Principles)
13. Patricia M. Young - expert (Principles) - **Approved pending review**
14. Daniel Williams - expert (Principles) - **Approved pending review**
15. Todd M. Cordrey - expert (Brokerage, Finance, Law, Principles) **Approved except for Law, which is approved pending review**
16. Mark I. Holyfield - expert (Brokerage, Finance, Law, Principles)

F. Twelve applications for pre-license education courses offered by approved schools were considered. Eleven of thee applications were approved. One application was approved pending receipt and review of an amended timed course outline that provides adequate course detail.

1. 18524 45-hour Broker Real Estate Law (CRP), Moseley-Flint Schools of Real Estate, Inc.

2. 18525 45-hour Broker Real Estate Law (Class), Moseley-Flint Schools of Real Estate, Inc.
3. 18806 45-hour Broker Real Estate Brokerage, Central Virginia School of Real Estate
4. 18807 60-hour Salesperson Principles and Practices of Real Estate, Alpha College of Real Estate
5. 18808 60-hour Salesperson Principles and Practices of Real Estate (On-line), American School of RE Express
6. 18809 60-hour Salesperson Principles and Practices of Real Estate, Coldwell Banker Residential Brokerage School of RE
7. 18810 45-hour Broker Real Estate Investment (CRP), Moseley-Dickinson Academy of Real Estate **(Approved pending receipt and review of an amended timed course outline that provides adequate course detail).**
8. 18811 45-hour Broker Real Estate Appraisal, Central Virginia School of Real Estate
9. 18812 60-hour Salesperson Principles and Practices of Real Estate, Real Estate Career Academy
10. 18813 60-hour Salesperson Principles and Practices of Real Estate, New Millennium University
11. 18814 60-hour Salesperson Principles and Practices of Real Estate, NVAR
12. 18815 60-hour Salesperson Principles and Practices of Real Estate, Long and Foster Institute of Real Estate

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

1. **Tim Vohar, Hank Duarte, George Grundy, Kimberly Porter, Carmen Martin, Alvin Wells, and Doug N. Compton - 17860 (Ethics/Standards of Conduct) Alpha College of Real Estate**
2. **Debbie George - 18090 (Contract Writing - Contracts), 18112 (Real Estate Contracts), 17915 (Real Estate Law & Board Regulations), 18022/17860 (Ethics), 18004/18005 (Agency), Alpha College of Real Estate**
3. **Timothy Parent - 12199/12203 (Sticks and Bricks), RAR**
4. **Sean Glennon - 16956 (Veterans Affairs Financing), Jams-01, Inc.**
5. **Mick Glassmacher and Joe Moreno - 16745/16750 - 2012 A Year of Change, 15517/15521 - 2012 Regional Sales Contract & VA Jurisdictional Addendum Summary of Changes,**

15807/15810 - 2012 Regional Sales Contract Changes to Paragraph 7 Property Maintenance and Condition and Paragraph 10 Personal Property and Fixtures, 14224/14228 - A Mock Settlement, 14353/14360 - Agency Law Demystified 15509 - Agent Duties & Disclosures, 11236/11240 - An Introduction to Short Sales and the Short Sale Addendum 17124/17129 - Bankruptcy and Foreclosure, 14351/14357 - Closing Real Estate Sales in Virginia 15524/15529 - Congratulations - You Got the Listing! 17584/17585 - Contracts With Escalators: An Elevator to the Top Sales Price, 12832/13737 - Death, Divorce, & Bankruptcy - The Ins and Outs of these Unconventional Transactions, 10838/10841 - Earnest Money Deposits, 17107/17111 - Effective Real Estate Contracts, 14518/14523 Ethics for Real Estate Agents, 14510/14513 - Fair Housing Law, 15512 - Fair Housing - CE only, 14500/14505 - Foreclosure, REOs and Short Sales, 15910/15913 - Home Inspection 2012, 15074/15077 - Legal Updates and Emerging Trends, 15819/15823 - Mold and Defective Chinese Drywall, 10834/10836 - Navigating the Virginia Jurisdictional Addendum, 17114/17119 - Practical Guide to FIRPTA & Foreign Sellers, 10835/10837 - The Final RESPA Rule, 14372/14378 - Title Insurance and Surveys, 14492/14497 - Transactions Involving FHA/VA Financing, 14483/14488 - Unconventional Transactions, 14294/14287 - Understanding Deed and Tenancy - Effectively Transferring Title to Real Property, 15710/15712 - Understanding the Conventional, FHA and VA Financing Addendum, 15711/15715 - Understanding and Using the New NVAR Well and Septic Addendum, 14504/14509 - Why Didn't My Short Sale Close, 14503/14508 - Wills, Estates, and Title Issues, 17988 - Agency Demystified, 17618 - Ethics for Real Estate Agents, 17619 - Fair Housing, 17614 - Why Didn't My Short Sale Close, 15946 - Virginia Residential Standard Agency, **MBH Settlement Group, LC**

6. **James E. Jones** - 15926 (Outlook Made Easy), 13747 (The World of Title Insurance), **Cindy Bishop Worldwide, LLC**
7. **L. Beth Kearns and Shannon L. Leydig** - 18427/18461 (Financing Workshop), **Cindy Bishop Worldwide, LLC**
8. **Bill Anderson, George Conery, Kathy Wyatt, Charlie Laurens, David Drogus, Jimmy Gillerlain, John Daly, Karen Gaskins, Norman Thomas, Ron Foresta Jr. and Valerie Smoot** - 18090 (Contract Writing - Contracts), 18112 (Real Estate Contracts), 18004/18005 - Agency, **Alpha College of Real Estate**
9. **Joanna Silva, Jessica Selway and Andrew Di Paola** - 12784/12789 - (Fair Housing), 11872/11875 (RESPA Reform),

- 11846/11851 (Short Sales & REO's), 13164/13168 (Deeds in Virginia), 13158/13162 (The Virginia Uniform Power of Attorney Act), 14243/14248 (Title Insurance 101: What Every Real Estate Agent Should Know About Title Insurance) 14223/14227 (Real Estate Finance 101: Home Loans & the NVAR Contract), 14596/14599 (Financing Contingencies & Form 100 of the NVAR Contract), 14570/14574 (Everything You Wanted to Know about Title Insurance), 14578/14583 (Everything You Wanted to Know About RESPA, HUD - 1 & GFE) 14571/14575 (Everything You Wanted to Know About Residential Finance), 15343/15347 (Legal Updates) 15010/15015 (Property Owner's Association & Condominium Disclosures), 15562/15566 (2012 NVAR Revised Contract), 15993 (Residential Standard Agency), **Champion University**
10. **Andrew T. Wyman** - 12469 (CE Part A), 12428 (CE Part B), 12436 (Part C), 17564 (Broker Business Tools AM), 15831 (Broker Office Procedures/Escrow Management), 15834 (Broker Agent Supervision PM), 17563 (Broker Risk Management), 18025/18023/18074 (Escrow Management), 17418/17613 (Fair Housing), 12448 (New Member Orientation), 17456/17616 (Pathway to Professionalism; 17764/17760 (VA Agency Law, 15444/18002 (Road Rules), 18201/18206 (New Member MLS), 17932 (Contract Drafting), 17938 (Contractually Speaking), **RAR**
11. **David Hamil** - 12469 (CE Part A), 12428 (CE Part B), 12436 (Part C), 17564 (Broker Business Tools AM), 15831 (Broker Office Procedures/Escrow Management), 15834 (Broker Agent Supervision PM), 17563 (Broker Risk Management), 18025/18023/18074 (Escrow Management), 17418/17613 (Fair Housing), 12448 (New Member Orientation), 17456/17616 (Pathway to Professionalism); 17764/17760 (VA Agency Law), 15444/18002 (Road Rules), 18201/18206 (New Member MLS), 17932 (Contract Drafting), 17938 (Contractually Speaking), 11469 (RE-Stats), 14970/18021 (Mobile Devices), 17946/17950 (Instanet Forms/Transaction Desk), 17948/17951 (i-MAPP), 15816/17952 (e-Deal Workshop), 17943 (Authentisign/Doc Box), 10571 (Buyer Prospecting), 10577 (CMA), **RAR**
12. **Steven G. Salvatore** - 13223 (Financing Workshop), 18427/18461 (Financing Workshop) **Cindy Bishop World, LLC**

#### H. Other Business

1. The Committee reviewed the public comments received and agency responses to the proposed changes to the education regulations in the Board's proposed regulations (See attached document). The Committee recommends the Board remove the Association of Real Estate License Law

Officials (ARELLO) Distance Education Certification requirement, or a substantially equivalent distance education certification requirement, for approval of distance learning courses in 18 VAC 135-20-360.D and 18 VAC 135-20-360.E of the proposed regulations as this certification is not required to protect the public interest.

2. The Committee considered its current guidance document governing approval of distance learning course applications.
3. The Committee recommends the Board work with the Virginia Association of Realtors, other regulated education providers, and interested parties to improve the Board's education program.

#### I. Public Comment

1. Suzanne Granoski of Real Estate Out Loud School, LLC, thanked the Committee for recommending approval of her school application and clarified the "Evidence of Financial Responsibility" document submitted with her school application.

The meeting adjourned at 4:42 p.m.

Attachment

Commenter

Deana G. Wilson, Director, Alpha College of Real Estate

Comment

18 VAC 135-20-360.B

Replace "certification" with "licensure" since pre-license education instructors are licensed.

Agency Response

Licensure and certification are defined terms in 54.1-300 of the Code of Virginia. The essential difference is that it is unlawful to perform certain acts without a license, whereas certification affirms minimum qualifications. Real estate pre-license education instructors require certification rather than licensure.

Comment

18 VAC 135-20-360.B

Replace "two" with "one" since increasing the minimum standard for pre-license education instructor certification will greatly narrow the field of knowledgeable candidates available to teach real estate.

Agency Response

Certified pre-license education instructors should possess the character and minimum skills to teach real estate pre-license education courses to real estate students. The Board's current minimum standards do not adequately ensure this.

Comment

18 VAC 135-20-360.B.4

Add "or other training designation" to the end of this proposed regulation since the Distinguished Real Estate Instructor (DREI) designation has nearly become extinct.

Agency Response

Holding the Distinguished Real Estate Instructor (DREI) designation with the Real Estate Educators Association (REEA) is one of six possible qualifications a pre-license education instructor applicant can meet to obtain certification. REEA continues to administer the DREI program as indicated on their website:

<https://www.reea.org/index.cfm/drei/>

Comment

18 VAC 135-20-360.B.5

Add "licensed real estate school" to the list of schools where a pre-license education instructor certification applicant can meet one of the qualifications for certification and reduce the required years of teaching experience from five to two.

Agency Response

The Real Estate Board certifies schools – it does not license schools. Licensure and certification are defined terms in 54.1-300 of the Code of Virginia. The essential difference is that it is unlawful to perform certain acts

without a license, whereas certification affirms minimum qualifications. The accreditation standards for public and private schools in Virginia are more rigorous than the certification standards for Real Estate Board schools. Five years of teaching experience demonstrates a higher level of competency than does two years of teaching experience.

✓ Comment

18 VAC 135-20-360.D

Replace "certified" with "licensed" in reference to pre-license education instructors.  
Remove "ARELLO Distance Education Certification" requirement.

Agency Response

Licensure and certification are defined terms in 54.1-300 of the Code of Virginia. The essential difference is that it is unlawful to perform certain acts without a license, whereas certification affirms minimum qualifications. Real estate pre-license education instructors require certification rather than licensure. The Board has the authority to establish criteria and procedures to ensure its approved courses protect the public interests. ARELLO Distance Education Certification ensures distance learning courses are educationally sound in design and delivery and thereby protect the public interest.

✓ Comment

18 VAC 135-20-360.E

Remove "ARELLO Distance Education Certification" requirement.

Agency Response

The Board has the authority to establish criteria and procedures to ensure its approved courses protect the public interests. ARELLO Distance Education Certification ensures distance learning courses are educationally sound in design and delivery and thereby protect the public interest.

Commenter

Mary Dykstra, President, Virginia Association of Realtors

Comment

18 VAC 135-20-360.E

Remove "file a notarized affidavit certifying compliance" as distance education courses already require a signed "acknowledgement" and also requiring a notarized affidavit is burdensome.

Agency Response

§ 54.1-2105.03.A.4 of the Code of Virginia requires a notarized affidavit for distance education courses: "For correspondence and other distance learning instruction offered by an approved provider, the Board shall establish the appropriate testing procedures to verify completion of the course and require the licensee to file a notarized affidavit certifying compliance with the course requirements." The proposed change affirms this requirement.

Project 3250 - Proposed

REAL ESTATE BOARD

General Review 2012

18VAC135-20-360. Proprietary school standards, instructor qualifications and course requirements.

A. Every applicant to the Real Estate Board for a proprietary school certificate shall meet the standards provided in subsection A of § 54.1-2105 54.1-2105.02 of the Code of Virginia by submitting a CPA-certified letter attesting to the applicant's net worth or a balance sheet or financial statement certified to be accurate by the applicant. Such applicant shall show a minimum net worth of \$2,000.

B. Every applicant to the Real Estate Board for approval certification as an instructor for prelicense education ~~shall have one~~ must meet two of the following qualifications outlined in subdivisions 1 through 6 of this subsection:

1. ~~Baccalaureate~~ A baccalaureate degree, a an active Virginia real estate broker's license, and two consecutive years of discipline-free active real estate experience immediately prior to application;
2. ~~Five~~ An active Virginia real estate broker's license and five consecutive years of discipline-free active real estate experience ~~acquired in the real estate field~~ immediately prior to application ~~and an active Virginia broker's license; or~~
3. ~~Expertise in a specific field of real estate with at least three years of active experience in that field. Such applicants will teach only in the area of their expertise and will be required to furnish proof of their expertise including, but not limited to, educational transcripts, professional certificates and letters of reference which will verify the~~

~~applicant's expertise.~~ A professional designation such as, but not limited to, Accredited Land Consultant (ALC), Certified Residential Specialist (CRS), Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Certified Residential Broker (CRB), Counselor Real Estate (CRE), Member Appraisal Institute (MAI), Society Industrial Office Realtors (SIOR), Senior Residential Appraiser (SRA), or Senior Real Estate Property Appraiser (SRPA);

4. A fully designated membership of the Real Estate Educators Association holding the Designated Real Estate Instructor (DREI) designation;

5. Possession of a valid teaching credential or certificate issued by the Commonwealth of Virginia, or any other state with qualifications that are equal to or exceed Virginia teacher qualifications, or at least five years of teaching experience in an accredited public, private, or parochial school, or an accredited junior college, college, or university;  
and

6. An attorney member of the Virginia State Bar who is engaged in the field of real estate-related law.

7. The board shall also consider evaluations from previous education courses the applicant has instructed and recommendations of course providers, coordinators, administrators, and institutions who have employed the applicant.

- 8. The board may waive the requirements of subdivisions 1 through 6 of this subsection upon review of proof of experience in related fields of real estate. The board has discretion to deny an applicant who has been the subject of a disciplinary action.

C. Every applicant to the Real Estate Board for approval as an instructor for continuing education and ~~postlicense~~ post license education shall have expertise in a specific field of real estate with at least three years of active experience and will teach only in the area of their

expertise. Such applicants will be required to furnish proof of their expertise, possibly including, but not limited to, educational transcripts, professional certificates, and letters of reference (a maximum of three), a resume, or any other type of documentation that will verify the applicant's expertise.

✓ D. Prelicense courses must be acceptable to the board, be taught by a certified prelicense instructor, and are required to have a monitored, final written examination. Distance learning prelicense courses may be considered as meeting the board's standard of quality if they have Association of Real Estate License Law Officials (ARELLO) distance education certification, or a substantially equivalent distance education certification, and online distance learning courses must include a timer requiring licensees to be actively engaged online learning course content for at least 50 minutes to receive one hour of credit. Those schools which propose to offer prelicensing courses (Principles and Practices of Real Estate, Real Estate Brokerage, Real Estate Finance, Real Estate Law or Real Estate Appraisal, etc.) must submit a request, in writing, to the board prior to offering the course(s) and supply the following information:

1. Course content. All Principles and Practices of Real Estate courses must include the 25 topic areas specified in 18VAC135-20-400. All requests to offer broker courses must include a course syllabus acceptable to the board;
2. Name of the course's text and any research materials used for study assignments;
3. Description of any research assignments;
4. Copies of test or quizzes;
5. Information explaining how the "Principles" course will require 60 hours of study, or how each broker related course will require 45 hours of study, in compliance with § 54.1-2105 of the Code of Virginia; and
6. Information about recordkeeping for the type of course delivery.

✓ E. Providers of continuing education and post license education courses shall submit all subjects to the board for approval prior to initially offering the course. Correspondence and other distance learning courses offered by an approved provider must include appropriate testing procedures to verify completion of the course, including requiring licensees who complete correspondence or other distance learning courses to file a notarized affidavit certifying compliance with the course requirements with the education provider or with the licensee's own records. Distance learning continuing education and post license education courses may be considered as meeting the board's standard of quality if they have Association of Real Estate License Law Officials (ARELLO) distance education certification, or a substantially equivalent distance education certification, and online distance learning courses must include a liner requiring licensees to be actively engaged online learning course content for at least 50 minutes to receive one hour of credit. The board shall approve courses and the number of hours approved for each course based on the relevance of the subject to the performance of the duties set forth in §§ 54.1-2100 and 54.1-2101 of the Code of Virginia.

F. Approval of prelicense, continuing education and ~~postlicense~~ post license education courses shall expire on December 31 ~~five~~ three years from the year in which the approval was issued, as indicated on the approval document.

G. All schools must establish and maintain a record for each student. The record shall include: the student's name and address, the course name and clock hours attended, the course syllabus or outline, the name or names of the instructor, the date of successful completion, and the board's course code. Records shall be available for inspection during normal business hours by authorized representatives of the board. Schools must maintain all student and class records for a minimum of five years.

H. All schools must provide each student with a certificate of course completion or other documentation that the student may use as proof of course completion. Such documentation

shall contain the student's name, school name, course name, course approval number, course completion date, hours of credit completed, and a statement that the course is "Approved by the Real Estate Board."

I. All providers of continuing education or post license education courses shall electronically transmit course completion data to the board in an approved format within five business days of the completion of each individual course. The transmittal will include each student's name, license number or social security number; the date of successful completion of the course; the school's code; and the board's code.