



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Terence R. McAuliffe
Governor

Maurice Jones
Secretary of
Commerce and Trade

VIRGINIA REAL ESTATE BOARD EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, March 12, 2014, at 12:00 noon at the Department of Professional & Occupational Regulation in Richmond.

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

Board Member present: Joe Funkhouser

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

The meeting was called to order by Chairman Hoover at 12:06 p.m.

A motion was made and approved unanimously to approve the agenda at 12:07 p.m.

Discussion on Improving the Board's Education Program

Mr. Hoover welcomed approved education provider representatives and members of the public to continue the discussion started by the Board last year on how to improve the Board's education program. He advised the audience that this meeting may be the last opportunity participants have to make suggestions on this subject as the Board may act on some of the specific items being addressed today.

The first subject for discussion on the meeting agenda was **"Test-out Option - When is this Appropriate?"**

This subject was discussed previously at the January 22, 2014, Committee meeting and Mr. Hoover asked if anyone wanted to share additional thoughts on this matter.

Deana Wilson of Alpha College of Real Estate stated she does not support a test-out option for pre-license education courses, but

would be willing to support a test-out option for continuing education courses under the right conditions.

The second subject for discussion on the meeting agenda was **"The Number of Course Applications Requiring ARELLO Distance Education Certification (DEC) Approval in 2013."**

Mr. Hoeft informed the Committee that in 2013 the Board approved 94 distance education course applications with ARELLO DEC approval.

Mr. Hoover asked what ARELLO charges education providers for DEC approval for a distance education course.

Ms. Wilson stated that ARELLO charges approximately \$600 for DEC for a one-hour course and approximately \$3000 for a 30-hour course. She also mentioned the North Carolina Real Estate Commission (NCREC) which does not require ARELLO DEC, but has established its own process for approving distance education courses, charges \$100 for a four-hour distance education elective course and \$50 to renew the four-hour distance education elective course.

Mr. Hoover was surprised that more education providers did not express concern to the Board at the cost of obtaining ARELLO DEC for distance education courses.

The third subject for discussion on the meeting agenda was **"NCREC and VREB Education Staff Comparison."**

This subject was discussed briefly at the January 22, 2014, Committee meeting and Mr. Hoover asked Board staff to look into this and report back to the Committee.

Mr. Hoeft provided the Committee with a handout ("NCREC Education Staff as Compared to VREB Education Staff" - copy attached) and highlighted the significant differences between the two staffs. First, NCREC has more total staff and more professional education staff. Second, the NCREC does not review and approve school, course and instructor applications - its education staff does this. Third, NCREC has a less complicated education program, but their staff provides more guidance and exercises greater control over the program.

Ms. Wilson also operates an NCREC approved school and indicated that the two states' real estate education programs are not really substantially different.

Mr. Hoover asked Mr. Courtney what would need to occur to get the VREB program to be more like the NCREC's program.

Mr. Courtney stated that statutory, regulatory and budget changes would need to be made to establish additional education application fees and authorize new REB education staff positions.

Ms. Grimsley noted that the NCREC has approximately 300 approved instructors and asked how many continuing education (CE) instructors are approved by the VREB.

Mr. Hoeft estimated that there are approximately 4000 Board-approved current CE courses. Since the Board approves CE instructors as part of each CE course application that is approved, and taking into consideration that many CE instructors are approved to teach multiple courses, Hoeft estimated there are between three-thousand and five-thousand individuals who are approved to teach at least one Board-approved CE course.

Mr. Hoover asked education providers how they evaluate their instructors.

Peggy Lynch of the Richmond Association of Realtors said her school evaluates instructors by auditing courses, giving students course evaluation forms to fill out and by monitoring student feedback.

Ms. Wilson said her school auditions pre-license course instructors for their content and class management skills, uses "Train the Trainer" training, and requires resumes to evaluate instructors' level of knowledge, and business and instructor experience.

Ms. Ferebee asked if any of the education providers had ever terminated an instructor.

Ms. Wilson and Ms. Lynch answered in the affirmative.

The fourth subject for discussion on the meeting agenda was **"Origin of National/State Exam Question Ratio and Justification for National Portion."**

This subject was discussed briefly at the January 22, 2014, Committee meeting and Mr. Hoover asked Board staff then to look into this and report back to the Committee.

Mr. Hoeft read an email from Elaine Grainger, PSI Exams Director of Test Development, in response to the following questions: "Who determines the percentage of the questions that are national and the percentage of questions that are state? Can this ratio be changed? What are the implications of changing this ratio (increasing the

percentage of state questions and decreasing the percentage of national questions)?”

Ms. Grainger responded: “A job analysis and test specification process, involving a large number of representative licensees, determines the structure of the examinations. In the case of the Real Estate examinations, PSI provides ARELLO-accredited, national exams of 80 items that have been created based on a national job analysis. The state portion has been determined by a committee-based job analysis. As a full member of the ARELLO organization, Virginia may have a commitment to the organization to use the exams they accredit; thus the 80 item length would not be changed. The state examination could be lengthened.”

Mr. Courtney stated that the Salesperson License Examination consists of 80 national questions and 40 state questions, while the Broker License Examination consists of 80 national questions and 50 state questions. He added that PSI is required to develop a psychometrically valid examination. PSI starts with an existing examination question bank and then brings in Subject Matter Experts (SMEs) to write additional questions to supplement its examination question bank and to meet the Board’s specific examination needs.

Bill Murray, acting Director of Education and Examinations for DPOR, informed the Committee that PSI Exams staff is scheduling the next real estate license examination workshop this spring and that Christine Martine will elaborate on this at the March 13, 2014, Board meeting.

The fifth subject for discussion on the meeting agenda was **“The Need and Use of VREB Speaking – Frequency, Format, Delivery.”**

Mr. Hoover stated that *VREB Speaking* contains important information for licensees. He asked when it was last published and how often is it supposed to be published.

Mr. Hoeft stated that *VREB Speaking* was last published in Spring 2012, and he is responsible for the publication of *VREB Speaking* as a quarterly newsletter. The increased workload in the Real Estate Board section due to the Board’s database migration and its ongoing effects are the primary reasons for non-publication.

Several meeting participants agreed that it is important that publication of *VREB Speaking* resume as soon as possible and the best means for distribution of the newsletter to licensees be utilized.

The sixth subject for discussion on the meeting agenda was **“Desirability of a Volunteer Course Review Panel.”**

This subject was discussed briefly at a previous Committee meeting. Mr. Hoeft informed the Committee that the Board has the authority to establish such a panel to review course applications, but the Board would need to consider the costs associated with this, such as qualifications, training, deadlines, etc.

Mr. Hoover asked for input on this idea.

Ms. Wilson stated that she only supports the current course review process of Board Members serving on the Board's Education Committee.

Mr. Courtney pointed out that as gubernatorial appointees, Board members are governed by the Freedom of Information Act and, more importantly in this case, the Conflict of Interest Act, which spell out what Board members can and cannot do while serving as Board members. Members of a volunteer course review panel would not be subject to these same restraints, and this may raise concerns with approved education providers who submit course applications for Board approval. Mr. Courtney added that other DPOR boards have established an agreement for qualified volunteers who review license applications.

Tracey Florida of the Virginia Association of Realtors (VAR) agreed that Board members are less subject to conflict of interest issues and generally have a greater level of real estate knowledge.

Mr. Hoover recessed the meeting at 12:50 p.m. for a 40-minute lunch break.

Mr. Hoover reconvened the meeting at 1:33 p.m.

The seventh subject for discussion on the meeting agenda was **"Pre-license Test - Justification for Holding Candidates Responsible for Material not Taught in Class and not Noticed until Candidate Applies to Take Licensing Exam."**

Mr. Hoover stated he has spoken with a number of license applicants who did not know they were responsible for all the "Examination Study Materials" listed in the PSI "Candidate Information Bulletin" (CIB) until they arrived at the PSI testing location on the day of their license examination. He said that the students are not taught in their pre-license course from many of the listed "Examination Study Materials" but they are expected to know the content of these resources.

Ms. Wilson indicated that her school's pre-license education course students are familiar with the resources cited in the CIB because

her school hands out the CIB to students and teaches pre-license course subject matter as directed by the Board and which is in the exam.

Billy Reid of Moseley-Flint Schools of Real Estate stated that his school passes out a copy of the CIB to students on the first day of their pre-license education course.

Mr. Hoover stated that the Board should instruct all schools that teach pre-license education courses to hand out a copy of the CIB to all students at the beginning of each course.

The eighth subject for discussion on the meeting agenda was **"Guidance Document for 'Real Estate Related' CE Course Content."**

This subject was discussed at the January 22, 2014, Committee meeting. Mr. Hoover asked if there is need for a Board Guidance Document to clarify what content qualifies for "Real Estate Related" CE credit outside of the 34 accepted Real Estate Related CE subjects in 18 VAC 135-20-101 of the Board's regulations. A number of CE course applications have been submitted on subjects that do not appear to meet these criteria, such as Business Planning, MLS Training, Facebook Business Management, Realtor Safety, and How Federal Tax laws Affect a Licensee's Business.

Ms. Lynch stated that this is a difficult question in that some courses with content that does not appear to cover directly one of the 34 subjects may actually have content that links to one of the accepted subjects.

Ms. Floridaia stated that although "Technology" is not on the list, many courses emphasize the use of technology to address subjects related to the Board's laws and regulations.

Ms. Ferebee stated that the primary criteria she uses when reviewing an elective CE course application is whether the preponderance of the course is designed to increase the productivity of the licensee. If this is the case, then this type of course generally does not qualify for CE. It is not the Board's duty to help create productive agents.

Mr. Odems pointed out that the Board's duty is to protect the public and ensure its licensees' meet minimum competency standards.

Mr. Hoeft read part of Leroy Houser's February 4, 2014, email on this subject, and informed the Committee that Mr. Houser was unable to attend today's meeting due to transportation issues.

Mr. Hoover, Ms. Ferebee and Ms. Wilson agreed that a Guidance Document would provide education providers with the best and clearest message on what qualifies for "Real Estate Related" CE.

The ninth subject for discussion on the meeting agenda was **"How Broad should the PLE 'Current Industry Issues and Trends' Category Be?"**

Mr. Hoover stated that he thinks the Board should be very flexible in approving courses that meet these broad criteria, including business planning and realtor safety courses.

Mr. Hoover asked if there was any additional input from the Committee or audience before moving to the education application review part of the meeting.

Ms. Floridaia stated that the idea of a Test-out option for CE sounds promising, but she would like more details.

Mr. Hoover stated that the Board may investigate this subject further.

Mr. Hoover recessed the meeting at 2:15 p.m. for a 10-minute break.

Mr. Hoover reconvened the meeting at 2:30 p.m. to review the earlier discussion items and determine Committee recommendations for the March 13, 2014, Board meeting.

First, on the subject of a "Test-out Option," the Committee recommends that this matter be studied further to determine whether this is a viable course of action.

Second, on the subject of the "NCREC and VREB Education Staff Comparison," the Committee recommends the "NCREC Education Staff as Compared to VREB Education Staff" document be provided to the Board.

Third, on the subject of the "Need and Use of *VREB Speaking*," the Committee recommends that quarterly publication of *VREB Speaking* be resumed immediately and the newsletter be distributed to reach as many licensees as possible.

Fourth, on the subject of the "Desirability of a Volunteer Course Review Panel," the Committee recommends that the establishment of a volunteer course review panel is not feasible at this time due to possible confidentiality issues, but that this matter may be worthy of further study.

Fifth, on the subject of the "Pre-license Test - Holding Candidates Responsible for Materials not Taught in Class...", the Committee recommends Board staff send an email to all education providers that teach Board-approved pre-license education courses instructing these schools to distribute the PSI Exams *Candidate Information Bulletin* (CIB) to all students at the beginning of each course.

Sixth, on the subject of a "Guidance Document for "Real Estate Related CE Course Content," the Committee recommends that Board staff work with the Attorney General's Office to draft a guidance document providing clarification on this matter for the Committee to review at its May meeting.

Seventh, on the subject of "How Broad should the Post License Education 'Current Industry Issue and Trends' category Be?", the Committee recommends that this category be very broad to include, for example, subjects such as technology, business planning and realtor safety.

The Committee then considered the education applications on the meeting agenda. The following actions were taken:

A. One Proprietary School application was reviewed and approved. Mr. Odems recused himself from voting on this application.

1. Granite Street Training, LLC, Woodbridge, VA
Contact Person: Lee Odems

B. Seventy-two continuing education course applications were reviewed; of these courses:

Twenty-two previously-approved applications for continuing education courses offered by approved schools were considered and approved (**Review Instructor Only**):

1. 19015 Red Flags: Property Inspection Guide (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools (**F.A. "Dan" Daniels**)
2. 19016 Selling HUD Homes: Increase Your Client's Options (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools (**F.A. "Dan" Daniels**)
3. 19041 Virginia Residential Standard Agency, 3 hours Real Estate Agency, RECA, (**Rebecca Straley, Zackary R. Williams, Matthew Rathbun, Debbie K. Klingensmith, Sandra Gayle Sheehan, Kevin McGrath**)

4. 19051 Understanding 1031 Tax-Free Exchanges (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
(Barbara G. McMurry)
5. 19052 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, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
6. 19053 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
(Barbara G. McMurry)
7. 19054 Mortgage Fraud and Predatory Lending: What Every Agent Should Know (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
8. 19055 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
(Barbara G. McMurry)
9. 19061 Property Management and Managing Risk (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
(Barbara G. McMurry)
10. 19062 Real Estate and Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
11. 19063 Insurance for Consumer Protection (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy
(Barbara G. McMurry)
12. 19064 Real Estate Finance Today (On-line), 4 hours Real Estate Related, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
13. 19065 Know the Code: Real Estate Ethics (On-line), 4 hours Ethics and Standards of Conduct, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
14. 19112 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, International Business Associates, Inc. **(Mumtaz Bhatti)**

15. 19115 Ethics Seminar, 3 hours Ethics & Standards of Conduct, PWAR, **(Marcy D. Caffrey, Gwendolyn M. Walton, Margaret H. Burke, Michael T. Minnery, Lee Odems, Cindy Stackhouse, Mark D. Worrilow) - Mr. Odems recused himself from voting on this.**
16. 19119 Real Estate Finance Today (On-line), 4 hours Real Estate Related, International Business Associates **(Mumtaz A. Bhatti)**
17. 19121 Real Estate & Taxes (On-line), 4 hours Real Estate Related, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
18. 19122 Foreclosure, Short Sales, REOs & Auction (On-line), 4 hours Real Estate Related, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
19. 19123 Buyer's Representation (On-line), 4 hours Real Estate Related, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
20. 19124 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Peninsula Real Estate School **(Patricia Snyder)**
21. 19137 The Effect of Divorce & Bankruptcy on Selling Real Estate in Virginia, 1 hour Legal Updates, New World Title & Escrow **(Nicholas D. Vlissides)**
22. 19152 Title Issues (Claims) that Delay Settlement - A Primer for R.E. Agents, 1 hour Real Estate Related, New World Title & Escrow **(Nicholas D. Vlissides)**

Fifty original applications for continuing education courses offered by approved schools were considered. Forty-one of these course applications were approved. One course application was approved pending the amendment of the course to clarify that "A and E" stands for "Architects and Engineers." Three course applications were not approved due to not meeting the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations. Five Fair Housing course applications were approved pending the courses are amended to include instruction on "Hoarding," since the American Psychiatric Association classified hoarding as mental disorder in May 2013 and hoarding is now subsequently covered under the Virginia Fair Housing Law.

1. 19017 Dodd-Frank Update, 2 hours Real Estate Related, WAAR

2. 19018 Dodd-Frank Update, 2 hours Broker Management, WAAR
3. 19019 Business Management in a Real Estate Office (On-line), 8 hours Broker Management, OnCourse Learning Corp.
4. 19022 Tax Efficient Real Estate Sale Transactions, 1 hour Real Estate Related, Business Transition Services, Inc.
5. 19032 REALTOR on the Go: Taking Your Business Mobile, 2 hours Real Estate Related, VAR **(Not approved - does not meet the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations)**
6. 19033 Solving Water Intrusion and Mold Problems, 7 hours Real Estate Related, Lorman Business Center
7. 19040 Foreclosure, Liens & Bankruptcy, 1 hour Real Estate Related, Fidelity National Title Insurance Company
8. 19047 Accredited Buyer's Representative, 8 hours Real Estate Related, RECA
9. 19050 Negotiations: The Games People Play, 7 hours Real Estate Related, VAR
10. 19066 The Total Test Fit, 2 hours Real Estate Related, Fanelli-McClain Design Studios Inc **(Approved pending clarification of "A & E" abbreviation)**
11. 19086 Virginia Escrow Requirements, 3 hours Real Estate Related, WAAR
12. 19087 Virginia Escrow Requirements, 3 hours Broker Management, WAAR
13. 19088 2014 Ethics Seminar, 3 hours Ethics & Standards of Conduct, VAR
14. 19089 A Mock Settlement, 2 hours Real Estate Related, MBH Settlement Group, Inc.
15. 19113 BYOB-Being Your Office Best, 3 hours Broker Management, VAR
16. 19114 BYOB-Being Your Office Best, 3 hours Real Estate Related, VAR
17. 19116 Current Industry Issues and Trends, 2 hours Real Estate Related, The RGS Title RE Academy
18. 19117 Fair Housing, 2 hours Fair Housing, The RGS Title RE Academy **(Approved pending inclusion of "Hoarding" instruction)**
19. 19118 Virginia Agency Law, 3 hours Real Estate Agency, The RGS Title Real Estate Academy

20. 19131 Prequalifying Your Buyer in Today's Market (On-line), 4 hours Real Estate Related, OnCourse Learning Corp.
21. 19132 Military Relocation Professional Certification, 8 hours Real Estate Related, Peninsula Real Estate School
22. 19133 How to Buy/Sell HUD Homes, 2 hours Broker Management, Alpha College of Real Estate
23. 19134 How to Buy/Sell HUD Homes, 2 hours Real Estate Contracts, Alpha College of Real Estate
24. 19135 Foreclosure in Virginia, 1 hour Legal Updates, Old Republic National Title Insurance Company
25. 19136 Real Estate Contracts, 1 hour Real Estate Contracts, New World Title & Escrow
26. 19138 Introduction to Short Sales, 2 hours Real Estate Related, Capital Area Title, LLC
27. 19139 MREA Business Planning Clinic - Day 1, 8 hours Real Estate Related, Top Producer Academy of Real Estate, LLC **(Not approved - does not meet the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations)**
28. 19140 MREA Business Planning Clinic - Day 2, 8 hours Real Estate Related, Top Producer Academy of Real Estate, LLC **(Not approved - does not meet the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations)**
29. 19141 Risk Management for Real Estate, 3 hours Broker Management, WAAR
30. 19142 Risk Management for Real Estate, 3 hours Real Estate Related, WAAR
31. 19143 Broker Management Part 1 - "Managing the Firm", 4 hours Broker Management, Peninsula Real Estate School
32. 19144 Broker Management Part 2 - "Managing Risk & Agent Supervision", 4 hours Broker Management, Peninsula Real Estate School
33. 19145 How to Read Blueprints, 2 hours Real Estate Related, WAAR
34. 19146 1031 Exchanges: What Realtors Need to Know, 1 hour Legal Updates, Old Republic National Title Insurance Company

35. 19147 Managing Risk, 4 hours Broker Management, MAI Institute
36. 19148 Judgment & Liens in Virginia: A Real Estate Agent's Perspective, 1 hour Real Estate Related, Old Republic National Title Insurance Company
37. 19149 CFPB Combined Disclosures, 1 hour Legal Updates, Old Republic National Title Insurance Company
38. 19150 ALTA's Best Practices, 1 hour Real Estate Related, Old Republic National Title Insurance Company
39. 19151 Real Estate Agency, 1 hour Real Estate Agency, New World Title & Escrow
40. 19153 Fair Housing Essentials for Property Managers, 3 hours Fair Housing, Tidewater Builders Association **(Approved pending inclusion of "Hoarding" instruction)**
41. 19168 Broker Management, 8 hours Broker Management, FSLAWVA Real Estate Education, LLC
42. 19169 Fair Housing, 2 hour Fair Housing, New World Title & Escrow **(Approved pending inclusion of "Hoarding" instruction)**
43. 19170 Update on Legislation and Property Management Issues, 2 hours Fair Housing, 2 hours Legal Updates, 2 hours Real Estate Related, Future Law, LLC **(Approved pending inclusion of "Hoarding" instruction)**
44. 19171 Virginia Fair Housing Law Review, 2 hours Fair Housing, Future Law, LLC **(Approved pending inclusion of "Hoarding" instruction)**
45. 19172 Update on Legislation and Property Management Issues, 2 hours Legal Updates, 4 hours Real Estate Related, Future Law, LLC
46. 19173 Update on Legislation and Property Management Issues, 3 hours Legal Updates, 3 hours Real Estate Related, Future Law, LLC
47. 19174 Update on Legislation and Property Management Issues, 1 hour Legal Updates, 2 hours Real Estate Related, Future Law, LLC
48. 19175 Before & After Judgment, 2 hours Real Estate Related, Alpha College of Real Estate
49. 19176 Before & After Judgment, 2 hours Broker Management, Alpha College of Real Estate

50. 19186 ABR - 2 Day Core Course, 3 hours Real Estate Agency, Alpha College of Real Estate

C. Sixty-one post license education course applications were reviewed; of these courses:

Twenty-four previously-approved applications for post license education courses offered by approved schools were considered and approved **(Review for Instructor Only)**:

1. 19034 Fair Housing, 2 hours Fair Housing, Moseley-Dickinson Academy of Real Estate **(John R. Dickinson)**
2. 19035 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Moseley-Dickinson Academy of Real Estate **(John R. Dickinson)**
3. 19036 Real Estate Laws & Board Regulations, 8 hours Real Estate Laws & Board Regulations, Moseley-Dickinson Academy of Real Estate **(John R. Dickinson)**
4. 19037 Agency Law (On-line), 3 hours VA Agency Law, Long and Foster Institute of Real Estate, **(Jill Malloy)**
5. 19038 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Long and Foster Institute of Real Estate, **(Jill Malloy)**
6. 19056 Escrow Requirements, 3 hours Escrow Requirements, Moseley-Dickinson Academy of Real Estate, **(John R. Dickinson)**
7. 19057 Fair Housing (On-line), 2 hours Fair Housing, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
8. 19058 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
9. 19059 Escrow Requirements (On-line), 3 hours Escrow Requirements, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
10. 19060 Current Industry Issues & Trends (On-line), 2 hours Current Industry Issues & Trends, Montague Miller Real Estate Academy, **(Barbara G. McMurry)**

11. 19070 Risk Management, 3 hours Risk Management, Moseley-Dickinson Academy of Real Estate, **(John Dickinson)**
12. 19072 VA Current Industry Issues, 2 hours Current Industry Issues and Trends, Moseley-Dickinson Academy of Real Estate **(John Dickinson)**
13. 19076 Risk Management, 3 hours Risk Management, Montague Miller Real Estate Academy **(Barbara G. McMurry)**
14. 19077 Contract Writing, 6 hours Contract Writing, Moseley-Dickinson Academy of Real Estate **(John Dickinson)**
15. 19096 VA Agency Law, 3 hours VA Agency Law, Moseley-Dickinson Academy of Real Estate **(John Dickinson)**
16. 19098 Risk Management (On-line), 3 hours Risk Management, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
17. 19099 Contract Writing (On-line), 6 hours Contract Writing, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
18. 19100 Virginia Agency Law (On-line), 3 hours VA Agency Law, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
19. 19101 Current Industry Issues & Trends (On-line), 2 hours Current Industry Issues & Trends, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
20. 19102 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
21. 19103 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, International Business Associates, Inc. **(Mumtaz A. Bhatti)**
22. 19105 Ethics Seminar, 3 hours Ethics & Standards of Conduct, PWAR **(Marcy Caffrey, Gwendolyn Walton, Margaret Holloway Burke, Michael T. Minnery, Lee Odems, Cindy Stackhouse, Mark D. Worrilow) - Mr. Odems recused himself from voting on this.**
23. 19125 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Peninsula Real Estate School **(Patricia Snyder)**

24. 19126 Fair Housing, 2 hours Fair Housing,
International Business Associates, Inc.
(Mumtaz A. Bhatti)

Thirty-seven original applications for post license education courses offered by approved schools were considered. Thirty-three of these course applications were approved. One course application was not approved due to not meeting the "Current Industry Issue and Trends" category requirement of protecting the public safety and meeting the minimum competency standard for a salesperson licensee. Three Fair Housing course applications were approved pending the courses are amended to include instruction on "Hoarding," since the American Psychiatric Association classified hoarding as mental disorder in May 2013 and hoarding is now subsequently covered under the Virginia Fair Housing Law.

1. 19029 Dodd-Frank Update, 2 hours Current Industry Issues and Trends, WAAR
2. 19030 What's in the REIN Offer to Purchase? 6 hours Contract Writing, Ann Palmateer Real Estate School, LLC
3. 19067 Realtor on the Go: Taking Your Business Mobile, 2 hours Current Industry Issues and Trends, VAR
4. 19068 Hardcore Prospecting, 2 hours Current Industry Issues and Trends, VAR **(not approved - does not meet the "Current Industry Issue and Trends" PLE category requirement of protecting the public safety and meeting the minimum competency standard for a salesperson licensee)**
5. 19069 Negotiations: The Game People Play, 2 hours Current Industry Issues and Trends, VAR
6. 19071 Technology Unraveled: The New Mobile Marketplace, 2 hours Current Industry Issues and Trends, Southwest Virginia Association of Realtors Real Estate School
7. 19074 Advanced Title Insurance Issues, 2 hours Current Industry Issues and Trends, MBH Settlement Group
8. 19075 Navigating the Virginia Jurisdictional Addendum, 2 hours Current Industry Issues and Trends, MBH Settlement Group
9. 19078 Facebook Business Management 101, 2 hours Current Industry Issues & Trends, Blue Ridge Real Estate School

10. 19094 Lien on Me, 2 hours Current Industry Issues & Trends, MBH Settlement Group, LC
11. 19095 2014 Ethics Seminar, 3 hours Ethics & Standards of Conduct, VAR
12. 19097 A Mock Settlement, 2 hours Current Industry Issues & Trends, MBH Settlement Group, LC
13. 19104 Military Relocation Professional Certification, 2 hours Current Industry Issues and Trends, PWAR
14. 19106 Current Industry Issues and Trends-Finance, 2 hours Current Industry Issues and Trends, MAI Institute
15. 19107 RI 404: The Cyber-Realtor, 2 hours Current Industry Issues & Trends, VAR
16. 19108 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, Peninsula Real Estate School
17. 19109 Contract Law & Contract Writing from A to Z, 6 hours Contract Writing, Peninsula Real Estate School
18. 19110 Fair Housing is for Everyone, 2 hours Fair Housing, Peninsula Real Estate School
(Approved pending inclusion of "Hoarding" instruction)
19. 19127 Virginia Agency Law, 3 hours VA Agency Law, Peninsula Real Estate School
20. 19128 Current Industry Issues & Trends, 2 hours Current Industry Issues & Trends, The RGS Title Real Estate Academy
21. 19129 Fair Housing, 2 hours Fair Housing, The RGS Title RE Academy **(Approved pending inclusion of "Hoarding" instruction)**
22. 19130 Virginia Agency Law, 3 hours VA Agency Law, The RGS Title Real Estate Academy
23. 19155 How to Buy/Sell HUD Homes, 2 hours Current Industry Issues & Trends, Alpha College of Real Estate
24. 19156 MREA Business Planning Clinic - Day 1, 2 hours Current Industry Issues & Trends, Top Producer Academy of Real Estate, LLC
25. 19157 MREA Business Planning Clinic - Day 2, 2 hours Current Industry Issues & Trends, Top Producer Academy of Real Estate, LLC
26. 19158 Risk Management for Real Estate, 3 hours Risk Management, WAAR
27. 19159 How to Read Blueprints, 2 hours Current Industry Issues & Trends, WAAR

28. 19160 Real Estate 101 - Nine Ideas to Jump Start Your Business, 2 hours Current Industry Issues and Trends, WAAR
29. 19161 Real Estate Law and Board Regulations, 8 hours Real Estate Law and Board Regulations, Peninsula Real Estate School
30. 19162 Risk Management, 3 hours Risk Management, Dulles Area Real Estate School
31. 19163 Contract Writing, 6 hours Contract Writing, PenFed Realty, LLC
32. 19177 Update on Legislation and Property Management Issues, 2 hours Current Industry Issues and Trends, FutureLaw, LLC
33. 19178 VHDA/State/County Assistance, 2 hours Current Industry Issues and Trends, PWAR
34. 19179 Virginia Fair Housing Law Review, 2 hours Fair Housing, FutureLaw, LLC (**Approved pending inclusion of "Hoarding" instruction**)
35. 19180 Before and After Judgment, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
36. 19181 VA Law: Your License and The Real Estate Board, 8 hours Real Estate Law & Board Regulations, Long and Foster Institute of Real Estate
37. 19187 ABR - 2 Day Core Course, 3 hours VA Agency Law, Alpha College of Real Estate

D. Eighteen pre-licensing instructor applications were reviewed and approved:

1. Sita Kapur
2. Maria C. Fitzgerald
3. Erma A. Moreno
4. Nathan E. Richard
5. Carla G. Carney
6. Wendy T. Knott
7. Shannon Lauren-Connor
8. Christine L. Stuart
9. Carol A. Kearney
10. Christine A. Covey
11. Robert M. Pergerson
12. Relda M. Schick
13. Michael P. Wagner
14. Wade E. Goodwin
15. Carlotta B. Meredith - **expert (Principles)**
16. Katie E. Wethman - **expert (Principles)**
17. James A. Martin - **expert (Principles)**

18. Jeanne M. Lamere - **expert (Add Appraisal, Finance)**

E. Seven applications for pre-license education courses offered by approved schools were considered and approved:

1. 19031 60 Hour Principles & Practices of Real Estate (On-line), **OnCourse Learning Corp. dba Career Webschool**
2. 19085 60 Hour Principles & Practices of Real Estate (classroom), **SVTC**
3. 19111 60 Hour Principles & Practices of Real Estate (classroom), **Weichert Real Estate School (Approved Retroactively to January 1, 2014)**
4. 19165 45 Hour Broker Real Estate Appraisal (On-line), **OnCourse Learning Corp.**
5. 19166 45 Hour Broker Real Estate Law (CRP), **Moseley-Dickinson Academy of Real Estate**
6. 19167 45 Hour Broker Real Estate Finance (CRP), **Moseley-Dickinson Academy of Real Estate**
7. 19182 60 hour Principles and Practices of Real Estate (classroom), **Moseley Real Estate Schools, Inc.**

F. Twenty-three continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were reviewed and approved:

1. **Jay W. DeBoer** - 18699 (Residential Standard Agency) 18932 (Common Legal Hotline Questions and Answers (CE)), 19013 (Common Legal Hotline Questions and Answers (SPLE)), **Piedmont School of Real Estate**
2. **Grayson P. Hanes, Mark A. Moorstein, Martin C. Conway, Michael J. Coughlin, William C. Harvey II, Stephen H. Moriarty** - 18212 (Eminent Domain from Start to Finish), **NBI**
3. **Darlene Brent, Mary Beth Pauley, Ann Randolph, Donna Greer, and Bitsy Davis** - 18724 (Ethics & Standards of Conduct), **Long and Foster Institute of Real Estate**
4. **Gregg Lacy, and Fatima A. Pereira-Shepherd** - 14033 (Agency), 13753 (Fair Housing Practically Speaking), 13925 (Legal Updates & Emerging Trends), 14056 (Contracts), 13659 (Ethics & Standards of Conduct), 18675 (Business Planning), 11457 (Negotiating Workshop), 17092 (Contract Presentation & Negotiations), 14436 (Finance), **Long and Foster Institute of Real Estate**

5. **Darlene Brent, Mary Beth Pauley** - 18702 (Keeping the Trust), **Long and Foster Institute of Real Estate**
6. **Catherine Noonan, Donna Procise, Lisa Frates, Bobbie Holman, and Darlene Brent** - 18300 (Fair Housing), **Long and Foster Institute of Real Estate**
7. **Elizabeth Dalton** - 18728 (Contract Writing), **Long and Foster Institute of Real Estate**
8. **Devon Hill, Gregg Lacy, Fatima A. Pereira-Shepherd, and Jeffrey Reynolds** - 18718 (Current Industry Issues & Trends), 18728 (Contract Writing), 18702 (Keeping the Trust), 18724 (Ethics & Standards of Conduct), 18749 (Risk Management), 18743 (VA Agency Law), and 18300 (Fair Housing), **Long and Foster Institute of Real Estate**
9. **Semmes Evans Zazzara** - 16797 (Virginia Mandatory Fair Housing), 16250 (Realtors are the Economic Recovery Army: Realtors Start Marching), 18641 (What Makes the Best Real Estate Professionals? Ethics, Integrity and Hard Work), 18274 (Contracts II: Almost Everything Else You Wanted to know About Real Estate Sales Contracts in Northern Virginia), 17105 (The Regional Sales Contract: Update and Review) 16672 (Virginia Mandatory-Agency), 16245 (The Risky Business of Real Estate Sales: Tricky Disclosures and Mortgage Fraud), 17237 (The Value of 1031 Tax Free Exchanges: Helping Your Clients Make Smart Real Estate Choices), 16248 (Staying Out of Realtor Jail: Avoiding the Most Common and Costly Realtor Errors) 16359 (What's It All About? The Importance of Clear Title, Title Insurance, Surveys and Uneventful Settlements), 18224 (CLEG-Virginia Legal Updates and Trends), 18643 What Makes the Best Real Estate Professionals? Ethics, Integrity and Hard Work) 16991 (Virginia Mandatory 3-hr Ethics Block), **Monarch Title, Inc.**
10. **Bill Burkart** - 14369 (Real Estate Agency), 14362 (Real Estate Contracts), 14204 (Consumer Rights & Rentals), **CBRB**
11. **Jane Leylegian** - 18038/18039 (Fair Housing -Shared Neighborhoods, Equal Opportunities), **CBRB**
12. **Micki Lyons** - 18824 (Escrow Requirements), 18825 (Contract Writing), **New Millennium University**
13. **Chris Sullivan** - 15101 (Real Forestry for Real Estate), **VA Polytechnic Institute & State University**
14. **Mary E. Bell** - 0214018278/0214018282 (VA Agency Law), 0214013167/0214018679 (Ethics and Standards of Conduct), 0214018441/0214018462 (Fair Housing),

- 0214013063 (Understanding the Purchase Contract),
 0214013166 (Today's Addendums), 0214018737 (Contracts
 & Addendums), **Cindy Bishop Worldwide, LLC**
15. **Christopher Darby & William Frost** - 15942 (The
 Regional Contract), **Academy of Real Estate**
 16. **Donna Colasuonno & Robert Pope** - 17063 (The Truth
 about Short Sales), **Cindy Bishop Worldwide, LLC**
 17. **Dave Hershman and Melissa L. Simpson** - 18427/18461
 (Financing Workshop), **Cindy Bishop Worldwide, LLC**
 18. **Tara Coonin Winfree** - 18591 (Ethics), 18531 (VA Fair
 Housing), 18590 (VA Residential Agency), **PenFed
 Realty, LLC**
 19. **Mary Beth Pauley** - 18718 (Current Industry Issues &
 Trends), 18749 (Risk Management), 18743 (VA Agency
 Law), 14033 (Agency), 14056 (Contracts), 13659
 (Ethics & Standards of Conduct), 13753 (Fair
 Housing), 13925 (Legal Updates & Emerging Trends),
 11457 (Negotiating Workshop), **Long and Foster
 Institute of Real Estate**
 20. **Catherine Noonan** - 18749 (Risk Management), 14056
 (Contracts), 14033 (Agency), 13659 (Ethics &
 Standards of Conduct), 13753 (Fair Housing), 13925
 (Legal Updates & Emerging Trends), 11915 (Contract to
 Closing), 11457 (Negotiating Workshop), **Long and
 Foster Institute of Real Estate**
 21. **Ronald Miscavige** - 18724 (Ethics and Standards of
 Conduct), 14056 (Contracts), 14033 (Agency), 13659
 (Ethics and Standards of Conduct), 13753 (Fair
 Housing Practically Speaking), 13925 (Legal Updates &
 Emerging Trends), 11457 (Negotiating Workshop), **Long
 and Foster Institute of Real Estate**
 22. **Jeremy Caleb Johnson** - 18749 (Risk Management), 14033
 (Agency), 11457 (Negotiating Workshop), **Long and
 Foster Institute of Real Estate**
 23. **Samantha K. Melton** - 18908 ("Title Search Basics"),
Alpha College of Real Estate

G. There was no Other Business

H. Public Comment

1. Ms. Wilson brought up the question as to whether an
 "Independent Contractor," as defined in § 54.1-2130 of the
 Code of Virginia, represents a client in a real estate
 transaction. After discussion, Mr. Hoover asked Ms. Wilson
 to submit her question in writing for a written response.

The meeting adjourned at 3:33 p.m.

Attachment

NCREC Education Staff as Compared to VREB Education Staff

Bruce Moyer, Director, Education and Licensing, North Carolina Real Estate Commission (NCREC), an independent state government agency. North Carolina is a broker license-only state. The license needs to be renewed annually by June 30.

Eight full-time education staff in the Education and Licensing Section. Five staff members must have at least a Masters Degree in Education. In addition to the Director, position titles include Legal Education Officer, Education/Examination Officer, Continuing Education Officer and Education/Licensing Officer.

NCREC Education staff reviews and approves or denies all education applications. The Continuing Education Officer's full-time role is to review and approve or deny all elective CE course applications.

The NCREC requires three types of education: Pre-license, Post License and Continuing Education. Seventy-five hours of Pre-license education are required for the Provisional Broker License. Ninety hours of Post License Education are required to obtain the Full Broker License. There is also the Broker-in-Charge (BIC) license. Eight hours of Continuing Education are required annually for the Broker License consisting of four hours in the Commission "Update" course and four hours in a Commission-approved elective course. BICs must complete a Commission-approved four-hour BIC CE course instead of a four-hour elective CE course. The Update and BIC courses must be taken in a classroom setting. The Elective course can be taken online. The Commission produces the Update and BIC courses and approved schools can offer these courses only with approved instructors teaching them. The Commission currently has somewhere between 200-250 approved CE elective courses.

There are about 200 NCREC approved sponsors (schools). The process to become an approved school includes filling out a four-page application, retaining a \$5000 bond, and meeting a number of minimum standards includes standards for the school administrator and for classroom buildings.

There are approximately 300 approved instructors for Pre-license, Post License and Continuing Education (CE). About 200 of these are approved CE instructors. Instructors are required to submit a one-hour video of themselves teaching a real estate course. About half of the instructor applicants are not approved based on the review of this video by education staff.

The NCREC has established its own set of distance education course approval standards that its Education staff administers.

The NCREC has produced a 70-page "Broker Prelicense Course Syllabus" that approved schools must use in administering the 75-hour prelicense course. The NCREC has produced three syllabi for the three 30-hour Broker Post License courses (Broker Relationships and Responsibilities, Contracts and Closing, and "Selected Topics) that approved schools must use. All prelicense and post license courses must be completed in a live classroom setting. No distance education allowed.

The NCREC implemented an electronic CE course completion process about one year ago.

Education fees include BIC Course - \$110, CE Elective Classroom and Distance - \$100, and upon completion of each session of an approved continuing education class, schools submit to the Commission the course completion information and \$10 per student fee (unless exempt from fee by Commission Rule).