

VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, May 7, 2008, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Judith Childress, Chair
 Byrl P. Taylor
 Scott Gaeser
 Carol Clarke, ex-officio

Staff Members present: Kevin Hoeft, Education Administrator

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

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

The following actions were taken:

A. 8 new Proprietary School Applications were approved:

1. Atlantic Equities & Exchanges, Inc., Glen Allen, VA
 Contact: Dr. Gary Ackerman
2. Real Estate Professionals, LLC, dba Coldwell Banker
 Professional, Realtors School of Real Estate,
 Virginia Beach, VA
 Contact: Lauren Truchsess
3. Entry Realty School, LLC, Lanexa, VA
 Contact: Carey N. Williams
4. Potomac Real Estate School, LLC, Oakton, VA
 Contact: Patti Chapell
5. Xtreme Agent Training, LLC, VA Beach, VA
 Contact: Geraldine W. Scott
6. Housing Opportunities Made Equal of Virginia, Inc.
 Richmond, VA
 Contact: Susan Scovill
7. Premier Realty, Inc., Fairfax, VA
 Contact: Michele L. Stash
8. Old Republic National Title Insurance Company
 Manassas, VA
 Contact: Kay M. Creasman

B. 169 continuing education course applications were reviewed, of these courses:

20 previously approved continuing education courses offered by approved schools were considered and approved.

1. 57994 Basic Real Estate Finance (On-line), 8 hours Real Estate Related, Real Estate Career Academy
2. 57995 Methods of Residential Finance (On-line), 8 hours Real Estate Related, Real Estate Career Academy
3. 57996 Pricing Property to Sell (On-line), 8 hours Real Estate Related, Real Estate Career Academy
4. 57997 Tax Advantages of Home Ownership (On-line), 8 hours Real Estate Related, Real Estate Career Academy
5. 57998 Consensual Dual Agency (On-line), 4 hours Real Estate Related, Real Estate Career Academy
6. 57999 Real Estate Math (On-line), 4 hours Real Estate Related, Real Estate Career Academy
7. 58000 Tax Free Exchanges (On-line), 4 hours Real Estate Related, Real Estate Career Academy
8. 58001 Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 1 hour Legal Updates, Real Estate Career Academy
9. 58016 Ethics in Real Estate (On-line), 3 hours Ethics & Standards of Conduct, Real Estate Career Academy
10. 58085 Consensual Dual Agency (On-line), 3 hours Real Estate Related, University Institute of Real Estate
11. 58086 Real Estate Math (On-line), 3 hours Real Estate Related, University Institute of Real Estate
12. 58087 Ethics in Real Estate (On-line), 3 hours Ethics & Standards of Conduct, University Institute of Real Estate
13. 58088 Tax Free Exchanges (On-line), 4 hours Real Estate Related, University Institute of Real Estate
14. 58089 Basic Real Estate Finance (On-line), 8 hours Real Estate Related, University Institute of Real Estate

15. 58090 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, University Institute of Real Estate
16. 58091 Methods of Residential Finance (On-line), 8 hours Real Estate Related, University Institute of Real Estate
17. 58099 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 2 hours Real Estate Related, Williamsburg Real Estate School
18. 58145 Pricing Property to Sell (On-line), 4 hours Real Estate Related, University Institute of Real Estate
19. 58146 Tax Advantages of Home Ownership (On-line), 4 hours Real Estate Related, University Institute of Real Estate
20. 58182 ABR Manager, 8 hours Broker Management, RAR

124 original applications for continuing education courses offered by approved schools were considered and approved.

1. 57877 Disclosure Requirements for Real Estate Agents, 1 hour Real Estate Related, Lorman Business Center, Inc.
2. 57978 Using Reverse Mortgage Product as a Wealth Building Tool, 1 hour Real Estate Related, NVAR
3. 57982 Commercial Property Valuation, 3 hours Real Estate Related, Old Dominion Real Estate Institute
4. 57984 Partnerships: Your Buyer and You, 1 hour Real Estate Related, Old Dominion Real Estate Institute
5. 57986 Partnerships: Your Seller and You, 1 hour Real Estate Related, Old Dominion Real Estate Institute
6. 57988 Construction Law From Contract to Closeout, 8 hours Real Estate Related, Lorman Business Center, Inc.
7. 57989 RECA-Agent, 8 hours Real Estate Related, Real Estate Career Academy
8. 57990 Personal Marketing for Success, 3 hours Real Estate Related, Real Estate Career Academy
9. 57992 Risk Management in Technology, 2 hours Broker Management, Real Estate Career Academy

10. 57993 Broker Agency, 3 hours Broker Management, Real Estate Career Academy
11. 58017 Offer to Purchase: New Construction Contracts, 2 hours Real Estate Contracts, Real Estate III School of Real Estate
12. 58024 Basic Financing, 2 hours Real Estate Related, Real Estate III School of Real Estate
13. 58026 Real Estate Finance, 3 hours Real Estate Related, Real Estate Career Academy
14. 58027 Risk Management (On-line), 4 hours Broker Management, Dulles Area Real Estate School
15. 58028 Ethics in Real Estate (On-line), 4 hours Ethics & Standards of Conduct, Career WebSchool
16. 58029 3 Hours Ethics & Standards of Conduct/Current Industry Trends (CRP & Online), 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
17. 58031 3 Hour Fair Housing (CRP & Online), 3 hours Fair Housing, Alpha College of Real Estate
18. 58033 Legislative Updates, 3 hours Legal Updates, Carruthers Academy of Real Estate, LLC
19. 58035 Residential Report Writing (7 hr) (On-line), 7 hours Real Estate Related, McKissock, LP
20. 58036 16 HR. Continuing Education (CRP & On-line), 3 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 2 hours Real Estate Agency, 1 hour Real Estate Contracts, 6 hours Real Estate Related, Alpha College of Real Estate
21. 58037 8 HR. Continuing Education (CRP & 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, Alpha College of Real Estate
22. 58038 21st Century Broker Management, 4 hours Broker Management, Dulles Area Real Estate School
23. 58039 2008-2009 National USPAP Update Equivalent (On-line), 7 hours Real Estate Related, McKissock, LP
24. 58040 Update on Legislation and Property Management Issues, 2 hours Fair Housing, 4 hours Real Estate Related, FutureLaw, LLC

- 25. 58043 Update on Legislation and Property Management Issues, 1 hour Legal Updates, 2 hours Real Estate Related, FutureLaw, LLC
- 26. 58045 Update on Legislation and Property Management Issues, 2 hours Legal Updates, 4 hours Real Estate Related, FutureLaw, LLC
- 27. 58047 Strengthening Your Position through Negotiations, 3 hours Real Estate Related, Long & Foster Institute of Real Estate
- 28. 58049 Renovation Lending, 2 hours Real Estate Related, Long & Foster Institute of Real Estate
- 29. 58051 Generational Marketing, 2 hours Real Estate Related, Long & Foster Institute of Real Estate
- 30. 58053 Full Service, Full Price Value Proposition, 3 hours Real Estate Related, Long & Foster Institute of Real Estate
- 31. 58055 The Ultimate Technology Certification Course, 7 hours Real Estate Related, Long & Foster Institute of Real Estate
- 32. 58057 Prospecting for Expired Listings, 1 hour Real Estate Related, Long & Foster Institute of Real Estate
- 33. 58059 At Home with Diversity, 5 hours Real Estate Related, Long & Foster Institute of Real Estate
- 34. 58061 Staging to Sell, 3 hours Real Estate Related, Long & Foster Institute of Real Estate
- 35. 58063 Accredited Buyer Representative Manager (On-line), 8 hours Broker Management, Long & Foster Institute of Real Estate
- 36. 58064 Developing Your Listing Presentation, 1 hour Real Estate Related, Long & Foster Institute of Real Estate
- 37. 58083 Broker Management (On-line), 8 hours Broker Management, The Institute for Continuing Education, Inc.
- 38. 58092 Landlord and Tenant Law, 8 hours Real Estate Related, Lorman Business Center, Inc.
- 39. 58093 Business Management in a Real Estate Office (On-line), 8 hours Broker Management, Career WebSchool
- 40. 58101 One Hour Real Estate Agency & Procuring Cause, 1 hour Real Estate Agency, Williamsburg Real Estate School

- 41. 58103 Real Estate Contracts - One Hour, 1 hour Real Estate Contracts, Williamsburg Real Estate School
- 42. 58105 4 hour Broker Manager CE Course - Is Your Company Lawsuit Proof?, 4 hours Broker Management, Williamsburg Real Estate School
- 43. 58106 4 hour Broker Manager CE Course - Managing Risks, 4 hours Broker Management, Williamsburg Real Estate School
- 44. 58107 8 Hour Mandatory Continuing Education Course, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Contracts, 1 hour Real Estate Agency, Williamsburg Real Estate School
- 45. 58123 REO/Foreclosure Property Appraisal, 3 hours Real Estate Related, Alpha College of Real Estate
- 46. 58125 Ask the Appraiser, 2 hours Real Estate Related, Alpha College of Real Estate
- 47. 58127 1 hour Real Estate Contracts (On-line & CRP), 1 hour Real Estate Contracts, Alpha College of Real Estate
- 48. 58129 3 hour Agency (On-line & CRP), 3 hours Real Estate Agency, Alpha College of Real Estate
- 49. 58131 1 hour Legal Updates (On-line & CRP), 1 hour Legal Updates, Alpha College of Real Estate
- 50. 58133 The Listing Process, 2 hours Real Estate Contracts, Old Dominion Real Estate Institute
- 51. 58135 Contract Writing, 3 hours Real Estate Contracts, Old Dominion Real Estate Institute
- 52. 58137 Virginia Agency Relationships (On-line), 1 hour Real Estate Agency, 360Training.Com, Inc.
- 53. 58138 VA Agency & Regional Contract Review, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Coldwell Banker Residential School of Real Estate
- 54. 58139 Creating Excellence in Your Office, 3 hours Broker Management, Long and Foster Institute of Real Estate
- 55. 58140 Broker-Specific Continuing Education, 8 hours Broker Management, Moseley-Dickinson Academy of Real Estate
- 56. 58141 Pre and Post Settlement Agreement, 3 hours Real Estate Contracts, Institute of Continuing Education, LC
- 57. 58143 HOA and CONDO Resales, 1 hour Real Estate Contracts, Institute of Continuing Education, LC

- 58. 58147 Details of a Real Estate Transaction, 3 hours
Real Estate Contracts, Institute of Continuing
Education, LC
- 59. 58149 Fair Housing in Virginia, 3 hours Fair
Housing, Institute of Continuing Education, LC
- 60. 58151 Taking the Fear Out of the REO Addendum, 1
hour Real Estate Contracts, Institute of
Continuing Education, LC
- 61. 58153 Legislation and Laws Affecting your VA Real
Estate Transaction, 1 hour Real Estate
Contracts, Institute of Continuing Education,
LC
- 62. 58155 Superior Approach to Short Sales, 1 hour Legal
Updates, Institute of Continuing Education,
LC
- 63. 58157 Fearless Approach to Short Sales, 1 hour Legal
Updates, 2 hours Real Estate Contracts,
Institute of Continuing Education, LC
- 64. 58159 Nuances of the Virginia Jurisdictional
Addendum, 1 hour Real Estate Contracts,
Institute of Continuing Education, LC
- 65. 58161 Risk Management, 4 hours Broker Management,
NVAR
- 66. 58162 Negotiations, 3 hours Broker Management, NVAR
- 67. 58163 Rules and Tools of Advertising - Part I, 3
hours Broker Management, NVAR
- 68. 58164 Rules and Tools of Advertising - Part II, 3
hours Broker Management, NVAR
- 69. 58165 Conquering Contracts I: Understanding Basic
Contract Law, Offer and Acceptance Forms, 6
hours Broker Management, NVAR
- 70. 58166 Productive Agents and Offices, 4 hours
Broker Management, NVAR
- 71. 58170 Fair Housing - An Ounce of Prevention - 2 Hour
Course, 2 hours Fair Housing, Williamsburg
Real Estate School
- 72. 58172 Foreclosures: Curing the Hook & the Slice, 1
hour Real Estate Related, RAR
- 73. 58174 Decedents and Augmented Estates, 1 hour Real
Estate Related, RAR
- 74. 58176 FHA Loans - A Tool for Selling, 3 hours Real
Estate Related, RAR
- 75. 58178 Judgments and Related Issues, 1 hour Real
Estate Related, RAR
- 76. 58180 Residential Lease/Purchase Workshop, 2 hours
Real Estate Contracts, RAR

- 77. 58183 Listing & Buying Short Sales), 3 hours Real Estate Related, Prince William Association of Realtors
- 78. 58185 Local Cost Seminar, 6 hours Real Estate Related, VAR
- 79. 58187 Foreclosures and Short Sales: Practical and Ethical Considerations - 3 hours, 3 hours Broker Management, VAR
- 80. 58188 Foreclosures and Short Sales: Practical and Ethical Considerations - 3 hours, 3 hours Real Estate Contracts, VAR
- 81. 58190 Absorption Rate Pricing, 3 hours Real Estate Related, VAR
- 82. 58194 Working with the Short Sales, 2 hours Real Estate Related, William E. Wood and Associates Real Estate Academy
- 83. 58197 Swim with the Dolphins - Technology, 1 hour Real Estate Related, Prince William Association of Realtors
- 84. 58199 At the Captains Table (Government Loans), 1 hour Real Estate Related, Prince William Association of Realtors
- 85. 58201 Cruise to Closing (Homeowners Insurance), 1 hour Real Estate Related, Prince William Association of Realtors
- 86. 58203 Playing the Slots (Appraisal Market Trends), 1 hour Real Estate Related, Prince William Association of Realtors
- 87. 58205 Implementing Profit Driving Initiatives: The 5 Keys to Success, 2 hours Real Estate Related, VAR
- 88. 58206 Implementing Profit Driving Initiatives: The 5 Keys to Success, 2 hours Broker Management, VAR
- 89. 58207 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 3 hours Broker Management, VAR
- 90. 58208 Make it Your Firm's Mission: Promote Loss Prevention Awareness, 2 hours Broker Management, VAR
- 91. 58209 Pricing it to Sell: How to Convince the Seller, 2 hours Real Estate Related, VAR
- 92. 58211 VRLTA and 2008 Legislative Issues, 3 hours Legal Updates, 3 hours Real Estate Related, VAR
- 93. 58213 VRLTA and 2008 Legislative Issues, 6 hours Broker Management, VAR

94. 58215 Advanced Short Sales, 3 hours Real Estate Related, Dulles Area Real Estate School
95. 58217 1031 Exchanges and TICs, 1 hour Real Estate Related, RAR
96. 58219 The Independent Contractor in Real Estate, 1 hour Broker Management, New River Valley Association of Realtors
97. 58220 Technology in Real Estate, 1 hour Broker Management, New River Valley Association of Realtors
98. 58221 Workplace Law and Office Policies, 2 hours Broker Management, New River Valley Association of Realtors
99. 58222 Contract Writing - Polish your Contract Writing Skills, 2 hours Contracts, Peninsula Real estate School (**Retroactive Approval to March 20**)
- 100.58224 Risk Reduction for Realtors, 2 hours Real Estate Related, Peninsula RE School
- 101.58226 Home Construction, 2 hours Real Estate Related, Peninsula RE School
- 102.58228 Broker Management Session II, 4 hours Broker Management, Peninsula RE School
- 103.58229 Broker Management Session I, 4 hours Broker Management, Peninsula RE School
- 104.58230 How to Turn Today's Market into a Cash Machine for your Business, 2 hours Real Estate Related, VAR
- 105.58232 Coach Your Office to Increased Profitability, 2 hours Broker Management, VAR
- 106.58233 Coach Your Office to Increased Profitability, 2 hours Real Estate Related, VAR
- 107.58234 Fair Housing in the 21st Century for Property Managers, 2 hours Fair Housing, VAR
- 108.58241 Misrepresentation & Failure to Disclose, 2 hours Broker Management, New River Valley Assoc. of Realtors
- 109.58242 Fair Housing & Anti-Trust Law for Brokers, 2 hours Broker Management, New River Valley Assoc. of Realtors
- 110.58243 Virginia Agency Law, 1 hour Broker Management, New River Valley Assoc. of Realtors
- 111.58244 Staging to Sell, 3 hours Real Estate Related, Coldwell Banker Residential Brokerage School of RE

112.58246 Environmental Hazards - What Every Broker Should Know (CRP), 8 hours Broker Management, Moseley-Flint Schools of RE

113.58247 Environmental Hazards - What Every Broker Should Know (Classroom), 8 hours Broker Management, Moseley-Flint Schools of RE

114.58255 Real Estate Continuing Education, 2 hours Ethics & Standards of Conduct, New River Community & Technical College

115.58256 Residential Finance (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

116.58257 Property Management (On-line), 2 hours Real Estate Related, American School of Real Estate Express, LLC

117.58258 Environmental Issues (On-line), 2 hours Real Estate Related, American School of Real Estate Express, LLC

118.58259 Working with Diversity to Assist the Consumer (On-line), 2 hours Real Estate Related, American School of Real Estate Express, LLC

119.58260 Virginia Mandatory Core Course (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 1 hour Legal Updates, American School of Real Estate Express, LLC

120.58261 Anti-Trust and Lead Paint (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

121.58262 Risky Business-Risk Management Techniques (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

122.58263 Selling to the Senior Market (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

123.58264 Residential Real Estate Technology (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

124.58265 Residential Offer to Purchase (On-line), 3 hours Real Estate Related, American School of Real Estate Express, LLC

25 original applications for continuing education courses for schools with pending proprietary school applications were considered and approved.

1. 57980 1031 Tax Deferred Exchange Update and Practical Uses, 1 hour Real Estate Related, Atlantic Equities and Exchange, Inc.
2. 58066 8 Hour Mandatory (CRP & On-line), 1 hour Legal Update, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Potomac Real Estate School, LLC
3. 58067 8 Hour Electives (CRP & On-line), 8 hours Real Estate Related, Potomac Real Estate School, LLC
4. 58068 16 Hour CE Course (CRP & On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 1 hour Legal Updates, 8 hours Real Estate Related, Potomac Real Estate School, LLC
5. 58069 Legal Updates and Emerging Trends (CRP & On-line), 1 hour Legal Updates, Potomac Real Estate School, LLC
6. 58070 Predatory Lending & Mortgage Fraud (CRP & On-line), 3 hours Real Estate Related, Potomac Real Estate School, LLC
7. 58071 Financing Issues in Today's Market (CRP & On-line), 5 hours Real Estate Related, Potomac Real Estate School, LLC
8. 58072 Going Green (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
9. 58073 Predatory Lending (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
10. 58075 Mortgage Fraud (CRP & On-line), 2 hours Real Estate Related, Potomac Real Estate School, LLC
11. 58076 The Ins and Out of Short Sales (CRP & On-line), 2 hours Real Estate Related, Potomac Real Estate School, LLC
12. 58077 Agency (CRP & On-line), 1 hour Real Estate Agency, Potomac Real Estate School, LLC
13. 58078 Ethics (CRP & On-line), 3 hours Ethics & Standards of Conduct, Potomac Real Estate School, LLC
14. 58079 Preparing the Home for Sale (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
15. 58080 Contracts (CRP & On-line), 1 hour Real Estate Contracts, Potomac Real Estate School, LLC
16. 58081 Practical Aspects of Establishing Home Values (CRP & On-line), 1 hour Real Estate Related, Potomac Real Estate School, LLC
17. 58082 Fair Housing (CRP & On-line), 2 hours Fair Housing, Potomac Real Estate School, LLC

18. 58192 Real Estate Calculator Use - A Buyer Service, 2 hours Real Estate Related, Entry Realty School, LLC
19. 58248 Short Sales, 6 hours Real Estate Related, Premier Realty, Inc.
20. 58249 Ethics - Doing Business The Right Way, 3 hours Ethics & Standards of Conduct, Premier Realty, Inc.
21. 58250 Fair Housing Hot Topics - Real Estate Sales and Lending Issues, 2 hours Fair Housing, Housing Opportunities Made Equal of Virginia, Inc. (***Retroactive approval to February 21, 2008**)
22. 58251 Fair Housing: Reasonable Accommodations & Modification, 2 hours Fair Housing, Housing Opportunities Made Equal of Virginia, Inc.
23. 58252 Fair Housing for Rental Managers, 2 hours Fair Housing, Housing Opportunities Made Equal of Virginia, Inc.
24. 58253 Foreclosures in Virginia; Real Estate Agent Perspective, 1 hour Legal Updates, Old Republic National Title Insurance Company
25. 58254 Judgments & Liens: A Real Estate Agent's Perspective, 1 hour Legal Updates, Old Republic National Title Insurance Company

C. 123 post license education course applications were reviewed, of these courses:

37 previously approved post license education courses offered by approved schools were considered and approved.

1. 57965 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
2. 57966 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
3. 57967 Ethics and Standards of Conduct (On-line), 3 hours Residential Real Estate Mandatory Topics, University Institute of Real Estate
4. 57968 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, University Institute of Real Estate
5. 57969 Property Valuation (On-line), 3 hours Residential Real Estate Elective Topics, University Institute of Real Estate

6. 57970 Selling Process (On-line), 3 hours
Residential Real Estate Elective Topics,
University Institute of Real Estate
7. 57971 Technology (On-line), 3 hours Residential
Real Estate Elective Topics, University
Institute of Real Estate
8. 57972 Agency Law (Online), 3 hours Residential
Real Estate Mandatory Topics, University
Institute of Real Estate
9. 57973 Business Planning (On-line), 2 hours
Residential Real Estate Elective Topics,
University Institute of Real Estate
10. 57974 Finance (On-line), 2 hours Commercial Real
Estate Elective Topics, University Institute
of Real Estate
11. 57975 Finance (On-line), 3 hours Residential Real
Estate Elective Topics, University Institute
of Real Estate
12. 57976 Offer to Purchase (On-line), 3 hours
Residential Real Estate Mandatory Topics,
University Institute of Real Estate
13. 58002 Technology (On-line), 3 hours Residential
Real Estate Elective Topics, Real Estate
Career Academy
14. 58003 Finance (Commercial) (On-line), 2 hours
Commercial Real Estate Elective Topics, Real
Estate Career Academy
15. 58004 Land Use Issues (On-line), 1 hour
Residential Real Estate Elective Topics,
Real Estate Career Academy
16. 58005 Fair Housing (On-line), 3 hours Residential
Real Estate Mandatory Topics, Real Estate
Career Academy
17. 58006 Agency Law (On-line), 3 hours Residential
Real Estate Mandatory Topics, Real Estate
Career Academy
18. 58007 Business Planning (On-line), 2 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
19. 58008 Ethics and Standards of Conduct/Current
Industry Issue and Trends (On-line), 3 hours
Residential Real Estate Mandatory Topics,
Real Estate Career Academy
20. 58009 Offer to Purchase (On-line), 3 hours
Residential Real Estate Mandatory Topics,
Real Estate Career Academy

21. 58010 Selling Process (On-line), 3 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
22. 58011 Property Valuation (On-line), 3 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
23. 58012 Real Estate Law (On-line), 3 hours
Residential Real Estate Mandatory Topics,
Real Estate Career Academy
24. 58013 Finance (Residential) (On-line), 3 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
25. 58014 ABR - Real Estate Law (Real Estate Law), 3
hours Residential Real Estate Mandatory
Topics, Real Estate Career Academy
26. 58100 Make it Your Firm's Mission: Promote Loss
Prevention Awareness (Other Real Estate
Related), 2 hours Residential Real Estate
Elective Topics, Williamsburg Real Estate
School
27. 58112 3 Hours Agency Law (Agency Law) (On-line), 3
hours Residential Real Estate Mandatory
Topics, Alpha College of Real Estate
28. 58113 Real Estate Law (On-line), 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
29. 58114 Offer to Purchase (On-line), 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
30. 58115 Ethics and Standards of Conduct/Current
Industry Issues & Trends (On-line), 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
31. 58116 Fair Housing (On-line), 3 hours Residential
Real Estate Mandatory Topics, Alpha College
of Real Estate
32. 58117 Property Valuation/Listing Process (On-
line), 3 hours Residential Real Estate
Elective Topics, Alpha College of Real
Estate
33. 58118 Technology (On-line), 3 hours Residential
Real Estate Elective Topics, Alpha College
of Real Estate
34. 58119 Business Planning (On-line), 2 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate

- 35. 58120 Finance (On-line), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
- 36. 58121 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
- 37. 58122 Selling Process (On-line), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate

78 original applications for post license courses offered by approved schools were considered and approved.

- 1. 57979 Using Reverse Mortgage Product as a Wealth Building Tool (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, NVAR
- 2. 57983 Commercial Property Valuation (Other Real Estate Related), 3 hours Commercial Real Estate Elective Topics, Old Dominion Real Estate Institute
- 3. 57985 Partnerships: Your Buyer and You (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
- 4. 57987 Partnerships: Your Seller and You (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
- 5. 57991 Personal Marketing for Success (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Real Estate Career Academy
- 6. 58018 Offer to Purchase: New Construction Contracts (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Real Estate III School of Real Estate
- 7. 58025 Basic Financing (Finance), 2 hours Residential Real Estate Elective Topics, Real Estate III School of Real Estate
- 8. 58030 3 Hour Ethics & Standards of Conduct/Current Industry Trends (CRP & Online) (Ethics & Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
- 9. 58032 3 Hour Fair Housing (CRP & Online)(Fair Housing), 3 hours Residential Real Estate

- Mandatory Topics, Alpha College of Real Estate
10. 58034 Legislative Update (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy of Real Estate, LLC
 11. 58041 Update on Legislation and Property Management Issues (Virginia Landlord/Tenant Act and Fair Housing), 4 hours Property Management Mandatory Topics, FutureLaw LLC
 12. 58042 Update on Legislation and Property Management Issues (Tenant/Landlord Relationships), 2 hours Property Management Elective Topics, FutureLaw LLC
 13. 58044 Update on Legislation and Property Management Issues (Tenant/Landlord Relationships), 3 hours Property Management Elective Topics, FutureLaw LLC
 14. 58046 Update on Legislation and Property Management Issues (Virginia Landlord/Tenant Act and Fair Housing), 4 hours Property Management Mandatory Topics, FutureLaw, LLC
 15. 58048 Strengthening Your Position through Negotiations (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
 16. 58050 Renovation Lending (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
 17. 58052 Generational Marketing (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
 18. 58054 Full Service, Full Price Value Proposition (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
 19. 58056 The Ultimate Technology Certification (Technology), 4 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
 20. 58058 Prospecting for Expired Listings (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate

21. 58060 At Home with Diversity (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
22. 58062 Staging to Sell (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
23. 58065 Developing Your Listing Presentation (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Long & Foster Institute of Real Estate
24. 58102 One Hour Real Estate Agency & Procuring Cause (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Williamsburg Real Estate School
25. 58104 Real Estate Contracts - One Hour (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Williamsburg Real Estate School
26. 58108 VA Residential PL Elective: Principles of Finance (Finance) (On-line), 3 hours Residential Real Estate Elective Topics, McKissock, LP
27. 58109 VA Residential PL Elective: The Appraisal Process for Agents & Brokers (Property Valuation/Listing Process) (On-line), 4 hours Residential Real Estate Elective Topics, McKissock, LP
28. 58110 VA Residential PL Elective: Risk Management (Business Planning) (On-line), 4 hours Residential Real Estate Elective Topics, McKissock, LP
29. 58111 VA Residential PL Elective: Construction Details & Trends (Other Real Estate Related) (On-line), 4 hours Residential Real Estate Elective Topics, McKissock, LP
30. 58124 REO/Foreclosure Property Appraisal (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
31. 58126 Ask the Appraiser (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
32. 58128 1 hour Real Estate Contracts (Selling Process) (On-line & CRP), 1 hour Residential

- Real Estate Elective Topics, Alpha College of Real Estate
33. 58130 3 hour Agency (Agency Law) (On-line & CRP), 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
34. 58132 1 hour Legal Updates (Other Real Estate Related) (On-line & CRP), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
35. 58134 The Listing Process (Property Valuation/ Listing Process), 2 hours Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
36. 58136 Contract Writing (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Old Dominion Real Estate Institute
37. 58142 Pre and Post Settlement Agreement (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Institute of Continuing Education, LC
38. 58144 HOA and CONDO Resales (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
39. 58148 Details of a Real Estate Transaction, (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Institute of Continuing Education, LC
40. 58150 Fair Housing in Virginia (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, Institute of Continuing Education, LC
41. 58152 Taking the Fear Out of the REO Addendum (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
42. 58154 Legislation and Laws Affecting your VA Real Estate Transaction (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
43. 58156 Superior Approach to Short Sales, (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
44. 58158 Fearless Approach to Short Sales (Real Estate Law), 3 hours Residential Real Estate

- Mandatory Topics, Institute of Continuing Education, LC
45. 58160 Nuances of the Virginia Jurisdictional Addendum (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Institute of Continuing Education, LC
 46. 58167 Exterior Structures (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
 47. 58168 Red Flags (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
 48. 58171 Fair Housing - An Ounce of Prevention - 2 Hour Course (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Williamsburg Real Estate School
 49. 58173 Foreclosures: Curing the Hook & the Slice (Finance), 1 hour Residential Real Estate Elective Topics, RAR
 50. 58175 Decedents and Augmented Estates (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, RAR
 51. 58177 FHA Loans - A Tool for Selling (Finance), 3 hours Residential Real Estate Elective Topics, RAR
 52. 58179 Judgments and Related Issues (Finance), 1 hour Residential Real Estate Elective Topics, RAR
 53. 58181 Residential Lease/Purchase Workshop (Property Valuation/Listing Process), 2 hours Residential Real Estate Elective Topics, RAR
 54. 58184 Listing & Buying Short Sales (Finance), 3 hours Residential Real Estate Elective Topics, Prince William Association of Realtors
 55. 58186 Local Cost Seminar (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VAR
 56. 58189 Foreclosures and Short Sales: Practical and Ethical Considerations - 3 hours (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, VAR
 57. 58191 Absorption Rate Pricing (Selling Process), 3 hours Residential Real Estate Elective Topics, VAR
 58. 58195 Working with the Short Sale (Other Real Estate Related), 2 hours Residential Real

- Estate Elective Topics, William E. Wood and Associates Real Estate Academy
59. 58198 Swim with the Dolphins (Technology), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
60. 58200 At the Captains Table - Government Loans (Finance), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
61. 58202 Cruise to Closing - Homeowners Insurance (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
62. 58204 Playing the Slots - Appraisal Market Trends (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Prince William Association of Realtors
63. 58210 Pricing it to Sell: How to Convince the Seller (Selling Process), 2 hours Residential Real Estate Elective Topics, VAR
64. 58212 VRLTA and 2008 Legislative Issues (Tenant/Landlord Relationships), 4 hours Property Management Elective Topics, VAR
65. 58214 VRLTA and 2008 Legislative Issues (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
66. 58216 Advanced Short Sales (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Dulles Area Assoc. of Realtors
67. 58218 1031 Exchanges and TICs (Finance), 1 hour Commercial Real Estate Elective Topics, RAR
68. 58223 Contract Writing - Polish your Contract Writing Skills (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
(*Retroactive Approval to March 20)
69. 58225 Risk Reduction for Realtors (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula RE School
70. 58227 Home Construction (Property Valuation/ Listing Process), 2 hours Residential Real Estate Elective Topics, Peninsula RE School
71. 58231 How to Turn Today's Market into a Cash Machine for your Business (Selling Process), 2 hours Residential Real Estate Elective Topics, VAR

- 72. 58235 Fair Housing in the 21st Century for Property Managers (Current Industry Issues and Trends), 2 hours Property Management Elective Topics, VAR
- 73. 58236 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
- 74. 58237 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
- 75. 58238 Virginia Real Estate License Law (Real Estate Law) (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
- 76. 58239 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
- 77. 58240 Virginia Legal Updates, Emerging Trends & Ethics (Ethics and Standards of Conduct/Current Industry Issues & Trends)(Online), 3 hours Residential Real Estate Mandatory Topics, McKissock, LP
- 78. 58245 Staging to Sell (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Coldwell Banker Residential Brokerage School of RE

8 original applications for post license education courses for schools with pending proprietary school applications were considered and approved.

- 1. 57981 1031 Tax Deferred Exchange Update and Practical Uses (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Atlantic Equities and Exchange, Inc.
- 2. 58094 Ethics and Standards of Conduct/Current Industry Issues and Trends, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
- 3. 58095 Offer to Purchase, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
- 4. 58096 Real Estate Law, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
- 5. 58097 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate

- 6. 58098 Agency Law, 3 hours Residential Real Estate Mandatory Topics, Coldwell Banker Professional, Realtors School of Real Estate
- 7. 58169 Finance, 3 hours Residential Real Estate Elective Topics, Coldwell Bankers Professional, Realtors School of Real Estate
- 8. 58193 Real Estate Calculator Use - A Buyer Service (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Entry Realty School, LLC

D. 4 Limited Service Agency courses were reviewed, of these courses:

2 previously approved Limited Service Agency courses for approved schools were considered and approved:

- 1. 58015 Limited Service Agency (On-line), 2 hours Limited Service Agency, Real Estate Career Academy
- 2. 58084 Limited Service Agency (On-line), 2 hours Limited Service Agency, University Institute of Real Estate

1 original application for a Limited Service Agency course offered by an approved school was considered and approved.

- 1. 58196 Limited Service Agency in VA (On-line), 2 hours Limited Service Agency, Dearborn Financial Publishing, Inc.

1 original application for a Limited Service Agency course for a school with a pending proprietary school application was considered and approved.

- 1. 58074 Limited Service Agency (CRP & On-line), 2 hours Limited Service Agency, Potomac School of Real Estate, LLC

E. 1 original application for a salesperson pre-licensing course for a school with a pending proprietary school application was considered and approved.

- 1. Principles of Real Estate, Entry Realty School, LLC (Mr. Gaeser recused himself)

F. 22 pre-licensing instructor applications were considered. 21 were approved. The application for Marvin O. Brown was not approved because the Mr. Brown did not provide proof of expertise in the specific fields of real estate applied for by demonstrating at least three years of active experience in those fields of real estate.

1. Kevin A. Wiles
2. Nancy F. Foltz
3. Michelle D. Thompson
4. Sondra Sealine (Mr. Gaeser recused himself)
5. Mary Pauley
6. Tracy Boswell
7. Stephen E. Mayes
8. Pamela H. Wiggins
9. Jerry W. Richards
10. Lois J. Buono
11. Susan M. Sandlin
12. Michael M. Adams
13. David C. Wiggins
14. Sharon J. Cail
15. Wendy D. Powers
16. Barbara A. Selje
17. Michael S. Van Ness
18. Barry H. Allbright
19. Austin B. Haynes Jr.
20. Kerry L. Medaris (**Expert**)
21. Marvin O. Brown (**Expert**)
22. Richard G. Hyde (**Expert**)

G. 18 continuing/post license education instructors were approved to teach previously approved courses.

1. **Thomas J. Murphy** 54717 (Borrow Smart), Kendall Todd
2. **Kathryn Allenbaugh-Richards and Leslie Hanna** 54825/54826 (Home Warranty Contract Disclosure), Alpha College of Real Estate
3. **James C. Pope** 55628/55629 (Introduction to Contracts), 55816/55817 (Contracts for Real Estate Professionals), 55823/55824 (Agency Law in Virginia), 55835/55836 (Tax Matters in Real Estate Sales), 55884/55885 (Fair Housing), 56396/56397 (The Codes of Ethics for Real Estate Professionals), 56398/56399 (How to Help Clients Avoid Foreclosure), 56400/56401 (The New Limited Service Agency in Virginia), 56617/56618 (Virginia Real Estate Law), 56629/56630 (Contract Update: Current Issues - Practical Problems), 57345/57346 (Residential Contract of Purchase - VAR),

- 57347/573482007 (Legal Updates), 57349/57350 (Living Trusts in Real Estate), 57351/57352 (Title Insurance Basics: What is it and How it Works), 57353/57354 (The Closing Process), 57355/57356 (Property Disclosure in Virginia), 57357/57358 (Contract Review-A Tale of Two Contracts), 57359/57360 (Selected Issues in Agency Law in Virginia), The RGS Title Real Estate Academy
4. **Andrew T. Drewer**, 54011 (Real Estate Law), 56046 (Offer to Purchase Revision 1 - Sales Contract), 56351 (Contract Presentation & Negotiation 901), 56353 (Addenda and Notices 602), Long & Foster Institute of Real Estate
 5. **Andrew T. Drewer**, 52704 (Presenting/Negotiating Contracts), 54012 (VA Real Estate Law), 56047 (Offer to Purchase), 56352 (Contract Presentation & Negotiating 901), 56354 (Addenda & Notices 602), Long & Foster Institute of Real Estate
 6. **Trey McCallie, Christina Madriaga** 52317 (Professional Agent 103 - Agency), 53361 (Professional Agent 104 - Fair Housing), 54008 (Ethics and Standards of Conduct), 54011 (Real Estate Law), 56046 (Offer to Purchase Revision 1 - Sales Contract), 56347 (Working with Sellers 401), 56349 (Settlement - The Complete Transaction 1001), 56351 (Contract Presentation & Negotiations 901), 56353 (Addenda and Notices 602), 56377 (Business Planning 202), Long & Foster Institute of Real Estate
 7. **Trey McCallie, Christina Madriaga** 52308 (Agency Law), 52704 (Presenting/Negotiating Contracts), 53364 (Property Valuation/Listing Process), 53365 (Fair Housing), 54009 (Ethics & Standards of Conduct), 54012 (VA Real Estate Law), 56047 (Offer to Purchase), 56348 (Working with Sellers 401), 56350 (Settlement - Complete Transaction 1001), 56352 (Contract Presentation & Negotiating 901), 56354 (Addenda & Notices 602), 56378 (Business Planning 202), Long & Foster Institute of Real Estate
 8. **Toula Gross, Robin Mathis, Katie Bender
Matt Hunzeker, Noelle Holmes, Daniel Velasquez**
57266/57267 (Home Inspections, 56921/56922(Fair Housing Law), 57585/57586 (Foreclosure, REO's and Short Sales A Primer), 57497/57498 (The New Virginia Residential Property Disclosure Statement), 56405 (2007 New Agency Law in Virginia), 57499/57500 (The Newest Appraisal & Financing Contingencies), 56164/56165 (Fair Housing Act Seminar), 56403/56404 (Agency Law Demystified), 52543 (Congratulations You got the Listing) 52283 (Contracts with Escalators)

- 55839/55840 (Earnest Money Deposits) 56402/56550
(Ethics for Real Estate Agents The Basics), 52542 (IRC
1031 Tax Deferred Exchanges), 55557/55558 (The New
Regional Sales Contract A Prime) 555565/55556 (The New
Regional Sales Contract), 52544 (Unconventional
Transactions A Primer), 52282/53289 (Unconventional
Transactions) 57201/57202 (What is Delivery?),
56585/56586 (Limited Service Agency) 57203/57204
(Bankruptcy and Foreclosure), 56551/56552 (Contract
for Deed An Overview of an Alternative Transaction),
56593/56594 (Title Insurance What is it? Why get it?),
56919/56920 (Ethics for Real Estate Agents),
57587/57588 (Foreclosure, REO's and Short Sales),
57239/56819 (Foreign Sellers and Buyers), 57254/57255
(Navigating the Virginia Jurisdictional Addendum),
57256/57257 (Mold: A Growing Problem), 55556 (The New
Regional Contract in Depth), 56166/56167
(Understanding Your Upcoming Virginia Transaction),
57923/57924 (NVAR's 2008 Contingencies/Clauses
Addendum to Sales Contract), 57919/57920 (NVAR's 2007
Listing Agreement), 57921/57922 (New Forms for 2008),
57578/57589 (The New 2006 Regional Sales Contract-
What's Working What's Not), MBH Settlement Group, LC
9. **Rita Miller** 52125/55286 (Antitrust in Real Estate),
Williamsburg School of RE
 10. **David Otey Jr., Vance Stallings** 55492/55493
(Legislative Updates), Williamsburg School of RE
 11. **Allen Hutcheson** 56599/56600 (Risk Management),
Williamsburg School of RE
 12. **Richard Ansell**, 53284/53285 (The Facts on Underground
Storage Tanks), Richmond Association of Realtors

H. Other Business

1. The Committee discussed the correct interpretation of 18 VAC 135-20-360.B.3 and 18 VAC 135-20-360.C of the Board's Regulations to provide Board staff and education applicants with guidance. The Committee determined that these regulations should be interpreted to allow expert pre-license education instructor applicants, continuing education instructor applicants and post license education instructor applicants to submit "educational transcripts, professional certificates and letters of reference" and/or whatever other types of proof to demonstrate that the applicants have expertise in the specific field(s) of real estate in which they seek approval to teach. The Committee recommended that a

guidance document be approved by the Board to clarify these regulations.

2. The Committee discussed requiring a maximum of three letters of reference from pre-license education instructor applicants, continuing education instructor applicants and post license education instructor applicants.
 3. Deanna Wilson of Alpha College of Real Estate brought 18 VAC 135-20-360.I of the Board's Regulations to the Committee's attention. Ms. Wilson stated that it is difficult for her firm to always meet the five-day course reporting requirement. After discussion, the Committee determined that the term "five days" in this regulation should be interpreted to mean "five business days." The Committee recommended that a guidance document be approved by the Board to clarify this regulation.
 4. The Committee recommended that the Board approve Pre-license Education Provider America's Best request that they be allowed to offer their approved on-line and CD 60-hour Pre-license Salesperson courses without requiring that students purchase the supplementary textbooks. The courses, apart from the textbooks, already cover the 25 required content areas specified in 18 VAC 135-20-400 of the Board's Regulations.
 5. Mr. Oglesby of the Board brought the subject of ARELLO Distance Education Certification to the Committee's attention and provided the Committee with correspondence on this subject from Joe McClary of ARELLO. After discussion, the Committee determined the Board should discuss this matter at its May 8, 2008, meeting.
- I. There being no further business nor public comment, the meeting adjourned at 4:50 p.m.