

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

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

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

Board Member present: Lee Odems

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

The meeting was called to order by Chairman Hoover at 3:05 p.m.

A motion was made and approved unanimously to approve the agenda at 3:06 p.m.

The following actions were taken:

A. Three Proprietary School applications were reviewed and approved:

1. Shaffer Realty LLC - VA Beach, VA
Contact Person: Jarett Shaffer
2. Fair Housing Solutions, LLC - Tuscaloosa, AL
Contact Person: Mark E. English
3. John Hicks - Mechanicsville, VA
Contact Person: John Hicks

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

Sixteen previously-approved applications for continuing education courses offered by approved schools were considered. Fifteen applications were approved and one agency course application was approved pending verification that the Board's *Guidance Document on Necessity for Brokerage Agreements* is included in the timed course outline and course materials.

1. 18231 Ethics and Standards of Conduct, 3 hours
Ethics and Standards of Conduct, RECA

2. 18295 VAR Contract Writing Class, 6 hours Real Estate Contracts, CVSRE
3. 18364 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, CBRB SRE
4. 18365 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, CBRB SRE
5. 18366 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, CBRB SRE
6. 18367 Know the Code: Real Estate Ethics (On-line), 4 hours Ethics and Standards of Conduct, CBRB SRE
7. 18368 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, CBRB SRE
8. 18369 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, CBRB SRE
9. 18370 Real Estate Finance Today (On-line), 4 hours Real Estate Related, CBRB SRE
10. 18371 Red Flags Property Inspection Guide(On-line), 4 hours Real Estate Related, CBRB SRE
11. 18372 Risk Management (On-line), 4 hours Real Estate Related, CBRB SRE
12. 18373 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, CBRB SRE
13. 18374 Truth About Mold (On-line), 4 hours Real Estate Related, CBRB SRE
14. 18375 Understanding 1031 Tax Free Exchanges (On-line), 4 hours Real Estate Related, CBRB SRE
15. 18376 VA 8-hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, CBRB SRE **(Approved pending inclusion of Board's Guidance Document on Brokerage Agreements)**
16. 18380 Insurance Consumer Protection: What Every Agent Should Know (On-line), 4 hours Real Estate Related, CBRB SRE

One hundred and eight original applications for continuing education courses offered by approved schools were considered.

One hundred of these course applications were approved. Five course applications were approved with reduced hours. One course application was approved pending submission and review of course materials. Two course applications were rejected due to having inadequate or incorrect course content.

1. 18183 Short Sales/Foreclosure, 2 hours Real Estate Related, Alpha College of Real Estate
2. 18192 Your Company Policy Manual ... A Safety Net for Managing Risk, 2 hours Broker Management, VAR
3. 18193 Your Company Policy Manual ... A Safety Net for Managing Risk, 1 hour Legal Updates, 1 hour Real Estate Related, VAR
4. 18194 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, CBRB SRE
5. 18195 Recent Changes in Virginia Agency Law 2013, 3 hours Real Estate Agency, Piedmont School of Real Estate
6. 18196 Virginia Real Estate Agency, 3 hours Real Estate Agency, CBRB SRE
7. *18199 Risk Management, 3 hours Real Estate Related, CVSRE
8. 18201 MLS - New Member Training, 2 hours Real Estate Related, RAR
9. *18202 23RD Annual Real Estate Trends Conference, 4 hours Real Estate Related, VCU **(Approved Pending Review of Course Materials)**
10. 18208 Property Managers Boot Camp - Mini Edition, 2 hours Broker Management, Millennium School of Real Estate
11. *18209 Property Managers Boot Camp - Mini Edition, 2 hours Real Estate Related, Millennium School of Real Estate
12. 18212 Eminent Domain From Start to Finish, 1 hour Real Estate Related, NBI, Inc. **(Approved with Reduced Hours - some content does not qualify for real estate continuing ed.)**
13. *18222 An Agent's Dirty Dozen of "Do Nots"! 2 hours Real Estate Related, VAR
14. *18224 VA Legal Updates and Trends, 1 hour Legal Updates, Monarch Title, Inc.
15. *18226 e-PRO - Day 1, 8 hours Real Estate Related, RAR
16. 18228 Fair Housing, 2 hours Fair Housing, RECA
17. *18229 Hard Core Prospecting, 3 hours Real Estate Related, Old Dominion Real Estate Institute

18. *18246 Supporting the Final Value by Looking Outside the Box, 7 hours Real Estate Related, VAR
19. 18248 Real Estate Laws & Board Regulations, 8 hours Real Estate Related, Alpha College of Real Estate
20. *18249 Military Relocation Professional Designation and Certification, 6 hours Real Estate Related, PWAR
21. *18251 Managing the Risks in the REIN Standard Purchase Agreement, 1 hour Real Estate Contracts, Alpha College of Real Estate
22. *18253 Who Moved my Market? Buyers, Credit & Market Reality Check, 2 hours Real Estate Related, VAR
23. 18255 Fair Housing, 2 hours Fair Housing, Alpha College of Real Estate
24. 18268 Determining Value of Commercial Properties (Online), 3 hours Real Estate Related, The CE Shop, Inc.
25. 18269 Commercial Landlord Representation (Online), 3 hours Real Estate Related, The CE Shop, Inc.
26. 18272 21 Mistakes Real Estate Brokers Make and How to Avoid Them, 2 hours Real Estate Related, VAR
27. 18273 21 Mistakes Real Estate Brokers Make and How to Avoid Them, 2 hours Broker Management, VAR
28. *18274 Contracts II: Almost Everything Else You Wanted to know about Real Estate, 2 hours Real Estate Contracts, Monarch Title, Inc.
29. 18278 Agency, 3 hours Real Estate Agency, Cindy Bishop Worldwide, LLC
30. 18283 Military Relocation Professional, 8 hours Real Estate Related, CVSRE
31. 18284 Global Real Estate, Local Markets, 8 hours Real Estate Related, CVSRE
32. 18285 Green 100, 8 hours Real Estate Related, CVSRE
33. 18286 Green 200 - The Science of Green Building, 8 hours Real Estate Related, CVSRE
34. 18287 Green 300 - Greening Your Real Estate Business, 8 hours Real Estate Related, CVSRE
35. *18288 Managing Your Reputation in the Digital Age, 1 hour Real Estate Related, VAR

36. *18293 Why Can't We All Get Along - Clarifying Generational Dynamics, 2 hours Real Estate Related, VAR
37. *18296 Seven and a Half Things You Need to Know in the Next Three Years, 2 hours Real Estate Related, VAR
38. *18298 Economic and Housing Market: Trends and Outlook, 1 hour Real Estate Related, WAAR
39. 18301 CRB: The A.R.T. of Recruiting - Day 1, 8 hours Real Estate Related, CVSRE
40. 18302 CRB: The A.R.T. of Recruiting - Day 2, 8 hours Real Estate Related, CVSRE
41. 18303 Virginia Agency Law, 3 hours Real Estate Agency, CVSRE
42. *18309 When Disaster Strikes, 1 hour Real Estate Related, VAR
43. 18311 Foreclosure Options & Realities, 2 hours Legal Updates, Cindy Bishop Worldwide, LLC
44. *18312 2013 New Laws Update, 1 hour Legal Updates, WAAR
45. 18317 Effective Negotiating for Real Estate Professionals, 8 hours Real Estate Related, CVSRE
46. *18318 Property Maintenance Update, 2 hours Real Estate Related, VAR
47. *18320 Customer Service: Seeing What Your Customers See, 2 hours Real Estate Related, VAR
48. *18322 2013 VRLTA and Current Legislative Issues, 3 hours Legal Updates, VAR
49. 18324 2013 VRLTA and Current Legislative Issues, 3 hours Broker Management, VAR
50. *18344 Virginia Escrow, 3 hours Real Estate Related, RECA
51. 18378 Environmental Hazards - What Every Broker Should Know (Class), 8 hours Broker Management, Moseley Flint Schools of Real Estate
52. 18379 Environmental Hazards - What Every Broker Should Know (CRP), 8 hours Broker Management, Moseley Flint Schools of Real Estate
53. 18387 Reverse Mortgages, 3 hours Real Estate Related, Alpha College of Real Estate
54. 18390 Addendums, 1 hour Legal Updates, 1 hour Real Estate Contracts, RECA

55. 18392 Residential and Commercial Leases, 1 hour
Legal Updates, 1 hour Real Estate
Contracts, RECA
56. 18393 Accredited Buyer Representative - Day 1, 7
hours Real Estate Related, CVSRE
57. 18394 Accredited Buyer Representative - Day 2, 7
hours Real Estate Related, CVSRE
58. 18395 Senior Residential Specialist (SRES) - Day
1, 7 hours Real Estate Related, CVSRE
59. 18396 Senior Residential Specialist (SRES) - Day
2, 7 hours Real Estate Related, CVSRE
60. *18397 Escrow Requirements and Trust Monies, 3
hours Real Estate Related, Alpha College of
Real Estate
61. 18399 Veterans Affairs Financing, 1 hour Real
Estate Related, Jams-01, Inc.
62. 18400 Property Management in Virginia, 3 hours
Real Estate Related, Peninsula Real Estate
School **(Approved with reduced hours)**
63. 18401 Why Title Insurance?, 1 hour Real Estate
Related, Cindy Bishop Worldwide, LLC
(Approved with reduced hours)
64. *18402 Your Client Database: Your Security Blanket
for Your Career, 1 hour Real Estate
Related, Peninsula Real Estate School
65. *18404 Transaction Desk Basics, 3 hours Real
Estate Related, CVSRE **(Denied - does not
qualify for real estate continuing ed.)**
66. *18408 Title Fundamentals: What Every Real Estate
Agent Should Know, 2 hours Legal Updates,
Old Dominion Settlements t/a Key Title
67. *18410 How VHDA Can Help You, 2 hours Real Estate
Related, VAR
68. 18413 Fair Housing (CRP), 2 hours Fair Housing,
McKissock, LP **(Approved with reduced hours)**
69. 18414 Liens, Taxes and Foreclosures (CRP), 4
hours Real Estate Related, McKissock, LP
70. 18415 Short Sales, 2 hours Real Estate Related,
RECA
71. 18419 Working with Diversity to Assist the
Consumer (On-line), 2 hours Real Estate
Related, American School of Real Estate
Express
72. 18420 Residential Finance (On-line), 3 hours Real
Estate Related, American School of Real
Estate Express

73. 18421 Risky Business - Risk Management Techniques (On-line), 3 hours Real Estate Related, American School of Real Estate Express
74. 18422 Working with Seniors (On-line), 3 hours Real Estate Related, American School of Real Estate Express
75. 18423 Environmental Issues in Real Estate (On-line), 2 hours Real Estate Related, American School of Real Estate Express
76. 18424 Property Management (On-line), 2 hours Real Estate Related, American School of Real Estate Express
77. *18425 Common Legal Hotline Q and A: Property Management, 2 hours Legal Updates, VAR
78. 18427 Financing Workshop, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
79. *18428 How Landlords Can Protect Themselves - Insurance & Home Warranties, 1 hour Real Estate Related, VAR
80. *18430 Decoding Default & Contingency Provisions Under the Standard Virginia NVAR Contract Form, 2 hours Real Estate Contracts, Old Dominion Settlement t/a Key Title
81. *18432 Consumer Protection: Understanding Resale Certificates & Disclosure Packets in a Common Interest Community, 1 hour Real Estate Related, VAR
82. *18434 Foreclosure and Death of Tenant Issues, 3 hours Legal Updates, VAR
83. 18436 Foreclosure and Death of Tenant Issues, 3 hours Broker Management, VAR
84. *18437 Social Media Sanity, 2 hours Real Estate Related, VAR
85. 18439 Common Legal Hotline Q and A: Property Management, 2 hours Broker Management, VAR
86. 18440 How Landlords Can Protect Themselves - Insurance & Home Warranties, 1 hour Broker Management, VAR
87. 18441 Fair Housing, 2 hours Fair Housing, Cindy Bishop Worldwide, LLC
88. 18442 Escrows, 2 hours Real Estate Related, Provident School of Real Estate
89. 18443 Virginia Landlord Tenant Act, 1 hour Real Estate Related, Capital Area Title, LLC
(Denied - inadequate course content)
90. 18444 Fair Housing, the Law of the Land (On-line), 3 hours Real Estate Related, American School of Real Estate Express

- 91. 18445 Commercial Brokerage Specializations (On-line), 3 hours Real Estate Related, American School of Real Estate Express
- 92. 18446 Commercial Property Analysis (On-line), 3 hours Real Estate Related, American School of Real Estate Express
- 93. 18447 Ethics Training for Today's Real Estate Agent (On-line), 3 hours Real Estate Related, American School of Real Estate Express
- 94. 18448 Technology in Residential Brokerage (On-line), 3 hours Real Estate Related, American School of Real Estate Express
- 95. 18449 VA Legal Updates and Ethics (CRP), 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, McKissock, LP
- 96. 18450 VA Real Estate Law Combo (CRP), 2 hours Fair Housing, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, McKissock, LP
- 97. *18451 What's in The REIN Offer to Purchase Agreement? 6 hours Real Estate Contracts, Ann Palmateer Real Estate School, LLC
- 98. 18453 Red Flags in Property Inspection, 3 hours Real Estate Related, GCAAR
- 99. 18454 Environmental Issues, 3 hours Real Estate Related, GCAAR
- 100. *18478 Mechanics' Lien Coverage for Residential Real Estate, 1 hour Real Estate Related, Francis E. Mroz **(Approved with reduced hours)**
- 101. *18486 Anatomy of a Home, 8 hours Real Estate Related, Alpha College of Real Estate
- 102. *18488 Renovation Finance, 4 hours Real Estate Related, Alpha College of Real Estate
- 103. 18490 Fair Housing, 2 hours Fair Housing, Alpha College of Real Estate
- 104. *18491 Risk Management, 3 hours Real Estate Related, Alpha College of Real Estate
- 105. 18493 Real Estate Law and Board Regulations, 8 hours Real Estate Related, Alpha College of Real Estate
- 106. *18494 Seven Secrets to Success Using Today's Technology, 2 hours Real Estate Related, VAR
- 107. *18496 Create & Maintain a Win-Win Relationship with Sellers, 2 hours Real Estate Related, VAR

108. 18501 Virginia Residential Standard Agency, 3
hours Real Estate Agency, VAR

Eight original applications for continuing education courses offered by a school with a pending application were considered and approved:

1. *18307 Instanet Solutions Overview, 2 hours Real Estate Related, John Hicks
2. *18325 Electronic Signatures - Authentisign, 1 hour Real Estate Related, John Hicks
3. *18327 Instanet Solutions: The Next Level, 2 hours Real Estate Related, John Hicks
4. *18329 Property Records - IMAPP, 2 hours Real Estate Related, John Hicks
5. *18331 RE Stats Navigator - Market Trends & Stats, 2 hours Real Estate Related, John Hicks
6. *18346 CMA - How Do I Price the Property? 3 hours Real Estate Related, John Hicks
7. *18362 Sell My Listing - Please... 2 hours Real Estate Related, John Hicks
8. *18388 Android and More - Mobile Real Estate Devices, 2 hours Real Estate Related, John Hicks

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

Forty original applications for three-track post license education courses offered by approved schools were considered. Thirty-seven of these course applications were approved. One course application was approved with reduced hours. One course application was approved pending submission and review of course materials. One course application was rejected due to having inadequate course content.

1. *18200 Risk Management (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, CVSRE
2. *18203 23RD Annual Real Estate Trends Conference (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VCU **(Approved Pending Review Course Materials)**
3. *18210 Property Managers Boot Camp - Mini Edition (Other Real Estate Related), 2 hours Property Management Elective Topics, Millennium School of Real Estate

4. *18223 An Agent's Dirty Dozen of "Do Nots"! (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
5. *18225 VA Legal Updates and Trends (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Monarch Title, Inc.
6. *18227 e-PRO - Day 1 (Technology), 8 hours Residential Real Estate Elective Topics, RAR
7. *18230 Hard Core Prospecting (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
8. *18247 Supporting the Final Value by Looking Outside the Box (Property Valuation/Listing Process), 7 hours Residential Real Estate Elective Topics, VAR
9. *18250 Military Relocation Professional Designation and Certification (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, PWAR
10. *18252 Managing the Risks in the REIN Standard Purchase Agreement (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
11. *18254 Who Moved my Market? Buyers, Credit & Market Reality Check (Finance), 2 hours Residential Real Estate Elective Topics, VAR
12. *18275 Contracts II: Almost Everything Else You Wanted to know about Real Estate (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Monarch Title, Inc.
13. *18289 Managing Your Reputation in the Digital Age (Business Planning), 1 hour Residential Real Estate Elective Topics, VAR
14. *18294 Why Can't We All Get Along - Clarifying Generational Dynamics (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
15. *18297 Seven and a Half Things You Need to Know in the Next Three Years (Business Planning), 2 hours Residential Real Estate Elective Topics, VAR
16. *18299 Economic and Housing Market: Trends and Outlook (Other Real Estate Related), 1 hour

- Residential Real Estate Elective Topics, WAAR
17. *18310 When Disaster Strikes (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, VAR
 18. *18313 2013 New Laws Update (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
 19. *18319 Property Maintenance Update (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
 20. *18321 Customer Service: Seeing What Your Customers See (Other Real Estate Related), 2 hours Property Management Elective Topics, VAR
 21. *18323 2013 VRLTA and Current Legislative Issues (Other Real Estate Related), 3 hours Property Management Elective Topics, VAR
 22. *18345 Virginia Escrow (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, RECA
 23. *18398 Escrow Requirements and Trust Monies (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 24. *18403 Your Client Database: Your Security Blanket for Your Career (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Peninsula Real Estate School
 25. *18405 Transaction Desk Basics (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, CVSRE **(Denied - does not qualify for real estate continuing ed.)**
 26. *18409 Title Fundamentals: What Every Real Estate Agent Should Know (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Old Dominion Settlement t/a Key Title
 27. *18411 How VHDA Can Help You (Finance), 2 hours Residential Real Estate Elective Topics, VAR
 28. *18426 Common Legal Hotline Q and A: Property Management (Current Industry Issues and Trends), 2 hours Property Management Elective Topics, VAR
 29. *18429 How Landlords Can Protect Themselves - Insurance & Home Warranties (Other Real

- Estate Related), 1 hour Property Management Elective Topics, VAR
30. *18431 Decoding Default & Contingency Provisions Under the Standard Virginia NVAR Contract Form (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Old Dominion Settlement t/a Key Title
31. *18433 Consumer Protection: Understanding Resale Certificates & Disclosure Packets in a Common Interest Community (Business Planning), 1 hour Property Management Elective Topics, VAR
32. *18435 Foreclosure and Death of Tenant Issues (Tenant/Landlord Relationships), 3 hours Property Management Elective Topics, VAR
33. *18438 Social Media Sanity (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
34. *18452 What's in The REIN Offer to Purchase Agreement? (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Ann Palmateer Real Estate School, LLC
35. *18479 Mechanics' Lien Coverage for Residential Real Estate (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Francis E. Mroz **(Approved with reduced hours)**
36. *18487 Anatomy of a Home (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
37. *18489 Renovation Finance (Finance), 4 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
38. *18492 Risk Management (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
39. *18495 Seven Secrets to Success Using Today's Technology (Tech.), 2 hours Residential Real Estate Elective Topics, VAR
40. *18497 Create & Maintain a Win-Win Relationship with Sellers (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR

Eight original applications for three-track post license education courses offered by a school with a pending application were considered and approved:

1. *18308 Instanet Solutions Overview (Technology), 2 hours Residential Real Estate Elective Topics, John Hicks
2. *18326 Electronic Signatures - Authentisign (Technology), 1 hour Residential Real Estate Elective Topics, John Hicks
3. *18328 Instanet Solutions: The Next Level (Technology), 2 hours Residential Real Estate Elective Topics, John Hicks
4. *18330 Property Records - IMAPP (Technology), 2 hours Residential Real Estate Elective Topics, John Hicks
5. *18332 RE Stats Navigator - Market Trends & Stats (Technology), 2 hours Residential Real Estate Elective Topics, John Hicks
6. *18347 CMA - How Do I Price the Property? (Technology), 3 hours Residential Real Estate Elective Topics, John Hicks
7. *18363 Sell My Listing - Please... (Technology), 2 hours Residential Real Estate Elective Topics, John Hicks
8. *18389 Android and More - Mobile Real Estate Devices ((Technology), 2 hours Residential Real Estate Elective Topics, John Hicks

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

1. 18233 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, RECA
2. 18238 2013 Ethics Seminar, 3 hours Ethics and Standards of Conduct, Blue Ridge Real Estate School
3. 18263 Fair Housing, 2 hours Fair Housing, RECA
4. 18333 VAR Contract Writing Class, 6 hours Contract Writing, CVSRE
5. 18358 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, CBRB SRE
6. 18359 Fair Housing (On-line), 2 hours Fair Housing, CBRB SRE

7. 18360 Risk Management (On-line), 3 hours
Risk Management, CBRB SRE
8. 18361 Escrow Requirements (On-line), 3 hours
Escrow Requirements, CBRB SRE

Sixty-three original applications for single-track post license education courses offered by approved schools were considered. Sixty of these course applications were approved. One application was approved pending redaction of licensee names and firm names in Board orders included in the course pursuant to § 2.2-4023 of the Code of Virginia to protect individuals mentioned in the orders from personal embarrassment. Two course applications were rejected due to having inadequate course content.

1. 18184 Short Sales/Foreclosure, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
2. 18185 Fair Housing, 2 hours Fair Housing, Montague Miller Real Estate Academy
3. 18198 Virginia Real Estate Agency, 3 hours Virginia Agency Law, CBRB SRE
4. 18204 Risk Management, 3 hours Risk Management, CVSRE
5. 18205 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, CBRB SRE
6. 18206 MLS - New Member Training, 2 hours Current Industry Issues and Trends, RAR
7. 18207 VA Post Licensing: Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, Dearborn Financial Publishing
8. 18211 Property Managers Boot Camp - Mini Edition, 2 hours Current Industry Issues and Trends, Millennium School of Real Estate
9. 18234 An Agent's Dirty Dozen of "Do Nots"! 2 hours Current Industry Issues and Trends, VAR
10. 18235 e-PRO - Day 1, 2 hours Current Industry Issues & Trends, RAR
11. 18236 Ethics and Standards of Conduct (CRP), 3 hours Ethics and Standards of Conduct, Moseley Flint Schools of Real Estate
12. 18237 Ethics and Standards of Conduct (Class), 3 hours Ethics and Standards of Conduct, Moseley Flint Schools of Real Estate

13. 18239 Supporting That Final Value by Looking Outside the Box, 2 hours Current Industry Issues & Trends, VAR
14. 18240 VA Current Industry Issues (Class), 2 hours Current Industry Issues & Trends, Moseley Flint Schools of Real Estate
15. 18241 VA Current Industry Issues (CRP), 2 hours Current Industry Issues & Trends, Moseley Flint Schools of Real Estate
16. 18264 Who Moved my Market? Buyers, Credit & Market Reality Check, 2 hours Current Industry Issues & Trends, VAR
17. 18265 Fair Housing, 2 hours Fair Housing, Alpha College of Real Estate
18. 18280 Risk Management, 3 hours Risk Management, Alpha College of Real Estate
19. 18281 VHDA: Real Estate Professional Training, 2 hours Current Industry Issues & Trends, VAR
20. 18282 VA Agency Law, 3 hours Virginia Agency Law, Cindy Bishop Worldwide, LLC
21. 18300 Fair Housing, 2 hours Fair Housing, Long and Foster Institute of Real Estate
22. 18305 VA Agency Law, 3 hours Virginia Agency Law, CVSRE
23. 18334 Where Do I Find My Next Client?, 2 hours Current Industry Issues and Trends, Blue Ridge Real Estate School
24. 18335 Virginia Agency Law, 3 hours Virginia Agency Law, Montague Miller Real Estate Academy
25. 18336 Foreclosure Options & Realities, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
26. 18337 Seven And A Half Things You Need To Know In The Next Three Years, 2 hours Current Industry Issues and Trends, VAR
27. 18338 Why Can't We All Get Along - Clarifying Generational Dynamics, 2 hours Current Industry Issues and Trends, VAR
28. 18339 Property Maintenance Update, 2 hours Current Industry Issues and Trends, VAR
29. 18340 Customer Service: Seeing What Your Customers See, 2 hours Current Industry Issues and Trends, VAR
30. 18341 2013 VRLTA and Current Legislative Issues, 2 hours Current Industry Issues and Trends, VAR

31. 18351 Contract Writing (CRP), 6 hours Contract Writing, Moseley Flint Schools of Real Estate
32. 18352 Contract Writing (Class), 6 hours Contract Writing, Moseley Flint Schools of Real Estate
33. 18353 Real Estate Law and Board Regulations (CRP), 8 hours Real Estate Law and Board Regulations, Moseley Flint Schools of Real Estate
34. 18354 Real Estate Law and Board Regulations (Class), 8 hours Real Estate Law and Board Regulations, Moseley Flint Schools of Real Estate
35. 18355 Risk Management (Class), 3 hours Risk Management, Moseley Flint Schools of Real Estate
36. 18356 Risk Management (CRP), 3 hours Risk Management, Moseley Flint Schools of Real Estate
37. 18357 Elements of Writing Effective Real Estate Contracts, 6 hours Contract Writing, Montague Miller Real Estate School
38. 18381 Fair Housing (CRP), 2 hours Fair Housing, Moseley Flint Schools of Real Estate
39. 18382 Fair Housing (Class), 2 hours Fair Housing, Moseley Flint Schools of Real Estate
40. 18383 Virginia Agency Law (Class), 3 hours Virginia Agency Law, Moseley Flint Schools of Real Estate, Inc.
41. 18384 Virginia Agency Law (CRP), 3 hours VA Agency Law, Moseley Flint Schools of Real Estate
42. 18385 Escrow Requirements (CRP), 3 hours Escrow Requirements, Moseley Flint Schools of Real Estate
43. 18386 Escrow Requirements (Class), 3 hours Escrow Requirements, Moseley Flint Schools of Real Estate
44. 18391 Reverse Mortgages, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
45. 18412 Contract Writing, 6 hours Contract Writing, RECA
46. 18416 Current Industry Issues & Trends - Short Sales, 2 hours Current Industry Issues & Trends, RECA

47. 18417 Why Title Insurance?, 2 hours Current Industry Issues & Trends, Cindy Bishop Worldwide, LLC **(Denied - inadequate course content)**
48. 18418 Transaction Desk Basics, 2 hours Current Industry Issues & Trends, CVSRE **(Denied - does not qualify for real estate continuing education)**
49. 18457 How VHDA Can Help You, 2 hours Current Industry Issues and Trends, VAR
50. 18458 Common Legal Hotline Q and A: Property Management, 2 hours Current Industry Issues and Trends, VAR
51. 18459 Social Media Sanity, 2 hours Current Industry Issues and Trends, VAR
52. 18460 Virginia Residential Standard Agency, 3 hours Virginia Agency Law, VAR
53. 18461 Financing Workshop, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC
54. 18462 Fair Housing, 2 hours Fair Housing, Cindy Bishop Worldwide, LLC
55. 18463 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, DAAR
56. 18464 Virginia Agency Law, 3 hours Virginia Agency Law, DAAR
57. 18465 Virginia Escrow Requirements, 3 hours Escrow Requirements, WAAR **(Approved pending redaction of licensee names and firm names in Board orders included in the course)**
58. 18483 Fair Housing, 2 hours Fair Housing, Alpha College of Real Estate
59. 18484 Risk Management, 3 hours Risk Management, Alpha College of Real Estate
60. 18485 Escrow Requirements - Deposits and Trust Monies, 3 hours Escrow Requirements, Alpha College of Real Estate
61. 18498 Create & Maintain a Win-Win Relationship with Sellers, 2 hours Current Industry Issues and Trends, VAR
62. 18499 Seven Secrets to Success Using Today's Technology, 2 hours Current Industry Issues and Trends, VAR
63. 18500 Contract Writing (On-line), 6 hours Contract Writing, Dearborn Financial Publishing

D. One previously approved application for a residential standard agency course offered by an approved school was considered and approved.

1. 18377 Residential Standard Agency (on-line), 3 hours Residential Standard Agency, CBRB SRE

E. Sixteen pre-licensing instructor applications were reviewed. Fifteen of these applications were approved. One application was denied because the applicant did not provide evidence of expertise - that is of having at least three years of active experience in principles and practices of real estate.

1. Roland B. Metcalf, Jr.
2. Rebecca J. Straley
3. Catherine A. Bennett
4. Fred F. Malek
5. Derek W. Radtke
6. Cindy Lebrun
7. Akbar Siddique
8. Thomas C. Thorburn
9. Claire Forcier-Rowe
10. Fahad F. Bakir
11. Merl F. Sellers - **expert (Principles) (Denied - did not provide evidence of expertise)**
12. Francine L. Wright - **expert (Principles)**
13. Shannon M. Lauterstein - **expert (Principles)**
14. Cheryl L. Bouchez - **expert (Principles, Finance, Law)**
15. Andrea M. Hayes - **expert (Principles, Brokerage, Finance, Law)**
16. Jennifer D. Compton - **expert (Principles, Appraisal, Brokerage, Finance, Law)**

F. Nine original applications for pre-license education courses offered by approved schools were considered and approved:

1. 18189 45-hour Broker Real Estate Brokerage (CRP), Moseley Flint Schools of Real Estate
2. 18190 45-hour Broker Real Estate Brokerage (Class), Moseley Flint Schools of Real Estate
3. 18466 60-hour Salesperson Principles and Practices of Real Estate (Class), Solutions Realty Group, LLC
4. 18467 45-hour Broker Business and Investment

- (CRP), Moseley Flint Schools of Real Estate
5. 18468 45-hour Broker Business and Investment (Class), Moseley Flint Schools of Real Estate
 6. 18469 45-hour Broker Real Estate Brokerage (Class), Moseley Flint Schools of Real Estate
 7. 18470 45-hour Broker Real Estate Brokerage (CRP), Moseley Flint Schools of Real Estate
 8. 18471 45-hour Broker Real Estate Finance (Class), Moseley Flint Schools of Real Estate
 9. 18472 45-hour Broker Real Estate Finance (CRP), Moseley Flint Schools of Real Estate

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

1. **David Barrow** - 14837/14841 (Ethics for the Real Estate Manager - ETH800), **IREM**
2. **Bobby Lee** - 16675 (Regional Sales Contract & Objectives), **Long and Foster Institute of Real Estate**
3. **Donna Moyer, Regina Scott, and Martha Anders** - 18113/18114 (Night Court - How Do I Pay Thee? Procuring Cause - Will you Get Paid?, **Peninsula Real Estate School**
4. **Tonya Simpson-Feamster** - 11987 (Contracts - Part 2), 12357 (Real Estate Law), **Alpha College of Real Estate**
5. **Debbie George** - 11987 (Contracts - Part 2), 12357 (Real Estate Law), 11961/11955 (Real Estate Contracts/Offer to Purchase), 11969/11970 (Working with Sellers/Property Valuation), 11946/11949 (Business Planning), 11952/11953 (Agency Law), 11958/11959 (Ethics & Standards of Conduct), 11956/11963 (Real Estate Finance), 11967/11968 (Real Estate Law), **Alpha College of Real Estate**
6. **Libby Gatewood and Jim Williams** - 15692/15696 (Contract Pitfalls), **Alpha College of Real Estate**
7. **Jaime Welch and Matt Medaries** - 16745/16750 (2012 A Year of Change), 15517/15521 (2012 Regional Sales Contract and Virginia Jurisdictional Addendum Summary of Changes), 15807/15810 (2012 Regional Sales Contract Changes to Paragraph 7 Property Maintenance and Condition and Paragraph 10 Personal Property and Fixtures), 14224/14228 (A Mock Settlement), 14353/14360 (Agency Demystified), 15509

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

8. **Timothy Vohar** - 18022 (Ethics), **Alpha College of Real Estate**
9. **Christopher R. Papile** - 08972 (Title Law in Virginia), **NBI**
10. **Scott Bachman, Gerald Crowell, Greg Frey, Donald Garman, Justin Hancock, Dennis McCarthy, Joseph Rosetti, James Schroering, and Will Shoup** - 15101/15103 (Real Forestry for Real Estate), **Virginia Tech**
11. **Amina Basic and Nancy J. Miller** - 13063/13068 (Understanding the Purchase Contract), 13166/13170 (Today's Addendum's), **Cindy Bishop Worldwide, LLC**
12. **Hank Duarte, George Grundy, Kimberly Porter, Carmen Martin, Alvin Wells, and Douglas Compton** - 18022 (Ethics), **Alpha College of Real Estate**

13. **Donald Coleman, Dominic Lascara, and Bret Thompson** - 18090 (Contract Writing), 18112 (Real Estate Contracts), **Alpha College of Real Estate**
14. **Catherine Fleishman and Barbara J. Maloney** - 15272/15264 (Ethics & Standards of Conduct), 15351/15355 (New Agency Law), 15360/15365 (Regional Sales Contracts), 16664/16668 (Transaction Red Flags), 15271/15276 (Unconventional Transactions), 15336/15339 (Short Sales), **Alltech Title Group**
15. **Robert Dawson and Josh Ballengee** - 58806 (Real Estate Contracts), 58840 (VA Legislative Updates), 58796 (Real Estate Agency), 58802 (Smart Growth in VA), 58804 (Internets Effects on VA Real Estate Transactions), 58800 (Real estate Fair Housing), 58842 (Legal Ethics & Professionalism in Real Estate Law), 58792 (Homes Sales and the Economy), 58790 (Do Not Call Rules & Regulations), 58798 (Ethics & Standards of Conduct), 58844 (VA Real Estate Law Update), 58699 (Limited Service Agency), 58846 (VA Salesperson CE: Mandatory & Elective Topics), 62734/62735 (Ethics & Standards of Conduct), 62736/62737 (Fair Housing), 62750/62751 (Finance), 62744/62745 (Property Law), 62742/62743 (Real Estate Technology), 62740/62741 (Real Estate Law), 62732/62733 (Agency Law), 62748/62749 (Land Use Issues), 62746/62747 (Property Valuation & Listing Process), 62738/62739 (Offer to Purchase), 64584 (RSA), **Moseley Real Estate Schools**
16. **Libby Gatewood, Sharon Johnson and Ellen Smith Gajda** - 18090 (Contract Writing), 18112 (Real Estate Contracts), 17915 (Real Estate Law & Board Regulations), 18022/17860 (Ethics), 18004/18005 (Agency), **Alpha College of Real Estate**

- H. No Other Business
- I. No Public Comment
- J. The meeting adjourned at 4:34 p.m.

*** Continuing Education and Three-Track Post License Education Course Companion Applications**