



# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Glenn A. Youngkin  
Governor

G. Bryan Slater  
Secretary of Labor

Brian P. Wolford  
Director

## VIRGINIA REAL ESTATE BOARD EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, September 04, 2024, at 12:14 p.m., at the Department of Professional & Occupational Regulation in Richmond, Virginia.

Committee Members present: Joseph 'Kemper' Funkhouser, III, Board Member  
Kermit 'Kit' Hale, Committee Chair  
Anna Thronson, Board Member

Department Staff Members present: Anika Coleman, Executive Director  
Breanne Lindsey, Regulatory Operations Administrator  
Gezelle Glasgow, Administrative Coordinator  
Janice Toole, Licensing Specialist

Mr. Hale called the meeting to order at 12:14pm.

A motion was made by Mr. Funkhouser to approve the agenda. Ms. Thronson seconded the motion, which was unanimously approved by members, Funkhouser, Hale, and Thronson.

### Public Comment

Martha Eaheart from Long and Foster, commended the Committee for reviewing the applications that are received.

### Real Estate Education Applications

The following applications were recommended for approvals:

- A. **Three** proprietary school applications were reviewed. The Committee recommended three applications for approval by the Board.
- B. **One-hundred and thirty-eight** post-license and continuing education course applications were reviewed, of which: 138 original applications for post-license and continuing education courses offered by approved schools were considered. The Committee recommended 111 of these applications for approval by the Board. 27 applications were deficient.

Mr. Hale recused himself from voting on the Moseley Flint Schools of Real Estate Inc.

- C. **Six** original post-license and continuing education course applications, pending schools were considered. The Committee recommended 6 of these applications for approval by the Board.
- D. **Four** pre-license instructor applications were considered. The Committee recommended 3 of these applications for approval by the Board. One application was deficient.
- E. **Six** pre-license education course applications offered by an approved school were reviewed. The Committee recommended 3 of these applications for approval by the Board. 3 of the 6 applications were deficient.
- F. **Twenty-nine** post-license and continuing education instructor approval applications were reviewed. The Committee recommended 26 of these applications for approval by the Board. 3 of the 26 applications were deficient

#### Discussion Items

The Committee discussed feedback received from schools for reviewing application forms. Ms. Coleman informed the Committee that the process will be streamlined with the new EpicX system and prevent deficiencies. The EpicX system will allow for all materials to be submitted electronically and will not allow applications to be submitted without all required documentation. Ms. Coleman presented to the Committee and schools the flowchart and bulletin for reviewing applications. The schools provided their feedback throughout this discussion.

#### New Business

None.

The meeting adjourned at 4:53 p.m.