



# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Glenn A. Youngkin  
Governor

G. Bryan Slater  
Secretary of Labor

Demetrios J. Melis  
Director

## VIRGINIA REAL ESTATE BOARD EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, January 18, 2023, at 2:00 p.m., at the Department of Professional & Occupational Regulation in Richmond, Virginia.

Committee Members present: Nan Piland, Committee Chair  
David Perry, Board Member

Department Staff Members present: Christine Martine, Executive Director  
Mia Quimpo, Licensing Specialist  
Janice Toole, Licensing Specialist

Ms. Piland called the meeting to order at 2:09 p.m.

A motion was made to approve the agenda. The Committee approved it unanimously.

### Public Comment

None

### Discussion Items

The committee discussed the need for courses containing certain topics to be taught using Virginia specific information. The topics discussed included Fair Housing, Agency, Real Estate Law and Board Regulations. For instance, the Virginia Fair Housing Law has more protected classes than the federal fair housing law. This is especially important for post-licensing education courses taught to new licensees.

### Real Estate Education Applications

The following applications were recommended for approval without stipulation, unless otherwise noted:

#### I. Proprietary School Applications

1. 0211001340 – Knowledge Masters, LLC, Vienna, VA  
Contact Person: Byron A. Smith
2. 0211001341 – Allied Title & Escrow, LLC, Arlington, VA  
Contact Person: Donna Kamm
3. 0211001343 – AllAccess Real Estate & Consulting, Henrico, VA  
Contact Person: Traci Ross

## II. Post-License and Continuing Education Course Applications

### A. Original Post-License and Continuing Education Course Applications, Approved Schools:

1. 0214027952- Contract (On-line), 1-hour Real Estate Contracts, Aspire Real Estate School - **The Committee recommended this course be denied due to out-of-date course materials.**
2. 0214027953 - Escrow Requirements (On-line), 3 hours Real Estate Related, Aspire Real Estate School
3. 0214027954 – Fair Housing (On-line), 2 hours Fair Housing, Aspire Real Estate School
4. 0214027955 - Ethics and Standards of Conduct (On-line), 3 hours Ethics, Aspire Real Estate School - **The Committee recommended this course be denied due to the materials containing editing and paraphrasing of copyrighted material from NAR.**
5. 0214027956 – Real Estate Agency (On-line), 1-hour Real Estate Agency, Aspire Real Estate School
6. 0214027957 – Real Estate Financing (On-line), 2 hours Real Estate Related, Aspire Real Estate School
7. 0214027958 – Risk Management (On-line), 3 hours Real Estate Related, Aspire Real Estate School
8. 0214027959 – 8hr Mandated CE Course, 2 hours Fair Housing, 3 hours Ethics, 1-hour Real Estate Agency, and 1-hour Real Estate Contracts, NVAR
9. 0214027961 – The Fireplace, 1-hour Real Estate Related, Pillar to Post - **The Committee recommended this course be denied due to out-of-date course materials.**
10. 0214027962 – Termites, Where Are They? 1-hour Real Estate Related, Pillar to Post
11. 0214027963 – Carbon Monoxide, 1-hour Real Estate Related, Pillar to Post - **The Committee recommended this course be denied due to out-of-date course materials.**
12. 0214027964 – Wet Basement, 1-hour Real Estate Related, Pillar to Post
13. 0214027965 – Understanding Newer Homes, 1-hour Real Estate Related, Pillar to Post - **The Committee recommended this course be denied due to out-of-date course materials.**
14. 0214027966 – Trending Real Estate Topics, 1-hour Real Estate Related, RAR
15. 0214027967 – Trending Real Estate Topics, 1-hour Broker Management, RAR
16. 0214027968 – Qualifying Buyer Under New Regulations, 3 hours Real Estate Related, Dexterity CE, LLC
17. 0214027970 – Licensing Law and Board Regulations, 6 hours Real Estate Law and Board Regulations, MLS Campus Inc.
18. 0214027947- Legal Updates and Emerging Trends (On-line), 1-hour Legal Updates, Aspire Real Estate School
19. 0214027971 – Legal Updates and Emerging Trends, 1-hour Legal Updates, Aspire Real Estate School
20. 0214027981 – Principle-Centered Real Estate Online V1.0, 4 hours Real Estate Related, Dearborn Financial Publishing, Inc. dba REcampus.com

21. 0214027985 – Sticking Points in the REIN Contract, 1-hour Real Estate Contracts, Hunter Hanger & Associates, P.C.
22. 0214027986 – Contracts and Real Estate, 1-hour Real Estate Contracts, Hunter Hanger & Associates, P.C.
23. 0214027993 – VA Post Licensing-Contract Writing V4.0 (On-line), 6 hours Contract Writing, Dearborn Financial Publishing, Inc. - **The Committee recommended this course be denied as it does not include Virginia specific information.**
24. 0214028003 / 0214028004 – Real Estate Law and VREB Regulations, 6 hours Real Estate Related or 6 hours Real Estate Law and Board Regulations, WAAR
25. 0214028005 – How to be Your Buyers Advocate, 1-hour Real Estate Related, First American Home Warranty
26. 0214028006 – Home Warranty Training, 3 hours Real Estate Related, First American Home Warranty - **The Committee recommended this course be approved only for 1 hour.**
27. 0214028007 – Navigating the Home Warranty Claims Process, 1-hour Real Estate Related, First American Home Warranty
28. 0214028008 – VA Post-Licensing: Contract Writing (On-line), 6 hours Contract Writing, The CE Shop, LLC
29. 0214028011 – Introduction to Real Estate Investments OnDemand Course V2.0 (On-line), 8 hours Real Estate Related, Dearborn Financial Publishing
30. 0214028013 - Virginia Post-Licensing: Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, The CE Shop LLC
31. 0214028014 - HOAs, POAs, & Condos, 1-hour Real Estate Related, Hunter Hanger & Associates, P.C
32. 0214028015 - Ethics at Work (On-line), 3 hours Ethics and Standards of Conduct, The CE Shop, LLC
33. 0214028016 - The Firm Rules Policies to Mitigate Risk, 6 hours Broker Management, Team Real Education Solutions, LLC
34. 0214028017 - Building a Business Plan that Gets Results, 6 hours Broker Management, Team Real Education Solutions, LLC - **The Committee recommended this course be approved only for 3 hours.**
35. 0214028018 - Designing and Sustaining Successful Teams, 6 hours Broker Management, Team Real Education Solutions, LLC - **The Committee recommended this course be approved only for 3 hours.**
36. 0214028019 - Exit Strategies for Real Estate Brokerage Owners, 6 hours Broker Management, Team Real Education Solutions, LLC - **The Committee recommended this course be approved only for 3 hours.**
37. 0214028020 - Exploring Commercial Financing, 4 hours Real Estate Related, Team Real Education Solutions
38. 0214028021 - Exploring Commercial Real Estate – Multifamily, 4 hours Real Estate Related, Team Real Education Solutions
39. 0214028022 - Exploring Commercial Real Estate – Office, 4 hours Real Estate Related, Team Real Education Solutions
40. 0214028023 - Exploring Commercial Real Estate, 4 hours Real Estate Related, Team Real Education Solutions

41. 0214028024 - Don't Be Fooled-Pitfalls of Real Estate, 2 hours Real Estate Related, Team Real Education Solutions - **The Committee recommended this course be denied due to its failure to include the protected classes specified in the Virginia Fair Housing Law.**
42. 0214028025 - Global Expansion - Exponentially Growing Your Global Real Estate Business, 4 hours Real Estate Related, Team Real Education Solutions
43. 0214028026 - Hot Hot Hot - Tactics for Winning in a Hot Real Estate Market, 3 hours Real Estate Related, Team Real Education Solutions
44. 0214028027 - Launching Your Global Real Estate Business-Part 1, 4 hours Real Estate Related, Team Real Education Solutions
45. 0214028028 - Managing a Multi-Generational Business, 6 hours Broker Management, Team Real Education Solutions
46. 0214028029 - Position Your Team for Profit, 6 hours Broker Management, Team Real Education Solutions
47. 0214028030 - Show Me the Money! Compensation Planning, 6 hours Broker Management, Team Real Education Solutions - **The Committee recommended this course be denied as it does not protect the health, safety, and welfare of the public.**
48. 0214028031 - Team Leadership for Maximum Performance, 6 hours Broker Management, Team Real Education Solutions
49. 0214028032 - The Art and Science of Negotiation, 4 hours Real Estate Related, Team Real Education Solutions
50. 021428047 / 0214028048 – Fair Housing, 2 hours Fair Housing (CE/PLE), DAAR
51. 0214028049 – VA Agency Law, 1-hour Real Estate Agency, DAAR
52. 0214028050 – Broker Supervision Course, 2 hours Broker Supervision, DAAR
53. 0214028051 – Broker Risk Management, 3 hours Broker Management, DAAR
54. 0214028052 / 0214028053 – Risk Management, 3 hours Real Estate Related or 3 hours Risk Management, DAAR
55. 0214028054 – Broker Escrow Management, 3 hours Broker Management, DAAR
56. 0214028055 / 0214028056 – Escrow Management, 3 hours Real Estate Related or 3 hours Escrow Management, DAAR
57. 0214028059 / 0214028060 – Realtor Code of Ethics, 3 hours Ethics (CE/PLE), Granite Street Training - **The Committee recommended this course be denied due to out-of-date course materials.**
58. 0214028061 / 0214028062 - Demystifying Condos, 3 hours Real Estate Related or 2 hours Current Industry Issues and Trends, Granite Street Training
59. 0214028063 / 0214028064 - Demystifying Condos, 4 hours Real Estate Related or 2 hours Current Industry Issues and Trends, Granite Street Training - **The Committee recommended this course be denied due to its having duplicative material as that provided in item 58 on the agenda.**
60. 0214028065 / 0214028066 - Essentials of Mortgage Lending, 2 hours Real Estate Related or 2 hours Real Estate-Related Finance, Granite Street Training
61. 0214028067 / 0214028068 - Understanding Finance & Lending, 4 hours Real Estate Related or 2 hours Real Estate-Related Finance, Granite Street Training

- 62.0214028069 / 0214028070 - Seller Representative Specialist, 3 hours Ethics, 1 hour Agency, 1-hour Contracts, and 5 hours Real Estate Related, or 2 hours Current Industry Issues and Trends, Granite Street Training
- 63.0214028071 – Common Contract Addenda, 3 hours Real Estate Contracts, PenFed Realty
- 64.0214028072 – Ethics, 3 hours Ethics and Standards of Conduct (PLE), PenFed Realty - **The Committee recommended this course be denied due to out-of-date course materials.**
- 65.0214028073 / 0214028074 – Fair Housing, 2 hours Fair Housing (CE/PLE), PenFed Realty
- 66.0214028075 – Mock Settlement, 1-hour Real Estate Related, Highland ACE, LLC - **The Committee recommended this course be denied due to its failure to include the HUD-1 and CD training material.**
- 67.0214028076 / 0214028077 - VA Agency Law, 3 hours Real Estate Agency or 3 hours VA Agency Law, HPDS - **The Committee recommended this course be denied due to out-of-date course materials.**
- 68.0214028078 / 0214028079 – Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct (CE/PLE), HPDS - **The Committee recommended this course be denied due to out-of-date course materials.**
- 69.0214028080 – Real Estate Law and Board Regulations, 6 hours Real Estate Law and Board Regulations (PLE), HPDS - **The Committee recommended this course be denied due to out-of-date course materials.**
- 70.0214028081 - The Insider's Guide to Commercial Real Estate, 8 hours Real Estate Related, HPDS - **The Committee recommended this course be denied due to out-of-date course materials.**
- 71.0214028082 - Broker Supervision and Management of Real Estate Agents, 6 hours Broker Management, and 2 hours Broker Supervision, HPDS - **The Committee recommended this course be denied due to out-of-date course materials.**
- 72.0214028083 - Real Estate-Related Finance, 2 hours Real Estate-Related Finance (PLE), HPDS
- 73.0214028084 – Current Industry Issues and Trends, 2 hours Current Industry Issues and Trends (PLE), HPDS - **The Committee recommended this course be denied due to out-of-date course materials.**
- 74.0214028085 - Management of Real Estate Brokerage Firms, 6 hours Broker Management, WAAR
- 75.0214028086 - The Supervising Broker, 2 hours Broker Supervision, WAAR
- 76.0214028087 / 0214028088 – VA Agency Law, 1-hour Real Estate Agency, and 2 hours Real Estate Related, or 3 hours VA Agency Law, WAAR
- 77.0214028089 – VA Agency Law, 3 hours Broker Management, WAAR
- 78.0214028090 /0214028091 – VA Escrow Requirements, 3 hours Real Estate Related, or 3 hours Escrow Requirements, WAAR
- 79.0214028092 - VA Escrow Requirements, 3 hours Broker Management, WAAR
- 80.0214028093 – Financing Options: Residential, Commercial and Land, 2 hours Real Estate-Related Finance, NVAR

- 81.0214028094 - Contract Writing (On-line), 6 hours Contract Writing, MLS Campus Inc - **The Committee recommended this course be denied due to its providing an incorrect link the VR contract.**
- 82.0214028095 – Broker Supervision, 2 hours Broker Supervision, LFIRE
- 83.0214028096 - Real Estate Ethics & NAR Code of Ethics, 3 hours Ethics, 360training.com, Inc.
- 84.0214028097 - Virginia Broker Management, 6 hours Broker Management, 360training.com, Inc.
- 85.0214028098 / 0214028099 - RI 501: Agency in Virginia, 1 hours Real Estate Agency, and 5 hours Real Estate Related, or 3 hours Virginia Agency Law, VAR
- 86.0214028100 / 0214028101 - RI 502: Sales Contracts, 1-hour Real Estate Contracts, and 5 hours Real Estate Related, or 6 hours Contract Writing, VAR
- 87.0214028102 / 0214028103 - RI 506: Risk Management, 1-hour Legal Updates, and 5 hours Real Estate Related, or 3 hours Risk Management, VAR
- 88.0214028404 - RI 506: Risk Management – Escrow Requirements, 3 hours Escrow Requirements (PLE), VAR
- 89.0214028105 - RI 503: Business Planning, 2 hours Current Industry Issues and Trends (PLE), VAR
- 90.0214028106 - RI 505: Working with Sellers, 2 hours Current Industry Issues and Trends (PLE), VAR
- 91.0214028107 - Professional Standards Training 2023, 3 hours Ethics & Standards of Conduct, VAR
- 92.0214028108 / 0214028109 - RI 504: Working with Buyers, 6 hours Real Estate Related, or 2 hours Real Estate-Related Finance, VAR
- 93.0214028110 / 0214028111 - PM 106: Fix It Up – Residential Maintenance, 4 hours Real Estate Related or 2 hours Current Industry Issues and Trends, VAR
- 94.0214028112 / 0214028113 - RI 508: Real Estate Law and VA Regulations, 1-hour Legal Updates, and 5 hours Real Estate Related, or 6 hours Real Estate Law and Board Regulations, VAR
- 95.0214028114 - Virginia Post Licensing: Fair Housing V3.0 (On-line), 2 hours Fair Housing, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
- 96.0214028115 - Successful Contract Writing, 1-hour Real Estate Agency, 1-hour Real Estate Contracts, and 1-hour Real Estate Related, Funkhouser Real Estate School
- 97.0214028118 - Ethics and Standards of Conduct V2 (Correspondence), 3 hours Ethics and Standards of Conduct (PLE), Moseley Flint Schools of Real Estate - **The Committee recommended this course be denied due to out-of-date course materials.**
- 98.0214028119 - Ethics and Standards of Conduct V2 (Correspondence), 3 hours Ethics and Standards of Conduct (CE), Moseley Flint Schools of Real Estate - **The Committee recommended this course be denied due to out-of-date course materials.**
- 99.0214028120 – Easements, 1-hour Real Estate Related, Hunter Hanger & Associates, P.C
- 100.0214028121 - Deeds and Tenancies, 1-hour Real Estate Related, Hunter Hanger & Associates, P.C

- 101.0214028122 - Divorce in a Real Estate Sale, 1-hour Real Estate Related, Hunter Hanger & Associates, P.C
102. 0214028123 – Septic Systems, 1-hour Real Estate Related, GCAAR
103. 0214028124 / 0214028125 - Senior Moves, 2 hours Real Estate Related, or 2 hours Current Industry Issues and Trends, FAAR
104. 0214028126 - Legal Updates and Emerging Trends, 1 hour Legal Updates, Aspire Real Estate School
105. 0214028127 - Legal Updates and Emerging Trends (Correspondence), 1 hour Legal Updates, Aspire Real Estate School
106. 0214028428 - Legal Updates and Emerging Trends (On-line), 1 hour Legal Updates, Aspire Real Estate School

### III. Pre-License Education Instructors

1. 0230001700 – Michael Edward Cain – Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)
2. 0230001701 – Tonya Kaye Morrow – Experience and Waiver (Principles)
3. 0230001702 – Diane Lynn Old Ricks – Experience and Professional Designation (Principles)
4. 0230001705 - Kristin Krupp – Education and Professional Designation (Principles, Appraisal, Finance, Brokerage and Law)
5. 0230001703 – Michele Stash – Experience and Professional Designation, (Principles)
6. 0230001706 – Keith Smith - Experience and Waiver, (Principles)
7. 0230001707 – Traci Lynn Ross – Experience and Professional Designation, (Principles)
8. 0230001708 - Florence M.K. Stewart – Professional Designation and Waiver (Principles)
9. 0230001709 – Theresa M. Welch - Professional Designation and Waiver (Principles)
- 10.0230001704 – David Hamil – Education and Waiver (Principles)

### IV. Pre-License Education Courses

1. 0214027974 – 60-hours Principles and Practices of Real Estate (On-line), Aceable Real Estate School
2. 0214027982 – 45-hours Real Estate Brokerage (Classroom), DAAR - **The Committee recommended this course be denied due to out-of-date course materials.**
3. 0214028129 – 60-hours Principles and Practices of Real Estate (Classroom), AllAccess Real Estate School

### V. Post-License and Continuing Education Instructor Approval Applications

1. Samuel Lee Edward Henderson

2. James J. Houser III
3. Shanna Marie Story
4. Rebecca Ann Claggett
5. Mason Dalman-Donohue
6. Christopher John Nelson
7. John Mark Nelson
8. Carleton Michael Chambers
9. LaSean Regina Pinkney

**The Committee recommended this applicant for approval under all requested categories except Finance.**

10. Georgette Houchins

**The Committee recommended this applicant for approval under all requested categories except Finance.**

11. Sarah Petcher
12. Emy Rodriguez

**The Committee recommended this applicant be denied as the applicant does not have 3 years of active experience as required.**

New Business – None.

The meeting adjourned at 3:51 p.m.