

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE AGENDA

January 23, 2013 Meeting

I. Call to Order

II. Approval of Agenda

III. Proprietary School Applications

1. The Realty Group Lynchburg, LLC, t/a Keller Williams Lynchburg, VA
Contact Person: Steve Burkett
2. Francis E. Mroz, Vienna, VA
Contact Person: Francis E. Mroz

IV. Continuing Education Course Applications

A. Previously-approved Continuing Education course applications, approved school:

1. 65463 Virginia 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, Moseley-Dickinson Academy of Real Estate
2. 65464 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate
3. 65465 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Moseley-Dickinson Academy of Real Estate

B. Original Continuing Education course applications, approved school:

1. *65367 Interpreting Land Surveys & Client Relationships, 1 hour Real Estate Related, Alpha College of Real Estate
2. 65412 Landlord and Tenant Law, 8 hours Real Estate Related, Lorman Business Center, Inc.

3. 65416 Property Management, 8 hours Real Estate Related, Henderson Professional Development Seminars
4. 65417 Essentials of Commercial Real Estate, 8 hours Real Estate Related, Henderson Professional Development Seminars
5. 65418 Sales & Marketing 101 for Real Estate Professionals, 8 hours Real Estate Related, Henderson Professional Development Seminars
6. 65419 Broker Supervision & Management of Real Estate Agents, 8 hours Broker Management, Henderson Professional Development Seminars
7. *65424 Home Staging Workshop, 3 hours Real Estate Related, Dulles Area Real Estate School
8. *65426 Fair Housing and Cultural Proficiency, 3 hours Fair Housing, VAR
9. 65429 Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, MAI Institute
10. 65430 Keeping it Honest: Understanding Real Estate & Mortgage Fraud (On-line), 2 hours Broker Management, The CE Shop, Inc.
11. 65431 Sign Here: Contract Law on E-Signatures (On-line), 2 hours Broker Management, The CE Shop, Inc.
12. 65432 Advocating for Short Sale Clients (On-line) 3 hours Real Estate Related, The CE Shop, Inc.
13. *65441 Code of Ethics - The Code is Good Business, 3 hours Ethics & Standards of Conduct, Peninsula School for Real Estate
14. 65443 Code of Ethics - The Code is Good Business, 3 hours Broker Management, Peninsula School for Real Estate
15. *65447 Understanding & Using VA Residential Contract of Purchase, 3 hours Real Estate Contracts, Southwest VA Board of Realtors School of Real Estate
16. *65449 Say This Not That, 2 hours Real Estate Agency, RAR
17. *65451 PRO Standards, 3 hours Ethics & Standards of Conduct, RAR
18. *65453 Basic Virginia Agency Law, 3 hours Real Estate Agency, Ann Palmateer Real Estate School, LLC
19. *65455 Constructing Real Estate Agreements, 3 hours Real Estate Contracts, Ann Palmateer Real Estate School, LLC

20. *65457 Fair Housing, 3 hours Fair Housing, Ann Palmateer Real Estate School, LLC
21. *65459 CRS 202: Effective Buyer Sales Strategies, 8 hours Real Estate Related, Council of Residential Specialists
22. *65461 Disclosure Shall Set You Free! 2 hours Legal Updates, VAR
23. *65466 Critical Contract Issues, 2 hours Real Estate Contracts, VAR
24. *65468 Critical Contract Issues, 1 hour Real Estate Contracts, VAR
25. *65470 Sneaky Regs - Little Known but Important Real Estate Board Regulations, 1 hour Legal Updates, VAR
26. *65472 Navigating ZipForm6 Professional and Digital Ink, 3 hours Real Estate Related, William E Wood & Associates Real Estate Academy
27. 65474 The Paper Plank: Plunging into the Digital Abyss, 2 hours Real Estate Related, VAR
28. 65475 The Paper Plank: Plunging into the Digital Abyss, 2 hours Broker Management, VAR
29. *65476 Deeds in Virginia, 2 hours Legal Updates, Vesta Settlement, LLC
30. *65478 New Normal - New Skills, 2 hours Real Estate Related, VAR
31. *65480 Time Management in Real Estate? What to do When, How to do it, and Why it Matters to You and Your Business, 2 hours Real Estate Related, Allegiance Realty Partners, LLC
32. *65482 Broker Licensing Property Management (CRP), 8 hours Real Estate Related, Alpha College of Real Estate
33. *65484 Broker Licensing Real Estate Appraisal (CRP), 8 hours Real Estate Related, Alpha College of Real Estate
34. *65486 Broker Licensing Real Estate Law (CRP), 8 hours Real Estate Related, Alpha College of Real Estate
35. *65488 Broker Licensing Real Estate Finance (CRP), 8 hours Real Estate Related, Alpha College of Real Estate
36. 65490 Risk Management: What You Say and Do Will Be Used Against You! 2 hours Broker Management, VAR
37. *65492 Enhancing Real Estate Licensee Competency to Serve Consumers Better, 1 hour Real Estate Related, VAR

38. *65494 Ethics and Agency Primer, 1 hour Ethics and Standards of Conduct, 1 hour Real Estate Agency, Institute of Continuing Education, LC
39. *65496 What Are You Saying? Cross Generational Literacy, 2 hours Real Estate Related, VAR
40. *65498 The Pre-Foreclosure Sale, 1 hour Real Estate Related, Fidelity National Title Insurance Co.
41. *65500 An Overview of Financing Alternatives, 2 hours Real Estate Related, William E Wood & Associates Real Estate Academy
42. *65502 2013 Professional Standards Road Show, 3 hours Ethics & Standards of Conduct, 1 hour Real Estate Related, VAR
43. 65504 Real Estate Management & Agent Supervision (CRP), 8 hours Broker Management, Alpha College of Real Estate
44. *65505 The Value of 1031 Tax Free Exchanges: Helping Your Clients Make Smart Real Estate Choices, 1 hour Real Estate Related, Monarch Title, Inc.
45. *65508 The Cost and Impact of Dodd Frank, 1 hour Real Estate Related, VAR
46. *65510 Real Estate Social Marketing - Strategies for Success Both On - and Offline, 7 hours Real Estate Related, VAR
47. *65512 How a Contract Becomes a Closing, 1 hour Real Estate Related, Vesta Settlements, LLC
48. *65514 Contract Writing for Listings, 3 hours Real Estate Contracts, TRSRE
49. *65516 CRS 200: Business Planning and Marketing for the Residential Specialist, 8 hours Real Estate Related, Council of Residential Specialists
50. *65518 Contract Writing for Sale Contracts, 3 hours Real Estate Contracts, TRSRE
51. 65520 Current Industry Issues and Trends 2013, 2 hours Broker Management, TRSRE
52. *65521 Current Industry Issues and Trends 2013, 2 hours Real Estate Related, TRSRE
53. *65523 Quarterly Market Update and Trends, 1 hour Real Estate Related, TRSRE
54. *65525 Properly Handling Escrow Funds, 1 hour Real Estate Contracts, Funkhouser Real Estate Group

- 55. *65527 Broker Licensing Real Estate Brokerage (CRP), 8 hours Real Estate Related, Alpha College of Real Estate
- 56. 65530 Risk Management: What You Say and Do Will Be Used Against You! 1 hour Legal Updates, 1 hour Real Estate Related, VAR
- 57. *65532 Code of Ethics II, 2 hours Ethics and Standards of Conduct, Institute of Continuing Education, LC
- 58. *65535 BPO's: The Agent's Role in the Valuation Process, 8 hours Real Estate Related, Dulles Area Real Estate School
- 59. 65537 16-Hour Continuing Education (CRP), 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
- 60. 65538 8-Hour Continue Education (CRP), 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
- 61. *65539 Risk Management for Technology, 2 hours Real Estate Related, TRSRE
- 62. 65541 Risk Management for Technology, 2 hours Broker Management, TRSRE
- 63. *65542 How to Buy and Sell HUD Homes, 3 hours Real Estate Contracts, Alpha College of Real Estate
- 64. 65544 Real Estate and Taxes! What Every Agent Should Know (Online), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc
- 65. *65547 Real Estate Finance, 3 hours Real Estate Related, Carruthers Academy of Real Estate
- 66. *65549 In the Raw! A Comprehensive Guide to Residential Lot Land Transaction, 2 hours Real Estate Related, Allegiance Realty Partners, LLC
- 67. 65567 8-Hour Continuing Education Course, 2 hour Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Housing Consultants Real Estate School
- 68. 65569 16-Hour Continuing Education Course, 3 hours Fair Housing, 3 hours Ethics and Standard of Conduct, 1 hour Legal Updates,

2 hours Real Estate Agency, 1 hour Real Estate Contracts, 6 hours Real Estate Related, Housing Consultants Real Estate School

V. Post License Education Course Applications

A. Original Post License Education course applications, approved school:

1. *65368 Interpreting Land Surveys & Client Relationships (Land Use Issues), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
2. 65420 Real Estate Law, 3 hours Residential Real Estate Mandatory Topics, Henderson Professional Development Seminars
3. 65422 Using the HP Financial Calculator in Real Estate (Technology), 3 hours Residential Real Estate Elective Topics, Henderson Professional Development Seminars
4. 65423 Real Estate Finance (Finance), 3 hours Residential Real Estate Elective Topics, Henderson Professional Development Seminars
5. *65425 Home Staging Workshop (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
6. *65427 Fair Housing and Cultural Proficiency (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, VAR
7. *65442 Code of Ethics - The Code is Good Business (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Peninsula School for Real Estate
8. *65448 Understanding & Using VA Residential Contract of Purchase (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Southwest VA Board of Realtors School of Real Estate
9. *65450 Say This Not That (Property Valuation/ Listing Process), 2 hours Residential Real Estate Elective Topics, RAR
10. *65452 PRO Standards (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, RAR

11. *65454 Basic Virginia Agency Law (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Ann Palmateer Real Estate School, LLC
12. *65456 Constructing Real Estate Agreements (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Ann Palmateer Real Estate School, LLC
13. *65458 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, Ann Palmateer Real Estate School, LLC
14. *65460 CRS 202: Effective Buyer Sales Strategies (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, Council of Residential Specialists
15. *65462 Disclosure Shall Set You Free! (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
16. *65467 Critical Contract Issues (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
17. *65469 Critical Contract Issues (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, VAR
18. *65471 Sneaky Regs - Little Known but Important Real Estate Board Regulations (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, VAR
19. *65473 Navigating ZipForm6 Professional and Digital Ink (Technology), 3 hours Residential Real Estate Elective Topics, William E Wood and Associates Real Estate Academy
20. *65477 Deeds in Virginia (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Vesta Settlement, LLC
21. *65479 New Normal - New Skills (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
22. *65481 Time Management in Real Estate? What to do When, How to do it, and Why it Matters to You and Your Business (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Allegiance Realty Partners, LLC
23. *65483 Broker Licensing Property Management (CRP) (Other Real Estate Related), 15 hours

- Property Management Elective Topics, Alpha College of Real Estate
24. *65485 Broker Licensing Real Estate Appraisal (CRP) (Other Real Estate Related), 15 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 25. *65487 Broker Licensing Real Estate Law (CRP) (Other Real Estate Related), 15 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 26. *65489 Broker Licensing Real Estate Finance (CRP) (Other Real Estate Related), 15 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 27. *65493 Enhancing Real Estate Licensee Competency to Serve Consumers Better (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, VAR
 28. *65495 Ethics and Agency Primer (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Institute of Continuing Education, LC
 29. *65497 What Are You Saying? Cross Generational Literacy (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
 30. *65499 The Pre-Foreclosure Sale (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Fidelity National Title Insurance Co.
 31. *65501 An Overview of Financing Alternatives (Finance), 2 hours Residential Real Estate Elective Topics, William E Wood & Associates Real Estate Academy
 32. *65503 2013 Professional Standards Road Show (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, VAR
 33. *65506 The Value of 1031 Tax Free Exchanges: Helping Your Clients Make Smart Real Estate Choices (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Monarch Title, Inc.
 34. 65507 Ethics (CRP) (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Potomac Real Estate School

35. *65509 The Cost and Impact of Dodd Frank (Finance), 1 hour Residential Real Estate Elective Topics, VAR
36. *65511 Real Estate Social Marketing - Strategies for Success Both On-and Offline (Technology), 7 hours Residential Real Estate Elective Topics, VAR
37. *65513 How a Contract Becomes a Closing (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Vesta Settlements, LLC
38. *65515 Contract Writing for Listings (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, TRSRE
39. *65517 CRS 200: Business Planning and Marketing for the Residential Specialist (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, Council of Residential Specialists
40. *65519 Contract Writing for Sale Contracts (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, TRSRE
41. *65522 Current industry Issues & Trends 2013 (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, TRSRE
42. *65524 Quarterly Market Update and Trends (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, TRSRE
43. *65526 Properly Handling Escrow Funds (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Funkhouser Real Estate Group
44. *65528 Broker Licensing Real Estate Brokerage - (CRP) (Other Real Estate Related), 15 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
45. *65533 Code of Ethics II (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Institute of Continuing Education
46. *65536 BPO's: The Agent's Role in the Valuation Process (Property Valuation/Listing Process), 8 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School

- 47. *65540 Risk Management for Technology (Technology), 2 hours Residential Real Estate Elective Topics, TRSRE
- 48. *65543 How to Buy and Sell HUD Homes (Selling Process), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
- 49. *65548 Real Estate Finance (Finance), 3 hours Residential Real Estate Elective Topics, Carruthers Academy of Real Estate
- 50. *65550 In the Raw! A Comprehensive Guide to Residential Lot Land Transaction (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Allegiance Realty Partners, LLC

VI. Residential Standard Agency Courses

A. Previously approved Residential Standard Agency Course Applications, approved school:

- 1. 65531 Residential Standard Agency, 3 hours Residential Standard Agency, Housing Consultants Real Estate School

B. Original Residential Standard Agency Course applications, Approved school:

- 1. 65529 Residential Standard Agency (On-line), 3 hours Residential Standard Agency, VAR
- 2. 65534 Residential Standard Agency (CRP), 3 hours Residential Standard Agency, Potomac Real Estate School

VII. Pre-license Education Course Applications

- 1. 45-hour Broker Real Estate Law (Correspondence), Alpha College of Real Estate
- 2. 45-hour Broker Real Estate Finance (Correspondence), Alpha College of Real Estate
- 3. 45-hour Broker Real Estate Brokerage (Correspondence), Alpha College of Real Estate
- 4. 45-hour Broker Real Estate Appraisal (Correspondence), Alpha College of Real Estate
- 5. 60-hour Salesperson Principles and Practices of Real Estate (Classroom), Alexandria Old Town Real Estate School

6. 60-hour Salesperson Principles and Practices of Real Estate (Classroom), International School of Real Estate
7. 60-hour Salesperson Principles and Practices of Real Estate (Online), Dearborn Financial Publishing, Inc.
8. 15-hour Salesperson Principles and Practices of Real Estate (Classroom), Funkhouser Real Estate School

VIII. Pre-License Education Instructors

1. Susan M. Cook
2. Debra Sue Fincham
3. Martha Calabrese Eaheart
4. Rebecca Ann Claggett
5. Laura Ann Hallman
6. Ann Marie Wilson
7. Chakib Rifae
8. Shaneaka Fitzgerald Dodson - **expert (Principles)**
9. Carol F. Bultman - **expert (Principles)**
10. Stephen Russell Burkett - **expert (Principles)**
11. Diane V. Quigley - **expert (Appraisal)**
12. Stephen M. Zolnowski - **expert (Principles)**

IX. Additional Continuing/Post License Education Instructors

1. **Douglas Wolfe** - 60338/60339 (Real Estate Contract/Offer to Purchase), 60344/60345 (Working with Sellers/Property Valuation), **Alpha College of Real Estate**
2. **Mary Womack** - 65279/65280 (Legislative Update), **Williamsburg Real Estate School**
3. **Tonya Michele Simpson-Feamster and Wesley A. Coons** - 60338/60339 (6 hr Real Estate Contracts/3 hr Offer to Purchase), 60344/60345 (Working with Sellers/Property Valuation), 60332/60333 (Business Planning), 60334/60335 (Agency Law) 60336/60337 (Ethics & Standards of Conduct/Current Industry Issues & Trends), 60340/60341 (Real Estate Finance), 60342/60343 (Real Estate Law), **Alpha College of Real Estate**
4. **Matt Hunzeker** - 61727/61728 (Fair Housing), **Cindy Bishop Worldwide**
5. **Donna Colasuonno** - 62080/62081 (The World of Title Insurance), **Cindy Bishop Worldwide**
6. **Sandy Davis and Jim Mellen** - 65279/65280 (Legal Updates), **WAAR**
7. **Mary Womack** - 60495/60496 (Antitrust and Real Estate - CE/PLE), 60494 (Antitrust and Real Estate -

- Broker), 62150/62151 (FlexMLS Basic Computer Class),
WAAR
8. **William Gaines** - 61587/61588 (Financing Workshop),
Cindy Bishop Worldwide
 9. **Rebecca A. Claggett** - 60346 (8 Hr Required Continuing
Education Classroom, 63991/63992 (4 Hr Contract
Pitfalls), **Alpha College of Real Estate**
 10. **Mary (Micki) Lyons** - 57696/57694 (Offer to
Purchase), 57699/57700 (Working with Buyers),
57701/57702 (Business Planning), **New Millennium
University**

X. Other Business

A. Discussion of NAR Code of Ethics required for Board approval
of Ethics and Standards of Conduct CE/PLE courses.

XI. Public Comment

XII. Adjourn

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