



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

Terence R. McAuliffe
Governor

Todd Haymore
Secretary of
Commerce and Trade
Jay W. DeBoer
Director

VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, January 31, 2018, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Committee Chair
Lynn Grimsley
Lee Odems
Joe Funkhouser, Board Chair

Department Staff Members present: Jay DeBoer, Director
Jeffrey Williams, Board Administrator, Real Estate Board
James Chapman, Board Administrator (Real Estate Section)
Ana Quimpo, Education Specialist
Janice Toole, Licensing Specialist

Mr. Hoover called the meeting to order at 2:02 p.m.

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

Public Comment.

None.

Course completion certificates must be given and match what is submitted to the Board.

An applicant for carryover submitted course completion certificates that did not match the course completion certificates submitted with the initial course applications. Board staff began an investigation to determine the legitimacy of the certificate. Staff found that a school provided its students course completion certificates that did not match the course completion certificates submitted with the course applications. Board staff contacted the school. The school agreed to only issue course completion certificates that match what sent with the initial applications. Mr. Williams stated that he wanted to bring this to the committee's attention so that the providers at the committee meeting would know not to change their certificates and in order to include it in the "Discussion Items from Previous Committee Meetings" document posted on the Board's website.

The hope is that by including it in this document other providers will be made aware that the originally submitted certificate of completion should always be used.

ONLY resubmit course completion information when instructed by DPOR staff.

A school recently resubmitted course completion information and changed the date of a courses' completion. Board staff informed the school that course dates should never be changed and completion inform should never be resubmitted unless specifically instructed to do so by Board staff. Mr. Williams stated that he wanted to bring this to the committee's attention so that the providers at the committee meeting would know not to do this and in order to include it in the "Discussion Items from Previous Committee Meetings" document posted on the Board's website. The hope is that by including it in this document other providers will be made aware that course completion information should not be resubmitted or course completion dates changed unless instructed to do so by Board staff.

Is GRI (all parts) always an approved designation? If so, should it be added to the Pre-license Instructor Application for clarity?

The Committee decided that all parts of the GRI can be considered as an acceptable professional designation for a pre-license education instructor application and should be added to the application. After discussing other professional designations, the Committee asked staff to include as a topic for discussion at its next meeting listing additional acceptable professional designations on the application other than the GRI and those listed in the Board's regulation.

If an individual has only been a Salesperson for 6 months can staff deny a pre-license instructor application because of lack of experience?

The Committee members thoroughly discussed this topic, making arguments for and against a salesperson having enough experience to teach a pre-license course. The Board gave staff permission to deny a pre-license applicant who only had 6 months of experience, as long as the person didn't have any previous real estate experience.

Legislative Update: Broker Pre-License Education requirements, Post-Licensing Education due date, Adding "Real Estate-Related Finance" to PLE topics, Advisory Council does not have to meet annually.

Mr. Williams shared with the Committee that HB864 removed the requirement that the Advisory Council meet annually, moved the due date of PLE to the end of the month, added "real estate-related finance" to the mandatory PLE topics, and required 2 hours of the mandatory 8 hours of broker management education be in the supervising of agents. Mr. Williams will keep the Committee informed on the status of the proposed legislation. He also informed the committee that if the 2 hours of education for brokers becomes mandatory the Department's information system may need to be modified.

Video Content Instruction Sheet.

The Committee members were provided a draft instruction sheet on what schools would need to provide the Committee regarding the information contained any course videos if the information was not also provided in some other form of media. The Committee requested staff ask the providers for feedback on the instructions and then come back to the committee.

If a provider decides to use a newer version of a textbook in an approved course, does the Board want to review it first to ensure there are no substantive changes?

After much discussion by the committee members and input from the education providers present at the meeting, the Committee decided that since there is no way to determine if a new addition or version of a book has a substantive change, the Committee must approve the use of a newer addition or version of a book before its use in an approved course.

The offering of Property Management courses.

A number of licensee have recently contacted the Board seeking help finding a property management course offered in a classroom to fulfill a disciplinary requirement. Although there are over 15 approved property management courses, not all of them are offered in a classroom setting or in the near future. Mr. Williams asked the schools present at the meeting to let him know if they are offering a classroom property management course in the near future. He also stated that the DPOR staff responsible for working with licensees who are required to take these course have been instructed to let the licensees know that if they wait until the last minute to try and take these course they will have an extremely hard time finding one.

Application Review.

The following applications were approved without stipulation unless noted otherwise (bullet numbering mirrors the meeting's agenda):

IV. Proprietary School Applications

1. 0211001221 - Highland Ace, LLC, Ashburn VA
Contact Person: Vanessa Baer
2. 0211001223 - Refocus Real Estate School, LLC
Contact Person: Ronald Burnham

V. Continuing Education Course Applications

A. Previously-approved Continuing Education Course Applications, Approved Schools (**Review for Instructor Only - Attachment 2**):

1. 0214022611 Property Management and Managing Risk V5.0 (On-line), 4 hours Real Estate Related, NVRE University (**Azmi Alkurd**)
2. 0214022612 Introduction to Commercial Real Estate Sale V5.0 (On-line), 4 hours Real Estate Related, NVRE University (**Azmi Alkurd**)
3. 0214022613 Everyday Ethics in Real Estate V1.1 (On-line),), 4 hours Ethics and Standards of Conduct, NVRE University (**Azmi Alkurd**)
4. 0214022620 Risk Management V4.0 (On-line), 4 hours Real Estate Related, NVRE University (**Azmi Alkurd**)
5. 0214022667 Buyer Representation In Real Estate V5.0 (On-line), 4 hours Real Estate Related, Academy of Real Estate, LLC (**William B. Frost**)
6. 0214022712 Clearing Common Title Issues, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
7. 0214022713 Authority To Execute; Who Can Sign On Behalf Of Entities, Trusts And Under Power Of Attorney, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
8. 0214022714 Judgments, Liens and Bankruptcy, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
9. 0214022715 Cyber Crimes, Title Agent and Realtor Alert, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
10. 0214022716 Decedents Estates for VA Real Estate Agents, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
11. 0214022717 Foreclosure for Realtors: What VA Real Estate Professionals Need to Know, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
12. 0214022718 Title Insurance: Claims Can And Do Happen, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)
13. 0214022719 Mechanics Lien Law in Virginia, 1 hour Real Estate Related, Lecord Company Inc, (**Michael E. Briel**)

14. 0214022720 Intricacies of Title Insurance, 1 hour
Real Estate Related, Lecord Company
Inc, (**Michael E. Briel**)

Previously Approved CE Courses- Pending Schools

15. 0214022749 Buyer Representation in Real Estate
(On-line), 4 hours Real Estate
Related, **Refocus Real Estate School
LLC (Romilda Pierce Smith & Ronald
Wayne Burnham)(pending school
0211001223)**
16. 0214022750 All Under One Roof OnDemand Course
v1.0 (On-line), 4 hours Real Estate
Related, **Refocus Real Estate School
LLC (Romilda Pierce Smith & Ronald
Wayne Burnham)(pending school
0211001223)**
Romilda Pierce not approved to teach the course.
17. 0214022751 Everyday Ethics in Real Estate v1.1
(On-line), 4 hours Ethics and
Standards of Conduct, **Refocus Real
Estate School LLC (Romilda Pierce
Smith & Ronald Wayne Burnham)(pending
school 0211001223)**
18. 0214022752 Environmental Issues in Your Real
Estate Practice v5.1 (On-line), 4
hours Real Estate Related, **Refocus
Real Estate School LLC (Romilda Pierce
Smith & Ronald Wayne Burnham)(pending
school 0211001223)**
19. 0214022753 Foreclosures, Short Sales, REOs and
Auctions (On-line), 4 hours Real
Estate Related, **Refocus Real Estate
School LLC (Romilda Pierce Smith &
Ronald Wayne Burnham)(pending school
0211001223)**
20. 0214022754 Introduction to Commercial Real Estate
Sales (On-line), 4 hours Real Estate
Related, **Refocus Real Estate School
LLC (Romilda Pierce Smith & Ronald
Wayne Burnham)(pending school
0211001223)**
Romilda Pierce not approved to teach the course.
21. 0214022755 Houses: Buy, Fix, Sell! V1.1 (On-
line), 4 hours Real Estate Related,
**Refocus Real Estate School LLC
(Romilda Pierce Smith & Ronald Wayne
Burnham) (pending school 0211001223)**
22. 0214022756 Property Management and Managing Risk
v5.0 (On-line), 4 hours Real Estate

Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**

23. 0214022757 Real Estate and Taxes: What Every Agent Should Know v6.1 (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
Not approved. Lacked a qualified instructor.
24. 0214022758 Real Estate Finance Today (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
25. 0214022759 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
Not approved. Lacked a qualified instructor.
26. 0214022760 Scams, Scoundrels and Real Estate Stings v1.1 (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
27. 0214022761 Sustainable Housing and Building Green v3.0 (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
28. 0214022762 The Tiny House: Is It a Phase or Craze? v1.0 (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
29. 0214022763 The Truth About Mold v3.1 (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham)(pending school 0211001223)**
30. 0214022764 Understanding 1031 Tax-Free Exchanges v3.0 (On-line), 4 hours Real Estate Related, **Refocus Real Estate School LLC (Romilda Pierce Smith &**

Ronald Wayne Burnham)(pending
school 0211001223)

Not approved. Lacked a qualified instructor.

31. 0214022765 Understanding Credit and Improving
Credit Scores v3.0 (On-line), 3 hours
Real Estate Related, **Refocus Real
Estate School LLC (Romilda Pierce
Smith & Ronald Wayne Burnham)(pending
school 0211001223)**
32. 0214022766 VA Mandatory Broker & Agent
Supervision v2.0 ((On-line), 8 hours
Broker Management, **Refocus Real
Estate School LLC (Romilda Pierce
Smith & Ronald Wayne Burnham))(pending
school 0211001223)**
Romilda Pierce not approved to teach the course.

B. Original Continuing Education Course Applications,
Approved schools:

1. 0214022636 Real Estate Marketing Reboot:
Innovate Relate Differentiate (On-
line), 6 hours Real Estate Related,
The CE Shop, Inc.
2. 0214022637 Risk Management V5.0 (On-line), 4
hours Real Estate Related, Dearborn
Financial Publishing, Inc. d.b.a.
REcampus.com
3. 0214022639 Virginia Agency Law (On-line), 1 hour
Real Estate Agency, The CE Shop, Inc.
**Approved pending receipt of Guidance
Document.**
4. 0214022640 Virginia Legal Updates (On-line), 1
hour Legal Updates, The CE Shop,
Inc.
5. 0214022641 Virginia Contract Law (On-line), 1
hour Real Estate Contracts, The CE
Shop, Inc.
6. 0214022642 Basics of Real Estate Taxation (On-
line), 4 hours Real Estate Related,
The CE Shop, Inc.
7. 0214022643 Foundations of Real Estate Finance
(On-line), 4 hours Real Estate
Related, The CE Shop, Inc.
8. 0214022644 From Contract to Keys: The Mortgage
Process (On-line), 4 hours Real Estate
Related, The CE Shop, Inc.
9. 0214022645 Generation Buy (On-line), 4 hours Real
Estate Related, The CE Shop, Inc.

10. 0214022646 Selling to Your Sphere of Influence (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
Not approved: Course content does not fall under a continuing education category listed in 18VAC135-20-101.2 and does not protect the public health, safety, and welfare.
11. 0214022647 Seniors Real Estate Specialist (SRES) Designation Course (On-line), 8 hours Real Estate Related, The CE Shop, Inc.
12. 0214022648 Virginia Fair Housing (On-line), 2 hours Fair Housing, The CE shop, Inc.
13. 0214022650 Military Relocation Professional Certification Course, 1 hour Real Estate Contracts, and 5 hours Real Estate Related, RAR (**duplicate PLE #2**)
14. 0214022652 Everyday Ethics in Real Estate V2.0 (On-line), 4 hours Ethics & Standards of Conduct, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
15. 0214022653 Common Legal Hotline Q and A: Property Management, 3 hours Legal Updates, Virginia Realtors (**duplicate CE #16 and duplicate PLE #3**)
16. 0214022654 Common Legal Hotline Q and A: Property Management, 3 hours Broker Management, Virginia Realtors (**duplicate CE #15 and duplicate PLE #3**)
17. 0214022656 What Real Estate Agents Need to know about Home Inspection, 2 hours Real Estate Related, Preferred Systems, Inc.
18. 0214022657 Buying & Selling Homes with Underground Oil Tanks, 2 hours Real Estate Related, RAR (**duplicate PLE #4**)
19. 0214022659 8 hour Elective Continuing Education, 8 hours Real estate Related, Peninsula Real Estate School
20. 0214022662 Real Estate Tax Law Update, 1 hour Real Estate Related, Academy of Real Estate
Not approved: Course content referenced 2010 tax information.
21. 0214022663 Red Flags in Property Inspections, 3 hours Real Estate Related, Academy of Real Estate
22. 0214022664 The Regional Contract, 3 hours Real Estate Contracts, Academy of Real Estate

23. 0214022665 Contracts, 1 hour Real Estate
Contracts, Academy of Real Estate
24. 0214022666 What Can an Unlicensed Assistant Do? 1
hour Broker Management, DAAR
25. 0214022673 Navigating the Listing Highway: MLS
Road Rules, 2 hours Real Estate
Related, RAR (**duplicate PLE # 5**)
26. 0214022675 Ethics and Standards of Practice, 3
hours Ethics and Standards of Conduct,
Provident School of Real Estate
27. 0214022677 Negotiating, 3 hours Real Estate
Related, Academy of Real Estate
28. 0214022679 Buyer Agency Agreement, 2 hours Broker
Management, Cindy Bishop Worldwide,
LLC (**duplicate PLE # 7**)
29. 0214022682 Ethics Living the Code Daily, 3 hours
Ethics and Standards of Conduct, Liz
Moore University (**duplicate PLE # 6**)
30. 0214022684 Code of Ethics & Standards of Conduct,
3 hours Broker Management
WAAR (**duplicate CE 31 & PLE #8**)
31. 0214022686 Code of Ethics & Standards of Conduct,
3 hours Ethics & Standards of Conduct
WAAR (**duplicate CE # 30 and PLE #8**)
32. 0214022687 Virginia Agency, 1 hour Real Estate
Agency, Academy of Real Estate
**Approved pending receipt of Guidance
Document.**
33. 0214022688 Home Equity Conversion Mortgages, 2
hours Real Estate Related, RAR
(**duplicate PLE #9**)
34. 0214022690 Elder Law Real Estate Transactions, 2
hours Real Estate Related, RAR
(**duplicate PLE #10**)
35. 0214022693 The VAR Residential Contract of
Purchase, 1 hour Real Estate
Contracts, WAAR (**duplicate CE #39**)
36. 0214022694 Avoid Common VREB Violations, 2 hours
Broker Management, RAR (**duplicate PLE
11**)
37. 0214022696 New Settlement Process-Contract
Through Closing, 2 hours Real Estate
Related, Provident School of Real
Estate
38. 0214022697 Ethics, 3 hours Ethics and Standards
of Conduct, FAAR Academy (**duplicate
PLE #12**)
39. 0214022699 The VAR Residential Contract of
Purchase, 1 hour Broker Management,
WAAR (**duplicate CE #35**)

40. 0214022702 Radon for Realtors, 1 hour Real Estate Related, PWAR
41. 0214022706 Virginia Residential Agency Law, 1 hour Real Estate Agency, VESTA Settlements, LLC **(duplicate PLE # 13)**
42. 0214022708 Delivery-What Is It, 1 hour Real Estate Contracts, VESTA Settlement, LLC
43. 0214022709 Disclosure Law in Virginia, 2 hours Real Estate Related, VESTA Settlement, LLC
Approved pending receipt of Guidance Document.
44. 0214022710 Contract Termination, 1 hour Real Estate Contracts, VESTA Settlement, LLC
45. 0214022721 The Accredited Staging Professional, 4 hours Real Estate Related, Stagedhomes.com **(does course material meet Real Estate Related requirements?)**
Not approved: Course content does not fall under a continuing education category listed in 18VAC135-20-101.2 and does not protect the public health, safety, and welfare.
46. 0214022722 Real Estate Agent's Survival Guide to Homebuyers' Credit, 2 hours Real Estate Related, DAAR **(is 9 slides enough course content for 2 hours credit. Is this Real Estate Finance appropriate?)(duplicate PLE # 15)**
47. 0214022723 Paper Management 101: For Real Estate Agents, 2 hours Real Estate Related, Preferred Systems, Inc.
48. 0214022726 Financing for the Move Up Buyer, 2 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate PLE # 14)**
49. 0214022728 Beyond Ethics, 2 hours Broker Management, DAAR
50. 0214022730 Renovating Your Real Estate Business, 1 hour Real Estate Related, DAAR
51. 0214022731 Escrow and Protecting Other People's Money, 3 hours Real Estate Related, NVAR **(duplicate PLE # 16)**
52. 0214022733 Mortgage Financing, 2 hours Real Estate Related, Long and Foster Institute of Real Estate **(duplicate PLE # 17)**
53. 0214022735 Rental Certification, 2 hours Real Estate Related, Long and Foster

- Institute of Real Estate (**duplicate PLE # 19**)
54. 0214022736 Contingencies That Kill, 2 hours Real Estate Contracts, FAAR Academy (**duplicate PLE # 18**)
55. 0214022738 2018 Professional Standards Seminar, 3 hours Ethics and Standards of Conduct, and 1 hour Real Estate Related, VAR
56. 0214022739 Ethics for Real Estate Agents: Current Industry Issues and Trends, 3 hours Ethics and Standards of Conduct, MBH Settlement Group, L.C. (**duplicate PLE # 20**)
Not approved. Lacked a qualified instructor.
57. 0214022742 Accredited Buyer Representation, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, and 8 hours Real Estate Related, Coldwell Banker Residential Brokerage
Approved pending receipt of Guidance Document.
58. 0214022744 The Closing Process, 1 hour Real Estate Related, The RGS Title Real Estate Academy
59. 0214022745 How to Help Your Clients Avoid Foreclosure, 3 hours Real Estate Related, The RGS Title Real Estate Academy
60. 0214022746 Title Insurance Basics: What it is and How it Works, 2 hours Real Estate Related, The RGS Title Real Estate Academy
61. 0214022747 Living Trusts in Real Estate, 1 hour Real Estate Related, The RGS Title Real Estate Academy
62. 0214022748 Virginia Residential Property Disclosure, 1 hour Real Estate Related, The RGS Title Real Estate Academy
63. 0214022767 CRS 103 "Mastering Your Time to Achieve Your Goals" formerly Mastering Positive Change, 7 hours Real Estate Related, Council of Residential Specialists (**is this Real Estate Related appropriate?**)
64. 0214022768 CRS 201 "Listing Strategies for the Residential Specialist, 7 hours Real Estate Related, Council of Residential Specialists (**is this Real Estate Related appropriate?**)

65. 0214022769 Risk Management V4.0 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com

C. Original Continuing Education Course Application, pending school application:

1. 0214022683 Real Estate Contracts, 1 hour Real Estate Contracts, Highland Ace, LLC **(pending school approval - 0211001221)**
2. 0214022724 How to have a Smooth Settlement, 1 hour Real Estate Related, Highland Ace, LLC **(pending school approval - 0211001221)**
3. 0214022725 Title Insurance: What it is and Why Your Clients Should Purchase it, 1 hour Real Estate Related, Highland Ace, LLC **(pending school approval - 0211001221)**

VI. Post License Education Course Applications

A. Previously-approved Post License Education Course Applications, Approved Schools **(Review for Instructor Only - Attachment 2):**

1. 0214022711 VA Post Licensing: Real Estate law & Board Regulations V2.0, 8 hours Real Estate Law and Board Regulations, CHC, Inc. **(Charles B. "Chuck" Cornwell, Jr.)**

Previously Approved CE Courses - Pending Schools

2. 0214022771 VA Post Licensing: Agency Law (On-line), 3 hours VA Agency Law, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
3. 0214022772 VA Post Licensing: Contract Writing (On-line), 6 hours Contract Writing, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
4. 0214022773 VA Post Licensing: Escrow Requirements (On-line), 3 hours Escrow Requirements, **Refocus Real Estate**

- School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
5. 0214022774 VA Post Licensing: Ethics and Codes of Conduct v2.0 (On-line), 3 hours Ethics and Standards of Conduct, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
 6. 0214022775 VA Post Licensing: Fair Housing v2.0 (On-line), 2 hours Fair Housing, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
 7. 0214022776 VA Post Licensing: Real Estate Law & Board Regulations v2.0 (On-line), 8 hours Real Estate Law and Boards Regulations, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
 8. 0214022777 VA Post Licensing: Risk Management v2.0 (On-line), 3 hours Risk Management, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School 0211001223)**
 9. 0214022778 VA Post Licensing: Current Industry Issues & Trends v2.0 (On-line), 2 hours Risk Management, **Refocus Real Estate School LLC (Romilda Pierce Smith & Ronald Wayne Burnham) (pending School (0211001223)**

B. Original Post License Education Course Applications, Approved Schools:

1. 0214022649 Virginia Residential Standard Agency V1.0 (On-line), 3 hours VA Agency Law, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
2. 0214022651 Military Relocation Professional Certification Course, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE #13)**
3. 0214022655 Common Legal Hotline Q and A: Property Management, 2 hours Current Industry Issues and Trends, VAR **(duplicate CE # 15 and 16)**
4. 0214022658 Buying & Selling Homes with Underground Oil Tanks, 2 hours Current

- Industry Issues and Trends, RAR
(duplicate CE #18)
5. 0214022674 Navigating the Listing Highway: MLS Road Rules, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE # 25)**
 6. 0214022678 Ethics Living the Code Daily, 3 hours Ethics and Standards of Conduct, Liz Moore University **(duplicate CE # 29)**
 7. 0214022680 Buyer Agency Agreement, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE # 28)**
 8. 0214022685 Code of Ethics & Standards of Conduct, 3 hours Ethics and Standards of Conduct, WAAR **(duplicate CE #30 and 31)**
 9. 0214022689 Home Equity Conversion Mortgages, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE #33)**
 10. 0214022691 Elder Law Real Estate Transactions, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE #34)**
 11. 0214022695 Avoid Common VREB Violations, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE # 36)**
 12. 0214022698 Ethics, 3 hours Ethics and Standards of Conduct, FAAR **(duplicate CE #38)**
 13. 0214022707 Virginia Residential Agency Law, 3 hours VA Agency Law, VESTA Settlements, LLC **(duplicate CE # 41)**
 14. 0214022727 Financing for the Move Up Buyer, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE # 48)**
 15. 0214022729 Real Estate Agent's Survival Guide to Homebuyers' Credit, 2 hours Current Industry Issues and Trends, DAAR **(is 9 slides enough course content for 2 hours credit.)(duplicate CE # 46)**
 16. 0214022732 Escrow and Protecting Other People's Money, 3 hours Escrow Requirements, NVAR **(duplicate CE # 51)**
 17. 0214022734 Mortgage Financing, 2 hours Current Industry Issues and Trends, Long and Foster Institute of Real Estate **(duplicate CE # 52)**
 18. 0214022737 Contingencies That Kill, 2 hours Current Industry Issues and Trends, FAAR Academy **(duplicate CE # 54)**

19. 0214022740 Rental Certification, 2 hours Current Industry Issues and Trends, Long and Foster of Real Estate (**duplicate CE # 53**)
20. 0214022741 Ethics for Real Estate Agents: Current Industry Issues and Trends, 3 hours Ethics and Standards of Conduct, MBH Settlement Group, L.C. (**duplicate CE # 56**)
Approved pending receipt of Guidance Document.
21. 0214022743 Trusts and Wills in Real Estate Transactions, 2 hours Current Industry Issues and Trends, GCAAR
22. 0214022770 Fair Housing, 2 hours Fair Housing, GCAAR

VII. Pre-License Education Instructors

1. 0230001501 - Robyn Lyn - **Education and Professional Designation (Principles, Appraisal, Finance, Brokerage, and Law)**
2. 0230001490 - Tonya Cuffee - **waiver (Real Estate Brokerage) she was having difficulty getting her transcript from her college. Revisiting educational transcript vs College diploma from November 16, 2017 Board meeting**
3. 0230001243 - Polly Wooldridge - **education and experience (Finance, Brokerage, and Law)**
4. 0230001472 - Julia Tobin Frank - **education and experience, (Principles)**
5. 0230001515 - Thaddeus Lydell Underwood - **education and experience (Principles)**
6. 0230001453 - Stephanie S. Styers - **waiver (Principles)**
7. 0230001502 - Patricia Lavin Sury - **experience and Professional Designation (Principles)**
8. 0230001513 - Jason Reese Secrest - **waiver (Principles)**
9. 0230001511 - Christopher "Hutch" Lee Putnam - **education and experience (Principles, Appraisal, Finance, Brokerage and Law)**
10. 0230001508 - Jennifer Lynn Caison - **experience and professional designation (Principles, Appraisal, Finance, Brokerage and Law)**
11. 0230001433 - Christopher Reginald Copeland - **experience and professional designation - (Appraisal, Finance, Brokerage and Law)**
12. 0230001505 - Algernon Garrett Gardiner - **education and experience (Principles)**

13. 0230001503 - Robert Rives Bailey Jr. - **education and experience (Principles)**
14. 0230001517 - William Oscar McGrady - **waiver (Principles)**
15. 0230001518 - Olga V. Griбанова - **waiver (Principles)**
16. 0230001510 - Octavio A. Costa - **experience and professional designation (Principles, Finance, Brokerage and Law)**

VIII. Pre-License Education Courses

1. 0214022779 45 hours Real Estate Brokerage (Classroom), Calm JA, LLC, dba; Tidewater Real Estate Education School
2. 0214022780 45 hours Real Estate Brokerage (Correspondence), Alpha College of Real Estate
3. 0214022781 45 hours Real Estate Brokerage Law (Correspondence), Alpha College of Real Estate

IX. Additional Continuing/Post License Education Instructors

1. **Troy Pappas**
 0214022216 - Managing the Home Inspection
 0214022218 - Lead Safety: For Real Estate Agents
 0214022220 - Radon and Real Estate Transactions
 0214022219 - Mold: What You Need To Know and How to Read Air Samplings Reports
 0214022217 - Going Green: For Real Estate Agents
Preferred Systems Inc
2. **Lauren Tate**
 0214018798/0214018805 - Real Estate Risk Management
 0214018705/0214018716 - Current Industry Issues and Trends - Real Estate Finance
 0214018763/0214018741 - Current Industry Issues and Trends - Business Planning
 0214018740 - Current Industry Issues and Trends - Prospecting For Success
 0214018797/0214018824 - Escrow Requirements
 0214018825 - Contract Writing
 0214020733 - VA 8 Hour Mandatory CE
 0214019737 - Fair Housing
 0214019738 - Ethics and Standards Of Conduct
 0214021763 - VA Agency Law
 0214019415 - Real Estate Law and Board Regulations
New Millennium University
3. **Georgina "Gina" Clough**

- 0214020871 - Standard Owner's Policy v. 2013 Homeowner's Policy
- 0214022041 - Descriptions & Surveys
- 0214019336 - What is Title Insurance?
- 0214020224 - Know Before You Close: The New Loan...
- Fidelity National Title Insurance Company**
- 4. **Charles L. Huang**
 - 0214021655/0214021657 - Fair Housing
 - 0214022533 - FHA Loans
 - 0214022534 - VA Loans
- Coldwell Banker Residential Brokerage**
- 5. **Ronald Burnham**
 - 0214017757 - Fair Housing
 - 0214017758 - Current Industry Issues and Trends
 - 0214017759 - Ethics Training for Today's Real Estate Agent
 - 0214017922 - VA Agency Law
 - 0214017926 - Risk Management
 - 0214017957 - Contract Preparation
 - 0214018003 - Escrow Requirements
 - 0214021072 - Real Estate Laws and Board Regulations
- American School of Real Estate Express, LLC**
- 6. **Regina Pinkney**
 - 0214021823/0214021824 - VHDA Real Estate Professional Training, **Virginia Realtors**
- 7. **Frank Webster**
 - 0214021823/0214021824 - VHDA Real Estate Professional Training, **Virginia Realtors**
- 8. **Rebecca Straley**
 - 0214019394 - Escrow, Supervision, Advertising & Office Policies & Procedures, **PWAR**
- 9. **Rebecca Straley**
 - 0214019395 - Risk Management - Minimizing Risk **PWAR**
- 10. **David J. Oliverio**
 - 0214022601 - Appraisals...Figuring the Numbers
- Gabe P. Oliverio**
 - 0214022601 - Appraisals...Figuring the Numbers
- Cindy Bishop Worldwide, LLC**
- 11. **Ann Yanagihara**
 - 0214022181 - Contracts - The Sale Process with Buyers
 - 0214022532 - Don't Let Your Transactions Fall down The Drain
 - 0214021692/0214021670 - Escrow Requirements
 - 0214021671/0214021672 - Ethics and Standards of Conduct
 - 0214021655/0214021657 - Fair Housing
 - 0214020825 - Legal Updates and Emerging Trends
 - 0214022157/0214022158 - Negotiation in the 21st Century
 - 0214022608 - Preparing and Pricing In today's Market

0214021636 - Real Estate Agency
0214022508 - Real Estate Contracts
0214022353 - Risk Management
0214021689/0214021721 - VA Brokerage Relationships
0214021673 - VA Law and VREB Regulations
0214022533 - FHA Loans
0214022534 - VA Loans
0214020567 - Negotiation Workshop

NRT MID-ATLANTIC LLC

12. Paul Tony Turner

0214022044 - Understanding Mold in the Restoration Industry (2017), **Servpro Industries, Inc.**

13. Kevin Hagan - 0214022581 & 0214022582 Introduction to Commercial RE

Martha Eaheart - 0214022581 & 0214022582 Introduction to Commercial RE

Fatima Pereira-Shepherd - 0214022581 & 0214022582 Introduction to Commercial RE

Donna Greer - 0214022581 & 0214022582 Introduction to Commercial RE, **Long and Foster Institute of Real Estate**

14. Forrest Odendhal

0214022581 & 0214022582 - Introduction to Commercial Real Estate

0214022347 - Home Safety for your Sellers

Long and Foster Institute of Real Estate

15. Whitney A. Mick, Brad K. Simpson, and Ashley Willis

0214021679 - Title Insurance: Claims Can and Do Happen

0214021680 - Mechanics Lien Law in Virginia

0214021681 - Foreclosure for Realtors; What VA Real Estate Professionals Need To Know

0214021682 - Decedents Estates for VA Real Estate Agents

0214021683 - Cyber Crimes, Title Agent and Realtor Alert

0214021684 - Intricacies of Title Insurance

0214021685 - Judgments Liens and Bankruptcy

0214021710 - Authority to Execute; Who Can Sign On

Behalf Of Entities Trusts And Under Powers Of Attorney

0214021711 - Clearing Common Title Issues

First American Title Insurance Company

16. Maria Deligiorgis and Sonia L. Kuppert

0214021679 - Title Insurance: Claims Can and Do Happen

0214021680 - Mechanics Lien Law in Virginia

0214021681 - Foreclosure for Realtors; What VA Real Estate Professionals Need To Know

0214021682 - Decedents Estates for VA Real Estate Agents

0214021683 - Cyber Crimes, Title Agent and Realtor Alert

0214021684 - Intricacies of Title Insurance

0214021685 - Judgments Liens and Bankruptcy
0214021710 - Authority to Execute; Who Can Sign On
Behalf of Entities Trusts and Under Powers Of Attorney
0214021711 - Clearing Common Title Issues

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17. Harry Yazbek

0214018947/0214020015 - Fair Housing
0214018464/0214020013 - Agency
0214020624/0214020612 - Real Estate Law/Legal Updates
0214018946/0214020014 - Writing Contracts/Real Estate
Contracts, **DAAR**

18. Dennis Scott Brookshire

0214018427/0214018461 - Financing Workshop
0214019812/0214019813 - Targeting & Servicing First
Time Home Buyers
0214019622/0214019624 - 203k Renovation Loans
0214020509/0214020510 - The Power of VA Lending
0214020471/0214020472 - Listing Tools Masters Use
0214020555/0214020556 - Understanding Credit
0214021436/0214021437 - Renovation Loan Sales
Strategy, **Cindy Bishop Worldwide LLC**

19. Richard Raab

0214020782 - Legal Updates with Flood Content

Long and Foster Institute of Real Estate

20. Adam Barenfeld Engel

0214018647 - 203(K) Education for Renovation
0214020039/0214020031 - 2015 Residential Sales
Contract (VA) Addenda
0214019089/0214019097 - Mock Settlement
0214020797/0214020826 - Advanced Title Insurance
Issues
0214017988 - Agency Demystified
0214020041 - Bankruptcy and Foreclosure
0214018663 - Clearing Title to A Commission Check
0214020042/0214020035 - Compulsory 2015 Contract Crash
Course
0214019851 - Congratulations You Got The Listings!
0214020803/0214020824 - Contracts with Escalators
0214020798/0214020827 - Death, Divorce and Bankruptcy
0214020278 - Earnest Money Deposits
0214018727/0214018768 - Escrow Requirements
0214017618 - Ethics for Real Estate Agents
0214020801 - Excellence in Profession
0214019466/0214019488 - Fair Housing
0214018684/0214018665 - Foreclosure, REOs and Short
Sales-A Primer
0214021195/0214021209 - General Escrow
0214019829/0214019838 - HOA Restrictive Covenants &
the VA Property Owners Association
0214020802 - Legal Updates and Emerging Trends with
Flood Content

0214018965/0214018901 - Let's Inspect This A Little More Closely
0214018606/0214019094 - Lien on Me
0214020822 - Living the Dream-Simple Steps To Avoiding Problem Settlement
0214018651 - Property Condition Disclosure in Sale Transactions
0214019679/0214019669 - Real Estate Disclosure Law in VA
0214020120/0214020137 - Real Estate Fraud
0214021199/0214021208 - Real Estate Law
0214018512/0214020034 - Risk Management
0214018766 - Ten Helpful Legal Cases
0214020116/0214020136 - The 2015 Loan Estimate and Closing Disclosures Statements
0214019815/0214019836 - The New 2015 Residential Sales Contract
0214018620/0214018640 - The Power of Exchange: 103s
0214020040 - Title Insurance and Surveys
0214020622 - To Survey or Not To Survey
0214018653 - Transactional Red Flags-Authority to Sell
0214020805 - Transactional Involving FHA and Va Financing
0214020648/0214020649 - TRID-ICULOUS (TILA-RESPA INTEGRATED DISCLOSURE)
0214020122/0214020141 - Unconventional Transactions
0214022053 - Understanding Agent Duties And Disclosure
0214022049/0214022050 - Understanding Environment Issues Which Impact Real Estate
0214022047/0214022048 - Understanding the Loan Assumptions
0214020028/0214020038 - Understanding the Conventional, FHA and VA Financing Addenda
0214020627 - Understanding the Residential Sales Contract (Virginia)
0214022045/0214022046 - Understanding the Sales Contract For Unimproved Land
0214022051/0214022052 - Understanding Title Insurance and Surveys
0214021199/0214020650 - Virginia Real Estate Law and Board Regulations
0214017614 - Why Didn't My Short Sale Close

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21. Michelle Smith

0214018647 - 203(K) Education for Renovation
0214020039/0214020031 - 2015 Residential Sales Contract (VA) Addenda
0214019089/0214019097 - Mock Settlement
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There was no other business discussed. The meeting adjourned at 3:44 p.m.