

REAL ESTATE BOARD MEETING AGENDA

Thursday, September 4, 2025– 10:00 a.m.
2nd Floor – Board Room 2

Department of Professional and Occupational Regulation
9960 Mayland Drive
Richmond, Virginia 23233

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Egress
- b. Determination of Quorum

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- a. Real Estate Board Meeting, July 17, 2025
- b. Real Estate Board Education Application Subcommittee Meeting, August 7, 2025

IV. PUBLIC COMMENT PERIOD ***FIVE MINUTE PUBLIC COMMENT, PER PERSON***

V. FAIR HOUSING REPORT

- a. Fair Housing Administrator's Report
- b. Litigation Update

VI. FAIR HOUSING CASES

1. Tisa Lynette Knight-Chandler v. Harbor View Manor, Incorporated, Linda Daniel, RW Town Realty, LLC and Annetta Kelly
REB File Number: 2025-00822
HUD File Number: 03-25-5238-8
2. Latisha Green v. Harley Appraisals, LLC and Justin M. Harley
REB File Number: 2024-01282
HUD File Number: 03-24-4187-8
3. Rekha Mohan, Trustee of Rekha Mohan Living Trust v. Redwood AdVenture, LLC, Nancy Pav and Carla Henry
REB File Number: 2025-02838
HUD File Number: 03-25-6044-8
4. Zachariah Ware v. Neville C. Johnson & Associates Inc., Theodore Davies, Mike Alexander and Neville C. Johnson
REB File Number: 2025-02635
HUD File Number: N/A

VII. REAL ESTATE CASES

DISCIPLINARY CASE FILES

1. File Number 2024-02798 - Joanne Lynn Smith-Knauf
(Dalpiaz & Hale)
2. File Number 2025-01014 - Stephanie Julia Smith, dba Stephanie Smith
(Grimsley & Dalpiaz)
3. File Number 2024-02647 - Rumtin Afsharjavan
(Funkhouser)
4. File Number 2025-01093 - Rumtin Afsharjavan
(Funkhouser)

PRIMA FACIA CASE FILES

1. File Number 2025-00263 - Charles Leland Sears
2. File Number 2025-01510 - Lindsey Rhodenhizer
(Mollineaux)

LICENSING CASE FILES

1. File Number 2024-01684 - Matthew R. Pollino
(Jackson-Bailey)
2. File Number 2025-01384 - Jagjot Singh
(Jackson-Bailey)
3. File Number 2025-01401 - Isaiah Anthony Daughtry
(Jackson-Bailey)

CONSENT ORDERS

1. File Number 2025-00410 – Jamie Lynne Cook
(Dalpiaz)
2. File Number 2025-00512 - James Frederick Kerr, t/a James F Kerr
3. File Number 2025-01239 – Franchon R. Hutchinson
4. File Number 2025-01612 – Bradley David Gregerson
5. File Number 2025-01782 – Ronald Gray Ellis, Jr., t/a Gray Ellis

VIII. EDUCATION

- a. September 03, 2025, Education Committee Report

IX. NEW BUSINESS

- a. Guidance Documents Consideration
 - i. Broker Price Opinion Guidance Document (4058)
 - ii. Real Estate Board Application Review Matrix (7123)
- b. Executive Director's Update
- c. Recovery Fund Transfer
- d. Proposed Real Estate Education Application Changes

X. OTHER BUSINESS

- a. Exam Statistics
- b. Board Recovery Fund

XI. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

- a. Travel Voucher
- b. Conflict of Interest Form

XII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR THURSDAY, NOVEMBER 6, 2025

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA
Materials contained in this agenda are proposed for discussion
And are not to be construed as regulation or official business position
DRAFT AGENDA

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

DETERMINATION OF QUORUM:

- The Real Estate Board, consist of nine members, adheres to the requirement that a quorum, defined as the minimum number of members necessary to conduct official business, is constituted by five board members in accordance with [§ 54.1-2104](#).

DRAFT AGENDA

Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position

DRAFT AGENDA

REAL ESTATE BOARD
MINUTES OF MEETING

July 17, 2025

The Real Estate Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. The Board consists of nine (9) members, with five (5) members constituting a quorum pursuant to § 54.1-2104.

The following Board members were present:

Joseph 'Kemper' Funkhouser, III, Chair
Kermit 'Kit' Hale, Vice-Chair
Pieri Burton
Aekta Chawla
Jeremy Dalpiaz
Hector 'Rene' Fonseca
Cavelle Mollineaux

The following board members were absent:

Dr. Bernice Travers
Rajesh 'Raj' Patel

DPOR staff present for all, or part of the meeting included:

Jeb B. Wilkinson, Agency Director
Steve Kirschner, LRPD Director
Tom Payne, CID Director
Anika Coleman, Executive Director
Breanne Lindsey, Regulatory Operations Administrator
Gezelle Glasgow, Administrative Coordinator
Liz Hayes, Fair Housing Director
Joseph Haughwout, Jr., Regulatory Affairs Manager

James 'Jim' Flaherty, Brittany 'Elle' Hinton, Adam Huewe, and Alex Maria from the Office of the Attorney General were present.

Mr. Funkhouser called the meeting to Order at 10:01 A.M.

**CALL TO
ORDER**

Ms. Coleman reviewed the emergency evacuation procedures.

**EMERGENCY
EGRESS**

Mr. Funkhouser determined that a quorum was present.

**DETERMINATION
OF QUORUM**

Mr. Funkhouser informed the Board that page 4199 of the draft agenda referred to the licensee as a contractor instead of a real estate salesperson. **Mr. Mollineaux moved** to approve the amended agenda. **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

**APPROVAL OF
AGENDA**

Mr. Mollineaux moved to approve the minutes from the May 15, 2025, Real Estate Board meeting. **Ms. Chawla seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

**APPROVAL OF
MINUTES**

Mr. Mollineaux moved to approve the minutes from the May 15, 2025, Real Estate Board Fair Housing Subcommittee meeting. **Mr. Burton seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Funkhouser welcomed guests of the audience and allowed Board members and Board staff to introduce themselves.

**WELCOME &
INTRODUCTIONS**

Mr. Quesenberry addressed the Board via telephone regarding a conflict of interests for cases 2025-00386 and 2025-00570.

**PUBLIC
COMMENT**

Liz Hayes, Fair Housing Director, updated the Board on the current Fair Housing case load.

**FAIR HOUSING
REPORT**

Ms. Hinton provided the Board with a litigation update.

**LITIGATION
REPORT**

REAL ESTATE CASES

Disciplinary Case Files

Ms. Chawla recused herself for the following case file:

File Number 2023-01259-Jennifer Gunlicks Mack

**Recusal of Board
Member**

In the matter of **File Number 2023-01259-Jennifer Gunlicks Mack**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Mack (Respondent) and William Vaughn (Complainant) were present to address the Board in person.

**File Number 2023-
01259-Jennifer Gunlicks
Mack**

Mr. Mollineaux moved to find a violation of § 54.1-2132.A.4 of the Code of Virginia of the Real Estate Board Regulations (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to find a violation of 18 VAC 135-20-310.1 of the Real Estate Board Regulations (Count 2). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation and find no violations of § 54.1-2132.A.6 of the Code of Virginia (Count 3). **Mr. Burton seconded** the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation and find no violations of 18 VAC 135-20-300.9 of the Real Estate Board Regulations (Count 4). **Mr. Burton seconded** the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 1, Mack shall pay a monetary penalty of \$550.00.

In addition, for violation of Count 1, Mack’s license shall be placed on probation for a period of six (6) months. The terms of the probation shall be: Mack shall complete three (3) classroom hours of Board-approved post license education in Ethics & Standards of Conduct. Further, Mack shall provide evidence acceptable to the Board that Mack has successfully completed the course within six (6) months of the effective date of the Board’s order. The above-referenced post-license education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Hale seconded the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the

Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 2, Mack shall pay a monetary penalty of \$500.00.

Mr. Dalpiaz seconded the motion which was unanimously approved by members:
Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Ms. Chawla returned to the meeting.

Mr. Mollineaux recused himself for the following case files:

File Number 2024-02061- LeQuan Hylton

File Number 2024-02755- Luis C. Moo

Mr. Dalpiaz recused himself for the following case file:

File Number 2024-02061- LeQuan Hylton

In the matter of **File Number 2024-02061- LeQuan Hylton**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Hylton was present to address the Board in person.

Mr. Hale moved to accept the recommendation and find no violations of **18 VAC 135-20-260.11.f** of the Real Estate Board Regulations (Count 1). **Mr. Burton seconded** the motion which was unanimously approved by members: Burton, Chawla, Fonseca, Funkhouser, and Hale.

Mr. Hale moved to accept the recommendation and find no violations of **18 VAC 135-20-300.9.** of the Real Estate Board Regulations (Count 2). **Mr. Burton seconded** the motion which was unanimously approved by members: Burton, Chawla, Fonseca, Funkhouser, and Hale.

Mr. Dalpiaz returned to the meeting.

Mr. Hale recused himself for the following case file:

File Number 2024-02755- Luis C. Moo

In the matter of **File Number 2024-02755- Luis C. Moo**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Moo was present to address the Board in person.

Mr. Burton moved to accept the recommendation and find no violations of **18 VAC 135-20-260.5.** of the Real Estate Board Regulations (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, and Funkhouser.

**Return of Board
Member and Recusal of
Board Members**

**File Number 2024-
02061- LeQuan Hylton**

**Return of Board
Member and Recusal of
Board Member**

**File Number 2024-
02755- Luis C. Moo**

Mr. Mollineaux and Mr. Hale returned to the meeting.

Ms. Chawla recused herself for the following case file:
File Number 2025-00207- Erik John Leuschner

In the matter of **File Number 2025-00207- Erik John Leuschner**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Leuschner appeared at the Board meeting in person.

Mr. Hale moved to find a violation of § 54.1-2135.A.1 of the Code of Virginia (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation and find no violations of §54.1-2135.A.1 of the Code of Virginia (Count 2). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 1, Leuschner shall pay a monetary penalty of \$800.00.

In addition, for violation of Count 1, Leuschner’s license shall be placed on probation for a period of six (6) months and require Leuschner to complete six (6) classroom hours of post-license education pertaining to Contract Writing. Further, Leuschner shall provide evidence acceptable to the Board that he has successfully completed the course(s) within six (6) months of the effective date of this Order. The above-referenced post license education will not count towards any continuing education requirement, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Ms. Chawla returned to the meeting.

Mr. Hale recused himself for the following case files:
File Number 2025-00386- Travis Gene Bishop
File Number 2025-00570-Dennis Lewis Bane

In the matter of **File Number 2025-00386- Travis Gene Bishop**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the

**Return of Board
Members and Recusal
of Board Member**

**File Number 2025-
00207- Erik John
Leuschner**

**Return of Board
Member and Recusal
of Board Member**

**File Number 2025-
00386- Travis Gene**

Informal Fact-Finding Conference (“IFF”), and the Summary. Bishop and counsel appeared at the Board meeting in person. Caleb Quesenberry addressed the Board via telephone.

Bishop

Mr. Mollineaux moved to accept the recommendation and find no violations of § 54.1-2132.A.4 of the Code of Virginia (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, and Mollineaux.

In the matter of **File Number 2025-00570-Dennis Lewis Bane**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Bane and counsel appeared at the Board meeting in person. Caleb Quesenberry addressed the Board via telephone.

File Number 2025-00570-Dennis Lewis Bane

Mr. Hale moved to accept the recommendation and find no violations of § 54.1-2132.A.4 of the Code of Virginia (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, and Mollineaux.

Mr. Hale returned to the meeting.

Return of Board Member

In the matter of **File Number 2025-00825- David Moberly**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Moberly did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00825- David Moberly

Mr. Mollineaux moved to find a violation of 18 VAC 135-20-260.11.f. of the Real Estate Board Regulations (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Burton moved to accept the recommendation and find no violations of 18 VAC 135-20-180.C.4 of the Real Estate Board Regulations (Count 2). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation and find no violations of 18 VAC 135-20-180.C.2 of the Real Estate Board Regulations (Count 3). **Mr. Dalpiaz seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Burton moved to accept the recommendation and find no violations of 18 VAC 135-20-300.9 of the Real Estate Board Regulations (Count 4). **Mr. Dalpiaz seconded** the

motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Dalpiaz moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 1, Moberly shall pay a monetary penalty of \$2,500.00.

In addition, for violation of Count 1, Moberly's license shall be revoked.

Mr. Mollineaux seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 2, Moberly shall pay a monetary penalty of \$2,500.00.

In addition, for violation of Count 2, Moberly's license shall be revoked.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Dalpiaz moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 3, Moberly shall pay a monetary penalty of \$2,500.00.

In addition, for violation of Count 3, Moberly's license shall be revoked.

Mr. Mollineaux seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 4, Moberly shall pay a monetary penalty of \$2,500.00.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-00851- David Moberly**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference ("IFF"), and the Summary. Moberly did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00851- David Moberly

Mr. Hale moved to find a violation of **18 VAC 135-20-260.11.f** of the Real Estate Board Regulations (Count 1). **Mr. Dalpiaz seconded** the motion which was unanimously

approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Dalpiaz moved to find a violation of **18 VAC 135-20-180.C.2** of the Real Estate Board Regulations (Count 1). **Mr. Mollineaux seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 1, Moberly shall pay a monetary penalty of \$2,500.00.

In addition, for violation of Count 1, Moberly's license shall be revoked.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:
For violation of Count 2, Moberly shall pay a monetary penalty of \$2,500.00.

In addition, for violation of Count 2, Moberly's license shall be revoked.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

**PRIMA FACIE
DISCIPLINARY CASE
FILES**

In the matter of **File Number 2025-00205- Stephan Franco**, the Board reviewed the record which consisted of the Notice, the Revised of Report Findings, including exhibits, and the Recommendation. Franco did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-
00205- Stephan Franco**

Mr. Mollineaux moved to find violation of **18 VAC 135-20-260.h** of the Real Estate Board Regulations (Count 1). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to find violation of **18 VAC 135-20-260.11.i** of the Real Estate Board Regulations (Count 2). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to a find violation of **18 VAC 135-20-270.3** of the Real Estate Board Regulations (Count 3). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 1, Franco shall pay a monetary penalty of \$1,250.00.

In addition, place Stephan Antonio Franco's license on probation for a period of six (6) months. The terms of the probation shall be: Stephan Antonio Franco shall complete six (6) classroom hours of Board-approved post-license education in Real Estate Law and Regulations and three (3) classroom hours of Board approved continuing education in Property Management. Further, Stephan Antonio Franco shall provide evidence acceptable to the Board that Stephan Antonio Franco successfully completed the course within six (6) months of the effective date of this order. The above-referenced post license and continuing education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 2, Franco shall pay a monetary penalty of \$1,550.00.

In addition, place Stephan Antonio Franco's license on probation for a period of six (6) months. The terms of the probation shall be: Stephan Antonio Franco shall complete six (6) classroom hours of Board-approved post-license education in Real Estate Law and Regulations and three (3) classroom hours of Board approved continuing education in Property Management. Further, Stephan Antonio Franco shall provide evidence acceptable to the Board that Stephan Antonio Franco successfully completed the course within six (6) months of the effective date of this order. The above-referenced post license and continuing education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 3, Franco shall pay a monetary penalty of \$1,350.00.

In addition for violation of Count 3, Franco's license be revoked.

In addition, place Stephan Antonio Franco's license on probation for a period of six (6) months. The terms of the probation shall be: Stephan Antonio Franco shall complete six (6) classroom hours of Board-approved post-license education in Real Estate Law and Regulations and three (3) classroom hours of Board approved continuing education in Property Management. Further, Stephan Antonio Franco shall provide evidence acceptable to the Board that Stephan Antonio Franco successfully completed the course within six (6) months of the effective date of this order. The above-referenced post license and continuing education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Mollineaux seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Dalpiaz recused himself for the following case file:

File Number 2025-00217- Ivan Bowman

**Recusal of Board
Members**

Mr. Hale recused himself for the following case file due to the respondent being employed by his firm:

File Number 2025-00217- Ivan Bowman

In the matter of **File Number 2025-00217- Ivan Bowman**, the Board reviewed the record which consisted of the Notice, the Revised of Report Findings, including exhibits, and the Recommendation. Bowman did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-
00217- Ivan Bowman**

Mr. Burton moved to a find violation of § 54.1-2131.A.4 of the Code of Virginia (Count 1). **Mr. Chawla seconded** the motion which was unanimously approved by members: Burton, Chawla, Fonseca, Funkhouser, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 1, Bowman shall pay a monetary penalty of \$550.00.

In addition, for violation of Count 1, place Ivan Jay Bowman's license on probation for a period of six (6) months. The terms of the probation shall be: Ivan Jay Bowman shall complete six (6) classroom hours of Board approved post-license education in Real Estate Law and Regulations. Further, Ivan Jay Bowman shall provide evidence acceptable to the Board that Ivan Jay Bowman successfully completed the course within six (6) months of

the effective date of this order. The above-referenced post license education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Fonseca, Funkhouser, and Mollineaux.

Mr. Dalpiaz and Mr. Hale returned to the meeting.

**Return of Board
Members**

In the matter of **File Number 2025-00785- Chola Yesena Owens**, the Board reviewed the record which consisted of the Notice, the Revised of Report Findings, including exhibits, and the Recommendation. Owens did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-
00785- Chola Yesena
Owens**

Mr. Mollineaux moved to a find violation of **18 VAC 135-20-260.12.c** of the Real Estate Board Regulations (Count 1). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to a find violation of **18 VAC 135-20-260.12.b** of the Real Estate Board Regulations (Count 2). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to a find violation of **18 VAC 135-20-260.12.i** of the Real Estate Board Regulations (Count 3). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to a find violation of **§ 54.1-2137.B** of the Code of Virginia (Count 4). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to a find violation of **18 VAC 135-20-250** of the Real Estate Board Regulations (Count 5). **Mr. Hale seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 1, Owens shall pay a monetary penalty of \$1,950.00.

In addition, Owens's license shall be revoked.

Mr. Hale seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 2, Owens shall pay a monetary penalty of \$2,350.00.

In addition, Owens's license shall be revoked.

Mr. Mollineaux seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 3, Owens shall pay a monetary penalty of \$1,500.00.

In addition, Owens's license shall be revoked.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 4, Owens shall pay a monetary penalty of \$350.00.

In addition, for violation of Count 4, shall place Chola Yesena Owens' license on probation for a period of six (6) months and require Chola Yesena Owens to complete three (3) classroom hours of Board-approved post-license education pertaining to Agency Law. Further, Chola Yesena Owens shall provide evidence acceptable to the Board that Chola Yesena Owens has successfully completed the course(s) within six (6) months of the effective date of this Order.

The above-referenced post-license education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license.

Mr. Mollineaux seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to accept the recommendation contained in the Summary of the

Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 5, Owens shall pay a monetary penalty of \$2,000.00.

In addition, Owens's license shall be revoked.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

**LICENSING CASE
FILES**

In the matter of **File Number: 2025-01157 – Martin Mehran Taheri**, the Board reviewed the record which consisted of the application file, transcript, exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference. Taheri did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number: 2025-
01157 – Martin
Mehran Taheri**

Mr. Hale moved to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference (IFF) and Taheri's application for a Real Estate Salesperson license by examination be denied.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number: 2025-01146 – Trevor W. Johnston**, the Board reviewed the record which consisted of the application file, transcript, exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference. Johnston did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number: 2025-
01146 – Trevor W.
Johnston**

Mr. Hale moved to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference (IFF) and Johnston's application for a Real Estate Salesperson License by Examination be approved.

Mr. Burton seconded the motion which was approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number: 2025-01709 – Tyesha Fatima Dowdy**, the Board reviewed the record which consisted of the application file, transcript, exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference. Dowdy did not appear at the Board meeting in person, by counsel, or by any

**File Number: 2025-
01709 – Tyesha
Fatima Dowdy**

other qualified representative.

Mr. Burton moved to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference (IFF) and Dowdy's application for a Real Estate Salesperson license by examination be approved.

Mr. Dalpiaz seconded the motion which was approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Mollineaux moved to consider all Consent Order case files except for **File Number: 2025-00097, 2025-02220, & 2025-02701** as a block vote. **CONSENT ORDERS AS A BLOCK VOTE**

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to accept all Consent Order case files except for **File Number: 2025-00097, 2025-02220, & 2025-02701** as a block vote.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2024-01962- Legum & Norman Realty Inc**, the Board reviewed the Consent Order as seen and agreed to by Legum & Norman Realty Inc. Legum & Norman Realty Inc did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2024-01962- Legum & Norman Realty Inc

Mr. Hale moved to accept the proposed Consent Order offer wherein by Legum & Norman Realty Inc admits to a violation of the Board's regulations:

Count 1: 18 VAC 48-50-190.19	\$1,000.00
Count 2: 18 VAC 48-50-190.17	\$750.00
Count 3: 18 VAC 48-50-190.10	\$750.00
Count 4: 18 VAC 48-50-190.14	\$500.00
Count 5: 18 VAC 48-50-190.11	\$2,500.00

Legum & Norman Realty Inc agrees to Board costs of **\$150.00**.

Total fines and costs of **\$5,650.00**

In addition, for violation of Count 5, Legum & Norman Realty Inc agrees to a one (1) year probation of its license as of the effective date of this Consent Order. Further, for violation of Count 5, Legum & Norman Realty Inc agrees to provide to the Board, in a form acceptable to the Board, restoration of the deficit in the amount of \$4,856.09 to the Potomac Club Condominium Unit Owners Association ("PCCUOA")

within sixty (60) days of the effective date of this Consent Order. Failure to comply with the conditions outlined above will result in the automatic revocation of Legum & Norman Realty Inc's license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2024-02679- German Rivas**, the Board reviewed the Consent Order as seen and agreed to by Rivas. Rivas did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2024-02679- German Rivas

Mr. Hale moved to accept the proposed Consent Order offer wherein Rivas admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-260.11.I \$1,200.00

Rivas agrees to Board costs of **\$150.00**.

Total fines and costs of **\$1,350.00**

In addition, Rivas agrees to complete at least three (3) classroom hours of Board-approved Post-License education pertaining to Ethics and Standards of Conduct and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-00224- Robert Henry Kern**, the Board reviewed the Consent Order as seen and agreed to by Kern. Kern did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00224- Robert Henry Kern

Mr. Hale moved to accept the proposed Consent Order offer wherein Kern admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-310.1 \$500.00

Kern agrees to Board costs of **\$150.00**.

Total fines and costs of **\$650.00**

In addition, Kern agrees to complete at least six (6) classroom hours of Board-approved Post-License education pertaining to Contract Writing and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-00460- Thomas Lee Hertel, t/a Thomas L Hertel**, the Board reviewed the Consent Order as seen and agreed to by Hertel. Hertel did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00460- Thomas Lee Hertel, t/a Thomas L Hertel

Mr. Hale moved to accept the proposed Consent Order offer wherein Hertel admits to a violation of the Board's regulations:

Count 1: § 54.1-2137.B of the Code of Virginia \$350.00

Hertel agrees to Board costs of **\$150.00**.

Total fines and costs of **\$500.00**

In addition, Hertel agrees to complete at least six (6) classroom hours of Board-approved Post-License education pertaining to Real Estate Law and Regulations and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-00575- Amir Mohammad Sadeghi**, the Board reviewed the Consent Order as seen and agreed to by Sadeghi. Sadeghi did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00575- Amir Mohammad Sadeghi

Mr. Hale moved to accept the proposed Consent Order offer wherein Sadeghi admits to a violation of the Board's regulations:

Count 1: § 54.1-2138.2 Code of Virginia \$350.00

Sadeghi agrees to Board costs of **\$150.00**.

Total fines and costs of **\$500.00**

In addition, Sadeghi agrees to complete at least three (3) classroom hours of Board-approved Post-License education pertaining to Agency Law and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-00702- Kristen Taylor Cassell, t/a Taylor Cassell**, the Board reviewed the Consent Order as seen and agreed to by Cassell. Cassell did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00702- Kristen Taylor Cassell, t/a Taylor Cassell

Mr. Mollineaux moved to accept the proposed Consent Order offer wherein Cassell admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-310.2 \$600.00

Cassell agrees to Board costs of **\$150.00**.

Total fines and costs of **\$750.00**

In addition, Cassell agrees to complete at least three (3) classroom hours of Board-approved Post-License education pertaining to Escrow Requirements and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-00964- Touqeer Malik, t/a Touqeer Malik**, the Board reviewed the Consent Order as seen and agreed to by Malik. Malik did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-00964- Touqeer Malik, t/a Touqeer Malik

Mr. Hale moved to accept the proposed Consent Order offer wherein Malik admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-260.11.g \$3,000.00
(Six violations @ \$500.00 each)

Count 1: 18 VAC 135-20-260.11.m \$5,700.00
(Six violations @ \$950.00 each)

Count 1: 18 VAC 135-20-280.2 \$2,400.00
(Two violations @ \$1,200.00 each)

Malik agrees to Board costs of **\$150.00**.

Total fines and costs of **\$11,250.00**

Further, Malik agrees to a one (1) year probation of his license as of the effective date of this Order. During this one (1) year probation, Malik agrees to comply with the regulations of the Real Estate Board; and to provide to the Board, on a quarterly basis and in a form acceptable to the Board, a written statement from Malik and his principal broker that Malik is in compliance with the regulations of the Real Estate Board. If Malik renews his license, the one (1) year quarterly reporting shall begin upon renewal of his license.

If Malik violates any terms of this probation, his license may be revoked, pending review by the Board.

In addition, Malik agrees to complete at least six (6) classroom hours of Board-approved Post-License education pertaining to Real Estate Law and Regulations and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-01038- James Theodore Vanterpool, t/a James T Vanterpool**, the Board reviewed the Consent Order as seen and agreed to by Vanterpool.

File Number 2025-01038- James Theodore

Vanterpool did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

Vanterpool, t/a James T Vanterpool

Mr. Hale moved to accept the proposed Consent Order offer wherein Vanterpool admits to the following violations of the Board's regulations:

Count 1: § 54.1-2132.A.4 of the Code of Virginia	\$550.00
Count 2: 18 VAC 135-20-310.2	\$600.00

Vanterpool agrees to Board costs of **\$150.00**.

Total fines and costs of **\$1,300.00**

In addition, Vanterpool agrees to complete at least six (6) classroom hours of Board-approved Post-License education pertaining to Real Estate Law and Regulations and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom. It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-01496- Ling Lui-Zheng**, the Board reviewed the Consent Order as seen and agreed to by Lui-Zheng. Lui-Zheng did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

File Number 2025-01496- Ling Lui-Zheng

Mr. Hale moved to accept the proposed Consent Order offer wherein Lui-Zheng admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-260.11.1	\$1,500.00
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Lui-Zheng agrees to Board costs of **\$150.00**.

Total fines and costs of **\$1,650.00**

In addition, Lui-Zheng agrees to complete at least the number of classroom hours, as specified below, of Board-approved Post- License education and provide proof of attendance and successful completion to the Board within six (6) months of the effective date of this Consent Order. The courses must be completed in the classroom. The courses to be completed are:

- Six (6) hours pertaining to Real Estate Law and Regulations; and
- Three (3) hours pertaining to Ethics and Standards of Conduct.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

In the matter of **File Number 2025-01512- Kuang Peng**, the Board reviewed the Consent Order as seen and agreed to by Peng. Peng did not appear at the Board meeting in person, by counsel, or by any other qualified representative. **File Number 2025-01512- Kuang Peng**

Mr. Hale moved to accept the proposed Consent Order offer wherein Peng admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-260.11.g \$1,400.00

Peng agrees to Board costs of **\$150.00**.

Total fines and costs of **\$1,550.00**

In addition, Peng agrees to complete at least three (3) classroom hours of Board-approved Post-License education pertaining Escrow Requirements and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

**END OF CONSENT
ORDER BLOCK VOTE**

Mr. Dalpiaz recused himself for the following case file:
File Number: 2025-00097 – Erin Grace Lewis

**Recusal of Board
Member**

In the matter of **File Number 2025-00097- Erin Grace Lewis**, the Board reviewed the Consent Order as seen and agreed to by Lewis. Lewis did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-
00097- Erin Grace Lewis**

Mr. Mollineaux moved to accept the proposed Consent Order offer wherein Lewis admits to the following violations of the Board's regulations:

Count 1: 18 VAC 135-20-260.11.g \$500.00

Lewis agrees to Board costs of **\$150.00**.

Total fines and costs of **\$650.00**

In addition, Lewis agrees to complete at least six (6) classroom hours of Board-approved Post-License education pertaining to Real Estate Law and Regulations and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Hale seconded the motion which was unanimously approved by members: Burton, Chawla, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Dalpiaz returned to the meeting.

Mr. Hale recused himself for the following case files:

File Number 2025-02220- Riley Edward Ingram, Jr.

File Number 2025-02701- David E. Gunter

In the matter of **File Number 2025-02220- Riley Edward Ingram, Jr.**, the Board reviewed the Consent Order as seen and agreed to by Ingram. Ingram did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

Mr. Mollineaux moved to accept the proposed Consent Order offer wherein Ingram admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-165.4 \$750.00

Ingram agrees to Board costs of **\$150.00**.

Total fines and costs of **\$900.00**

Mr. Burton seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, and Mollineaux.

In the matter of **File Number 2025-02701- David E. Gunter**, the Board reviewed the Consent Order as seen and agreed to by Gunter. Gunter did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**Return of Board
Member and Recusal of
Board Member**

**File Number 2025-
02220- Riley Edward
Ingram, Jr.**

**File Number 2025-
02701- David E. Gunter**

Mr. Mollineaux moved to accept the proposed Consent Order offer wherein Gunter admits to a violation of the Board's regulations:

Count 1: 18 VAC 135-20-260.11.a \$500.00

Gunter agrees to Board costs of **\$150.00**.

Total fines and costs of **\$650.00**

In addition, Gunter agrees to complete at least six (6) classroom hours of Board-approved Post-License education pertaining to Real Estate Law and Regulations and provide proof of attendance and successful completion within six (6) months of the effective date of this Consent Order. The course(s) must be completed in the classroom.

It is acknowledged that satisfactory completion of the above-referenced Post-License education hours will not count towards any continuing education requirements, if applicable, for renewal or reinstatement of license.

Mr. Dalpiaz seconded the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, and Mollineaux.

Mr. Hale returned to the meeting.

Mr. Hale provided a report from the July 16, 2025, Real Estate Education Committee meeting. **Mr. Burton moved** to accept the report as written. **Ms. Chawla seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Mr. Hale moved to establish a workgroup/subcommittee consisting of Board staff, Board members, and education providers to review the education applications. **Mr. Burton seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Ms. Coleman provided the Real Estate Board with the Executive Director's update.

Ms. Coleman provided a regulatory update, **18 VAC 135-20**: has progressed to the Proposed Stage.

**Return of Board
Member**

EDUCATION

**NEW BUSINESS
Executive Director's
Update**

Regulatory Updates

PSI Exam Review Committee Subject Matter Experts (SMEs) will be announced at the next meeting.

PSI Exam Review Committee

Ms. Lindsey informed the Board that due to recent legislation changes and to implement SB 826, the Board must vote on updating the regulations with the required updates. **Mr. Dalpiaz moved** to adopt the regulations with the required legislative changes. **Ms. Chawla seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Exempt Regulatory Action-Implementation of SB 826

Ms. Lindsey informed the Board that due to recent legislation changes the following guidance documents will need to be repealed:

Guidance Documents Consideration

- 3648 Real Estate Pre-License Instructor Guidance Document 03/24/2008
- 3178 Proof of Financial Responsibility for Board-Approved Education Providers 07/19/2007
- 3665 Continuing & Post License Education Course Reporting Requirements 05/19/2008
- 3666 Instructor Qualifications 05/19/2008
- 3964 Real Estate Distance Education Notarized Affidavit Requirement 05/19/2008
- 4160 On-line Course Time Requirement 12/17/2009
- 5039 Necessity for Brokerage Agreements 09/06/2012
- 5529 Real Estate Continuing Education Elective Courses 5/22/2014

Mr. Hale moved to repeal the guidance documents. **Mr. Dalpiaz seconded** the motion the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

Ms. Lindsey informed the Board that the guidance document, 4058 Broker Price Opinion Guidance Document 12/04/2009, needed to be amended to reflect the recent legislative changes. **Mr. Mollineaux moved** to amend the guidance document with the recommended changes to reflect the recent legislative changes. **Ms. Chawla seconded** the motion which was unanimously approved by members: Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux.

OTHER BOARD BUSINESS

The Board reviewed the exam statistics. No action was taken by the Board.

Exam Statistics

Ms. Coleman opened the floor for nominations for the position of Chair of the Real Estate Board. Mr. Burton nominated Joseph “Kemper” Funkhouser for the position of Chair. Mr. Funkhouser accepted the nomination. The nominations were closed. **Ms. Chawla moved**

Election of Officers

to accept Mr. Funkhouser as Chair of the Real Estate Board. **Mr. Dalpiaz seconded** the motion was unanimously approved. Members voting “Yes” Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux. By acclimation, Mr. Funkhouser was named Board Chair.

Mr. Funkhouser opened the floor for nominations for the position of Vice-Chair of the Real Estate Board. Ms. Chawla nominated Kermit “Kit” Hale for the position of Vice-Chair. Mr. Hale accepted the nomination. The nominations were closed. **Mr. Burton moved** to accept Mr. Hale as Vice-Chair of the Real Estate Board. **Ms. Chawla seconded** the motion was unanimously approved. Members voting “Yes” Burton, Chawla, Dalpiaz, Fonseca, Funkhouser, Hale, and Mollineaux. By acclimation, Mr. Hale was named Board Vice-Chair

The Board reviewed the Board recovery fund as presented. Ms. Coleman informed the Board that an updated financial statement will be provided at the next meeting. No action was taken by the Board.

Board Financial Statement

Mr. Mollineaux informed the Board that brokers have reached out regarding what to do with escrow money being in escrow for 10-15 years. Ms. Coleman informed the Board that Board staff will provide an update at the next meeting.

Escrow Money

Mr. Funkhouser reminded the Board to complete the Conflict-of-Interest Statements and Travel Reimbursement Forms.

COMPLETION OF PAPERWORK

There being no further business, the Board adjourned at 11:57 A.M.

ADJOURN

Joseph ‘Kemper’ Funkhouser, III, Chair

James B. "Jeb" Wilkinson, Jr., Secretary



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Glenn A. Youngkin
Governor

G. Bryan Slater
Secretary of Labor

James B. "Jeb" Wilkinson, Jr.
Director

VIRGINIA REAL ESTATE BOARD EDUCATION APPLICATION SUBCOMMITTEE MEETING

The Real Estate Board Education Application Subcommittee met on Thursday, August 7, 2025, at 10:01 A.M., at the Department of Professional & Occupational Regulation in Richmond, Virginia.

Subcommittee Members present: Joseph 'Kemper' Funkhouser, III, Board Member
Kermit 'Kit' Hale, Committee Chair
Rajesh "Raj" Patel, Board Member

Education Providers: Gracie Peck, RAR
Laura Jones, VR
Barbara McGrath, FAAR
Danielle Via, SVAR (departed at 12:30 P.M.)
Rene Carwile, Moseley Flint
Gene Robles, HRRR
Joy Stout, WAAR
Cassandra Harrison, Greater Piedmont REALTORS

Department Staff Members present: Anika Coleman, Executive Director
Breanne Lindsey, Regulatory Operations Administrator
Gezelle Glasgow, Administrative Coordinator
Janice Toole, Licensing Specialist
Ana 'Mia' Quimpo, Licensing Specialist
Vanessa DeGraw, Program Operations Administrator

Mr. Hale called the meeting to order at 10:01 A.M.

Mr. Hale welcomed the committee members, education providers, and board staff and invited them to introduce themselves.

Ms. Coleman read the emergency egress.

A motion was made by Mr. Funkhouser to approve the agenda. Mr. Patel seconded the motion, which was unanimously approved by members: Carwile, Funkhouser, Hale, Harrison, Jones, McGrath, Patel, Peck, Robles, Stout, and Via.

Public Comment

None

Application Review

The Subcommittee reviewed all application types, including Proprietary School Applications, Post-License and Continuing Education Course Applications, Pre-License Instructor Certifications, Pre-License Course Applications, and Post-License/Continuing Education Instructor Approvals. Material changes were made across each application, and the revised versions will be submitted to the Real Estate Board Education Committee for review and recommendation to the Real Estate Board for approval.

New Business

Ms. Toole and Ms. Quimpo informed the Subcommittee that legislative changes effective July 1, 2024, impacted Agency Law, Real Estate Contract, Legal Updates, and Real Estate Related courses. Classes are currently offered in 1-hour or 2-hour formats, and licensees who do not require the additional hours will roll over to Real Estate Related courses. After June 30, 2026, licensees will be required to complete an additional 2 hours of Agency Law. Beginning June 30, 2026, licensees will also be required to complete an additional 2 hours of Real Estate Agency, 2 hours of Legal Updates, 2 hours of Real Estate Contracts, and 5 hours of Real Estate Related Subjects (electives). Implementation glitches are being addressed on a case-by-case basis and will be resolved after June 30, 2026.

The meeting adjourned at 1:30 p.m.

Joseph “Kemper” Funkhouser, Chair

James B. “Jeb” Wilkinson, Jr., Secretary

FAIR HOUSING CASES FOR SEPTEMBER 4, 2025 REB AGENDA

- 1. Tisa Lynette Knight-Chandler v. Harbor View Manor, Incorporated,
Linda Daniel, RW Town Realty, LLC and Annetta Kelly
REB File Number: 2025-00822
HUD File Number: 03-25-5238-8**
- 2. Latisha Green v. Harley Appraisals, LLC and Justin M. Harley
REB File Number: 2024-01282
HUD File Number: 03-24-4187-8**
- 3. Rekha Mohan, Trustee of Rekha Mohan Living Trust v. Redwood
AdVenture, LLC, Nancy Pav and Carla Henry
REB File Number: 2025-02838
HUD File Number: 03-25-6044-8**
- 4. Zachariah Ware v. Neville C. Johnson & Associates Inc., Theodore
Davies, Mike Alexander and Neville C. Johnson
REB File Number: 2025-02635
HUD File Number: N/A
{Conciliation: Disability, Military Status and Source of Funds}**

Real Estate Board
PROPRIETARY SCHOOL CERTIFICATION APPLICATION
Fee \$265.00

**A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed [credit card insert](#) must be mailed with your application package.
 APPLICATION FEES ARE NOT REFUNDABLE.**

1. Business Entity/Sole Proprietor Name _____
 ➤ A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious name. All names must be the same as displayed on government issued ID or organization/business documents.
2. Assumed or Fictitious Name [▲] _____
 ▲ If an **assumed/fictitious name** is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the *Code of Virginia* must be attached to this application.
3. A. Type of business entity (select only **one**)

☐ Sole Proprietorship
☐ Limited Partnership

☐ General Partnership
☐ Limited Liability Company

☐ Solely Owned LLC
☐ Other, please specify: _____

☐ Corporation

Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.

B. State Corporation Commission (SCC) Number: _____ (If applicable)

➤ All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as a business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No **person, partnership, limited liability company or corporation** shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless register with the Virginia SCC.

For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

- 4. Provide **one** of the following identification numbers:

☐ Business Federal Employer Identification Number (EIN)

☐ Sole Proprietor's/Individual's Social Security Number and/or

☐ **Virginia** Department of Motor Vehicles Control Number *

➤ Enter the same identification number as used on previous applications or licenses on file with the department.

* State law requires every applicant, who is not a sole proprietor or solely owned LLC, to provide a federal employer identification number. Sole proprietor or solely owned LLC who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

- 5. Mailing Address (PO Box accepted)
 The mailing address will be printed on the license.

 City _____ State _____ Zip Code _____
- 6. Street Address (PO Box not accepted)
PHYSICAL ADDRESS REQUIRED

 City _____ State _____ Zip Code _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1005		0211	

7. Contact Numbers _____
Primary Telephone _____ Alternate Telephone _____
8. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.
9. Name and Title of Contact Person _____
10. Type of school (select only **one**)
☐ Privately owned school
☐ Real estate professional association
☐ Other _____
11. Type of courses to be offered (select **all** that apply)
☐ Principles & Practice of Real Estate (Salesperson Pre-License Course)
☐ Broker Pre-licensure Courses
☐ Continuing Education
☐ Post-licensure Education
12. Method of Instruction (select **all** that apply)
☐ Classroom
☐ Correspondence
☐ On-line
☐ Other distance learning, describe _____
13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that the school has complied with all the laws of Virginia related to real estate school certification under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Owner's Signature _____ Date _____

Additional Documentation Required

- Evidence of financial responsibility
- School catalog or bulletin (if one is available)

Evidence of Financial Responsibility

To ensure that Board-approved education providers meet the financial responsibility requirement pursuant to §54.1-2105.02.A of the *Code of Virginia*, the Board requires every education provider applicant to submit a CPA-certified letter attesting to the applicant's net worth or a balance sheet/financial statement certified to be accurate by the applicant. The applicant's net worth must be a minimum of \$2,000.

Real Estate Board
CONTINUING EDUCATION/POST LICENSE COURSE APPROVAL APPLICATION
Submitting an Education Course Application Electronically

The Virginia Real Estate Board only accepts course applications electronically. The process is outlined below: 

1. Complete the entire application, leave nothing blank. Enter "NA" if the question is not applicable.
2. Compile one set of the "Required Attachments" as outlined on the last sheet of this application package. Include each attachment header sheet even if there is no documentation to be submitted.
3. Providers shall arrange their application with the CE/PLE course application first, followed by each required attachment in the order as it is shown on the instruction sheet. Do not include any of the instruction sheets in your final submission (such as page 1, 5 or 6).
4. Combine the CE/PLE course application and all attachments into one single PDF by scanning the entire document together or create a single PDF using digital software. If using digital software to create the PDF, the final package must be compatible with Adobe Acrobat DC. Reduce the file size as much as possible.
5. The electronic application should be given a file name that matches the course title provided in Question 9 or 10 from the CE/PLE course application.
6. Email the final PDF document to reschool@dpor.virginia.gov. In the email "Subject" line, type the Education Provider's name (an abbreviation will be fine), a hyphen and the title of the document. An example would be: "DPOR - ABC Course Title.pdf".

Applications must be submitted electronically to the Board's email address by the deadline date. These dates are located on the Board's website under the "Education and Exams" section-tab located here: www.dpor.virginia.gov/Boards/Real-Estate. 

The course application will be reviewed by the board's specialist. If the information provided is **correct** and **complete**, the course will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgment Letter" will be emailed to the provider. 

If the course is **incorrect** or **incomplete**, the provider will be notified by email and the course will **not** be added to the committee agenda. Once corrections have been made, the course will then need to be resubmitted to the Board for review. Once the application is correct and complete, it will then be added to the **next** committee meeting agenda*.

* If the original deadline date has past, the application package will **not** be added to the RE Education Committee meeting agenda until the **next** scheduled meeting.

Feel free to contact the Real Estate Board Education Section at reschool@dpor.virginia.gov or at 804-367-2406 with any questions.

Real Estate Board

CONTINUING EDUCATION/POST LICENSE COURSE APPROVAL APPLICATION

No Fee Required

Once a course is approved, it may not be substantially altered. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or change any of the stated course topics. If a course is altered, the revised/new course must be submitted for Board approval. Education Providers must notify the Board concerning any change in administrative information.

1. Education Provider Name _____
2. Education Provider Number

0	2	1	1						
---	---	---	---	--	--	--	--	--	--

3. Name of Contact Person _____
4. Contact Number _____
Primary Telephone Extension

5. Course Delivery Type  
 - ☐ Physical Classroom | *student and instructor real-time interaction in-person*
 - ☐ Virtual Classroom | *student and instructor real-time interaction through video conferences, Internet, or other multimedia courseware*
 - ☐ Online ♦ | *self-directed, student-paced Web-based coursework without real-time instructor-led training*
 - ☐ Correspondence ♦ | *self-directed, student-paced coursework without instruction*

♦ Correspondence and On-Line courses must include appropriate testing procedures (quiz or examination) to verify course completion and a Notarized Affidavit Form to certify student course compliance requirements.

6. Has this course been Board-approved for the Provider (listed above) or another education provider?
No ☐
Yes ☐ If yes, write the Board's approval number below and attach a letter from the approved education provider (if applicable) authorizing your school to use the approved course.
Approved Education Provider Name _____
Board's approval number: PLE Course _____ (See Required Attachments* on page 5)
Board's approval number: CE Course _____

7. Describe method of monitoring attendance for classroom course or affirming completion of online/correspondence course:

8. Describe method of maintaining records:

9. Post License Education Course Information:

A. PLE Course Title:

(Limited to 40 Characters)

B. Select **one** of the following PLE Courses:

- ☐ 1. Fair Housing*, Americans with Disabilities Act and the Civil Rights Act of 1866 (2 hours only)
*Must include an update on current cases and administrative decisions under Fair Housing laws and information on Hoarding. Must also include all Fair Housing Federal and VA State protected classes in the course material. (attachment 4).
- ☐ 2. Real Estate Law and Board Regulations - shall include Lead Based Paint, Virginia Residential Landlord and Tenant Act, Property Owners Association Act, Condominium Act, Common Interest Community Law, Megan's Law, Service Members Civil Relief Act, all required disclosures, Virginia Real Estate Board disciplinary actions, Building Codes and Smoke Detectors, and Flood Hazard Areas and the National Flood Insurance Program (6 hours only).
- ☐ 3. Ethics and Standards of Conduct** (3 hours only)
**Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Syllabus):
"The NAR Code of Ethics is being used only as a teaching tool. The NAR Code of Ethics provisions that are outside of the Virginia Real Estate Board's laws and regulations are not applicable to Real Estate Board licensees."
- ☐ 4. Current Industry Issues and Trends - may include Short Sales, Social Media and Internet Advertising (2 hours only)
- ☐ 5. Virginia Agency Law (3 hours only)***
*** Must include a copy of the Board's "Guidance Document on Necessity for Brokerage Agreements."
- ☐ 6. Contract Writing - may include Listing Parties, Residential Leasing, Net Leases, Triple Net Leases, Ground Leases, Contingencies, Ownership Principles, Multiple Offers, Ratification, Delivery, Back-up Offers and Home Inspections (6 hours only)
- ☐ 7. Risk Management - shall include Real Estate Settlement Procedures Act, Anti-Trust Act, Chesapeake Bay Preservation Act, Environmental Laws, Mold (3 hours only)
- ☐ 8. Escrow Requirements - shall include Deposits and Trust Monies (3 hours only)
- ☐ 9. Real Estate-Related Finance - shall include the process for obtaining a loan and the options for financing land, residential, and commercial purchases. (2 hours only)

10. Continuing Education (CE course) Information:

A. CE Course Title:

(Limited to 40 Characters)

TOTAL hours requested: _____ (Only use whole hour increments - **do not** use 15, 30, or 45 minute increments)

B. List the course hours for each **Mandatory** and **Real Estate Related** course subject(s) below:

1. **Mandatory** - Indicate the number of hours for the applicable course subject(s) below: (Only use whole hour increments)

- | | |
|---|--|
| _____ a. Fair Housing* (2 hr.) | _____ e. Real Estate Contracts (2 hr.) |
| _____ b. Ethics & Standards of Conduct* (3 hr.) | _____ f. Broker Management/Agent Supervision (6 hr.) |
| _____ c. Legal Updates* (2 hr.) | _____ g. Broker Supervision Requirements* (2 hr.) |
| _____ d. Real Estate Agency* (2 hr.) | |

➤ **PLEASE BOOKMARK ALL MANDATORY CRITERIA REQUIRED BELOW IN THE COURSE MATERIAL.**

- * Must be at least 2 hours and include an update on current cases and administrative decisions under Fair Housing Laws and information on Hoarding. Must also include all Fair Housing Federal and VA State protected classes.
- ❖ Must include a copy of the Board's "Guidance Document on Necessity for Brokerage Agreement."
- ◆ Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Syllabus):
"The NAR Code of Ethics is being used only as a teaching tool. The NAR Code of Ethics provisions that are outside of the Virginia Real Estate Board's laws and regulations are not applicable to Real Estate Board licensees."
- ✦ Must include instruction on Flood Hazard areas and the National Flood Insurance Program.
- ✳ An overview of the broker supervision requirements under the Code of Virginia and the Board regulations.

2. **Real Estate Related:** - Indicate the number of **hours** per course subject(s) below: (Only use whole hour increments)

◆ 5 hours of general elective courses are required for CE in addition to the mandatory hours listed under question B.1.

- | | |
|---|---|
| _____ a. Property rights; | _____ s. Housing legislation; |
| _____ b. Contracts; | _____ t. Fair housing; |
| _____ c. Deeds; | _____ u. Real Estate Board regulations; |
| _____ d. Mortgages and deeds of trust; | _____ v. Land use; |
| _____ e. Types of mortgages; | _____ w. Business law; |
| _____ f. Leases; | _____ x. Real estate economics; |
| _____ g. Liens; | _____ y. Real estate investments; |
| _____ h. Real property and title insurance; | _____ z. Federal real estate law; |
| _____ i. Investment; | _____ aa. Commercial real estate; |
| _____ j. Taxes in real estate; | _____ bb. Americans With Disabilities Act; |
| _____ k. Real estate financing; | _____ cc. Environmental issues impacting
real estate; |
| _____ l. Brokerage and agency contract responsibilities; | _____ dd. Building codes and design; |
| _____ m. Real property management; | _____ ee. Local laws and zoning; |
| _____ n. Search, examination and registration of title; | _____ ff. Escrow requirements; |
| _____ o. Title closing; | _____ gg. Ethics and standards of
conduct; and |
| _____ p. Appraisal of real property; | _____ hh. Common interest ownership; or |
| _____ q. Planning subdivision developments
and condominiums; | _____ ii. Other (Must explain how the
course protects the public's health,
safety and welfare): |
| _____ r. Regulatory statutes; | |
- Other:

11. *I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.*

Contact Person's Signature _____ Date _____

(Required Attachments and Video Content to follow)

Required Attachments

Arrange the attachments behind the completed course application, in number order. Label each attachment with the appropriate section header sheet according to the descriptions given below. Once the course application package is complete and combined into one electronic document format (.pdf), add electronic bookmark to each of the different sections and label each with the appropriate attachment number (i.e. Application, Attachment #1, etc.). **PLEASE BOOKMARK THE DOCUMENTS AND TOPICS THAT ARE REQUIRED FOR EACH CATEGORY REQUESTED** (i.e. Hoarding, Guidance Document, Flood, etc.).

Examples of section header sheets:



Attachment #1 - A **course syllabus** listing the main points of the course.

- * Attachment #2 - A comprehensive, **timed course outline** (TCO) indicating course subjects and how many minutes of instruction are scheduled for each subject. The TCO must include detailed, clear information for each course section and be in 5-minute increments. Course applications with inadequate TCOs will be rejected. Fifty minutes of instruction equals one hour of PLE credit. On-line and other Distance Learning Courses must include the amount of time allocated for quizzes and the final exam on the TCO.

Attachment #3 - A summary of how the **course** will **benefit** the real estate salesperson professionally and increase the protection of the general public.

Attachment #4 - A copy of the **course materials** used/distributed including title of all the books, handouts, pamphlets, overhead slides and detailed lecture notes. If course is approved for another Provider, attach a copy of the course's approval letter.

- * Attachment #5 - A copy of the **Course Completion Certificate** (CCC). Please include the following information on the CCC: 1) Official School Name; 2) Licensee's Name (and License Number if possible); 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Continuing Education pursuant to Section 54.1-2105.03 of the Code of Virginia; or by the Virginia Real Estate Board for Post License Education pursuant to Section 54.1-2105.01 and 8) The name and signature of the School Director/Administrator. This CCC shall **not** be modified without the Board's approval.

Attachment #6 - A copy of the proposed **advertisement** for the course (if one is available).

- * Attachment #7 - A copy of the **Notarized Affidavit Form** (required only for correspondence, online or other distance learning courses).

- * If this course has already received Board-approval for **another education provider**, only submit attachments two (#2), five (#5), and seven (#7 - if required). Attach a letter from the approved education provider authorizing your school to use the approved course (Refer to question #6.).

- Any provider who would like to include video content in their electronic application package must follow the guidelines provided on the next page.

(Submitting Video Content - on the next page)

Submitting Video Content



The Education Committee (Committee) of the Virginia Real Estate Board (Board) is responsible for reviewing any material submitted to the Board for approval as Pre-Licensing, Post-Licensing and Continuing Education. Over the past few years, the Committee has found that approved education providers are offering more courses with video content. "Video Content" is educational information only presented to students in a video format; it is not presented through any other form of media. Whenever a course contains video content, the education provider must provide Committee members a way to watch the video(s) and a way for them to review the material without watching the video(s).

Options for providing Committee members access* to the actual video(s):

1. Make the video accessible on a public domain via a link in the course content.
2. Provide a link, user name, and password to a secure location. Each Committee member/DPOR staff person does not need individual access. If a course/video does not allow for multiple, simultaneous access using a single user name, 7 accounts need to be set up. The log in information must be included as part of the application's PDF documentation.

*Due to technological and logistical difficulties, video files may not be sent as part of a course's electronic file. Video content will not be stored or hosted by the Board.

Options for providing video content (i.e., information that is not provided to students through a medium other than video) for the Committee to review:

1. Provide a transcript of the video.
2. Provide detailed information (i.e., not just bullets) of the information presented in the video.
3. Provide screen shots of the information in the video (this may require supporting notes if the screen shots do not thoroughly reflect all the information being presented in the video).

Real Estate Board
PRE-LICENSE EDUCATION INSTRUCTOR CERTIFICATION APPLICATION
Fee \$265.00

A check or money order payable to the **TREASURER OF VIRGINIA**,
or a completed [credit card insert](#) must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

Select **one** of the following.

X	Certificate Type	Trans
☐	Initial Instructor Application	1005
☐	Add new course to existing certificate	5005

1. Do you hold a valid Pre-License Education Instructor Certificate issued by Virginia Real Estate Board?

No ☐

Yes ☐ If yes, provide your certificate number and expiration date below:

Certificate Number

0	2	3	0						
---	---	---	---	--	--	--	--	--	--

 Expiration Date _____

2. Name _____
Last First Middle Generation

3. Provide **one** of the following identification numbers*:

☐ Social Security Number or ☐ Virginia DMV Control Number

--	--	--

 -

--	--

 -

--	--	--	--

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth _____ (Must be at least 18 years of age.)

MM/DD/YYYY

5. Mailing Address (PO Box accepted)

If a mailing address is submitted, the mailing address will be printed on the license.

City _____ State _____ Zip Code _____

6. Street Address (PO Box not accepted)

☐ Check here if Street Address is the same as the Mailing Address listed above.

PHYSICAL ADDRESS REQUIRED

City _____ State _____ Zip Code _____

7. Contact Numbers

Primary Telephone _____

Alternate Telephone _____

8. Email Address _____

Email address is considered a public record and will be disclosed upon request from a third party.

9. Which of the following real estate pre-license education course(s) are you seeking certification to instruct?

☐ Salesperson - Principles of Real Estate ☐ Broker - Real Estate Finance ☐ Broker - Real Estate Law
☐ Broker - Real Estate Appraisal ☐ Broker - Real Estate Brokerage

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0230	

10. An "Instructor Resume Worksheet" must be included with this application showing the applicant's qualification to be a pre-license education instructor. Has one been completed for the board's review and approval?
- No ☐ If no, the worksheet attached to this application.
- Yes ☐
11. Which of the following options qualify you as a Real Estate Board Certified Pre-License Education Instructor*?
- Select **all** that apply: (A **minimum of two** is required.)
- ☐ An **active** Virginia real estate broker's license and **one** of the following:
- Virginia License Number Expiration Date
- ☐ A baccalaureate degree, and two consecutive years of discipline-free active real estate experience immediately prior to application; **or**
- Required Documentation:** Attach a copy of your diploma or transcript for the baccalaureate degree.
- ☐ Five consecutive years of discipline-free active real estate experience immediately prior to application.
- ☐ A **professional designation** such as, but not limited to, Accredited Land Consultant (ALC), Certified Residential Specialist (CRS), Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Certified Residential Broker (CRB), Counselor Real Estate (CRE), Member Appraisal Institute (MAI), Society Industrial Office Realtors (SIOR), Senior Residential Appraiser (SRA), or Senior Real Estate Property Appraiser (SRPA);
- A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: https://www.dpor.virginia.gov/sites/default/files/boards/Real_Estate/A490-0230ADES.pdf.
- ☐ A fully designated member of the Real Estate Educators Association holding the Designated Real Estate Instructor (DREI) designation;
- ☐ Possession of a valid teaching credential or certificate issued by the Commonwealth of Virginia, or any other state with qualifications that are equal to or exceed Virginia teacher qualifications, **or** at least five years of teaching experience in an accredited public, private, or parochial school, or an accredited junior college, college, or university;
- Required Documentation:** Attach a copy of your valid teaching credential/certificate or evidence of at least five years of teaching experience.
- ☐ An attorney, member of the Virginia State Bar who is engaged in the field of real estate-related law.
- Required Documentation:** Attach a copy of your Virginia State Bar membership and evidence that you are engaged in the field of real estate-related law.
- ☐ **Waiver Option** - The board may waive the requirements listed above upon review of **proof of expertise** in the real estate courses you are seeking certification.
- Required Documentation:** Attach proof of your expertise including, but not limited to, educational transcript, professional certificates and letters of reference (a maximum of three).
12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

13. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

Signature _____

Date _____

(Instructor Resume Worksheet to follow)

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

**Real Estate Board
 INSTRUCTOR'S RESUME WORKSHEET**

Provide the following information:

I. Instructor Information

- Instructor's Full Legal Name: _____
 (First, Middle, Last)
- Mailing Address _____ City _____ State _____ Zip Code _____
- Contact Number _____ Primary Telephone
- Email Address _____

II. Personnel Experience

- Education** - List all higher education completed (in chronological order):

Dates MM/YY		Name College/University/Vocational	Credit Hrs. (Total hours received)	Major/ Studies	Minor Received	Degree Received
Start	End					

- List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

- List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

Type of License, Certification, or Registration	License, Certification, or Registration Number	Status Current/Expired/Inactive	Expiration Date (if applicable)

III. Professional Experience

- List all jurisdictions in which you are licensed to practice real estate:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Professional License Type (Salesperson/Broker)	State/Jurisdiction	Initial Date MM/YY	End Date MM/YY	No. of months w/ Active Experience

- List your professional experience as an **Instructor**:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)



Organization Name	Course/ Subject Matter	Employment Dates		State/ Jurisdiction	VA Approved Course?
		Start MM/YY	Finish MM/YY		
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes

3. List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: https://www.dpor.virginia.gov/boards/Real_Estate/A490-0230ADES.pdf

Organization Name	Certification/Designation	Awards/Honors Received

4. List **all Professional Training** completed as it relates to Real Estate or the subject/course you would like to teach:

(Only include the experience gained in the last five (5) years prior to the date on this worksheet. Do not include any Continuing Education courses required to maintain a real estate License.)

Organization Name (Name of Training Provider)	Course Name	Time Frame/ Completion Date	Awards/Honors Received

IV. Courses & Topics

1. List the courses you would like to teach:

Board Approval Course No. (Leave blank if not approved)	Title/Name	Type of Course (PRE/POST/CE)	Course Exp Date

2. List all the **topics** you would like to be considered to teach (pre-license instructors only):



V. Discipline & Signature

1. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this request.

Instructor's Signature _____

Date _____

Real Estate Board
PRELICENSE COURSE APPROVAL APPLICATION
Submitting an Education Course Application Electronically

The Virginia Real Estate Board only accepts course applications electronically. The process is outlined below:

1. Complete the entire application, leave nothing blank. Enter "NA" if the question is not applicable.
2. Compile one set of the "Required Attachments" as outlined on the last sheet of this application package. Include each attachment header sheet even if there is no documentation to be submitted.
3. Providers shall arrange their application with the Prelicense course application first, followed by each required attachment in the order as it is shown on the instruction sheet. Do not include any of the instruction sheets in your final submission.
4. Combine the Prelicense course application and all attachments into one single PDF by scanning the entire document together or create a single PDF using digital software. If using digital software to create the PDF, the final package must be compatible with Adobe Acrobat DC. Reduce the file size as much as possible.
5. The electronic application should be given a file name that matches the course title provided in Question 10 from the Prelicense course application.
6. Email the final PDF document to reschool@dpor.virginia.gov. In the email "Subject" line, type the Education Provider's name (an abbreviation will be fine), a hyphen and the title of the document. An example would be: "DPOR - ABC Course Title.pdf".

Applications must be submitted electronically to the Board's email address by the deadline date. These dates are located on the Board's website under the "Education and Exams" section-tab located here: <http://www.dpor.virginia.gov/Boards/Real-Estate/>.

The course application will be reviewed by the board's specialist. If the information provided is **correct** and **complete**, the course will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgment Letter" will be emailed to the provider.

If the course is **incorrect** or **incomplete**, the provider will be notified by email and the course will **not** be added to the committee agenda. Once corrections have been made, the course will then need to be resubmitted to the Board for review. Once the application is correct and complete, it will then be added to the **next** committee meeting agenda*.

* If the original deadline date has past, the application package will **not** be added to the RE Education Committee meeting agenda until the **next** scheduled meeting.

Feel free to contact the Real Estate Board Education Section at reschool@dpor.virginia.gov or at 804-367-2406 with any questions.

Real Estate Board
PRELICENSE EDUCATION COURSE APPROVAL APPLICATION
No Fee Required

Once a course is approved, it may not be substantially altered. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or change any of the stated course topics. If a course is altered, the revised/new course must be submitted for Board approval. Education Providers must notify the Board concerning any change in administrative information.

1. Education Provider Name _____
2. Education Provider Number

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3. Email Address _____
(Address must be the same as the address on record with the Board for the Education Provider.)
4. Name of Contact Person _____
5. Contact Number _____
Primary Telephone Extension
6. Course Delivery Type
 - ☐ Physical Classroom | *student and instructor real-time interaction in-person*
 - ☐ Virtual Classroom | *student and instructor real-time interaction through video conferences, Internet, or other multimedia courseware*
 - Is the Classroom course (physical or virtual) offered ONLY at a proctored location? ☐ No ☐ Yes
(Only courses offered at proctored locations can be used to satisfy Board-ordered education.)
 - ☐ On-line♦ | *self-directed, student-paced Web-based coursework without real-time instructor-led training*
 - ☐ Correspondence♦ | *self-directed, student-paced coursework without instruction*
 - ♦ Correspondence and On-Line courses must include appropriate testing procedures (quiz or examination) to verify course completion and a Notarized Affidavit Form to certify student course compliance requirements.
7. Is this course Board-approved for another education provider?
 - No ☐
 - Yes ☐ If yes, write the Board's course approval number below and attach a letter from the approved education provider authorizing your school to use the approved course.
 Board's approval number: _____ (See Required Attachments* on page 2)
8. Describe method of monitoring attendance

OFFICE USE ONLY	APPROVAL NO.	BROKERAGE	LAW	FINANCE	APPRAISAL	OTHER	PRINCIPLES & PRACTICES
					TRANS	FILE NO.	
					1005/1030	0214	

9. Describe method of maintaining records

10. Select **one** of the following Prelicense Education course types:

- ☐ Salesperson - 60 hours Course Title: Principles and Practices of Real Estate
- ☐ Broker - 45 hours Course Title: (Select one course title below)
- | | |
|--|--|
| ☐ Real Estate Brokerage | ☐ Real Estate Law |
| ☐ Real Estate Finance | ☐ Real Estate Appraisal |
| ☐ Other (provide course title): _____ | |

11. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Contact Person's Signature _____ Date _____

(Required Attachment on the next page)

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

Required Attachments

Arrange the attachments behind the completed course application in number order. Label each attachment with the appropriate section header sheet according to the descriptions given below. Once the course application package is complete and combined into one electronic document format (.pdf), do not include any security settings for the final document. Include section header sheet for all the attachments, even if there is no documentation to be submitted. Reduce the file size as much as possible.

Examples of section header sheets:



- * Attachment #1 - A comprehensive **Timed Course Outline** (TCO) indicating: a) the number of days the course will meet; b) the number of class hours for each meeting day; c) the course content covered during each hour; and d) for a Salesperson course, indicate where each of the 25 required subjects in 18 VAC 135-20-400 of the Board's regulations will be covered (see Exhibit #1). The TCO must include detailed, clear information for each course section. Course applications with inadequate TCOs will be rejected.
- * Attachment #2 - A copy of the Virginia Real Estate Board **Instructor Preliminary Education Certificate** for each course instructor, which shows the instructor's qualifications to teach this course. If the Instructor certificate has not been approved at the time of this application, provide the name of the proposed instructor.
- Attachment #3 - A copy of the course's textbook cover and table of contents or a copy of the **course materials**. If course is approved for another Provider, attach a copy of the course's approval letter.
- Attachment #4 - A description of any research assignments and copy of any **research materials**.
- * Attachment #5 - A copy of the final **exam** (indicate percentage of correct questions required to pass the final exam), and a copy of all **tests and quizzes**.
- * Attachment #6 - A description of how the written, monitored final exam will be **administered**.
- * Attachment #7 - A copy of the **Course Completion Certificate (CCC)**. Please include the following information on the CCC: 1) Official School Name; 2) Student's Name; 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Completion Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Pre-License Education pursuant to Section 54.1-2105 of the Code of Virginia; and 8) The name and signature of the School Director/Administrator.
- * Attachment #8 - Evidence of a **course timer** (required only for online or other distance learning courses).
- * If your course is already Board-approved for another education provider, you are only required to submit Attachments one (#1), two (#2), five (#5), six (#6), seven (#7) and eight (#8 - if required).

(Exhibit 1 on the next page.)

EXHIBIT 1

18VAC135-20-400. Course content of real estate principles and practices.

The following shall be included in the four-semester-hour or six-quarter-hour course which shall not have less than 60 class hours:

1. Economy and social impact of real estate
2. Real estate market and analysis
3. Property rights
4. Contracts
5. Deeds
6. Mortgages and deeds of trust
7. Types of mortgages
8. Leases
9. Liens
10. Home ownership
11. Real property and title insurance
12. Investment
13. Taxes in real estate
14. Real estate financing
15. Brokerage and agency contract responsibilities
16. Real estate marketing
17. Real property management
18. Search, examination, and registration of title
19. Title closing
20. Appraisal of residential and income producing property
21. Planning subdivision developments and condominiums
22. Regulatory statutes
23. Housing legislation
24. Fair housing statutes
25. Real Estate Board regulations

Statutory Authority

§ [54.1-2105](#) of the Code of Virginia.

Real Estate Board

**POST LICENSE EDUCATION (PLE)/CONTINUING EDUCATION (CE)
 INSTRUCTOR APPROVAL APPLICATION**

I. Instructor Information

1. Instructor's Full Legal Name: _____
 (First, Middle, Last)
2. Provide at least **one** of the following identification numbers*:

☐ **Social Security Number** and/or

--	--	--	--	--	--	--	--	--	--	--	--

☐ **Virginia DMV Control Number**

--	--	--	--	--	--	--	--	--	--	--	--

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.
3. Mailing Address _____

City
State
Zip Code
4. Contact Number _____
5. Email Address _____

Primary Telephone

II. Education - Please answer all questions. If not applicable please put N/A.

1. **Education** - List **all** higher education completed (in chronological order):

Dates MM/YY		Name College/University/Vocational	Credit Hrs. (Total hours received)	Major/ Studies	Minor Received	Degree Received
Start	End					

2. List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

III. Professional Experience

1. List all jurisdictions in which you are licensed to practice real estate:
 (Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

BOARD USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE

Professional License Type (Salesperson/Broker)	State/Jurisdiction	Initial Date MM/YY	End Date MM/YY	No. of months w/ Active Experience

2. List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

Type of License, Certification, or Registration	License, Certification, or Registration Number	Status Current/Expired/Inactive	Expiration Date (if applicable)

3. List your professional experience as an **Instructor** in topics related to Real Estate:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Organization Name	Course/ Subject Matter	Employment Dates		State/ Jurisdiction	VA Approved Course?
		Start MM/YY	Finish MM/YY		
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes
					☐ No ☐ Yes

4. List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: https://www.dpor.virginia.gov/boards/Real_Estate/A490-0230ADES.pdf

Organization Name	Certification/Designation	Awards/Honors Received

IV. Courses & Topics - Provide proof of expertise for categories/topics you want to be approved to teach.

1. Post-License Education (PLE) and Continuing Education (CE) categories - select **all** that apply

A. Approval Categories - The approval categories are inclusive of all courses listed in the category. Select all courses for which you feel qualified to be considered for approval. The education and professional experience listed above must document your qualifications to teach in each category for which you are being considered.

- ☐ 1. Virginia Approved Pre-License Education Instructor - Applicants with a **current**, Board issued pre-license instructor license may request approval to teach all categories except Current Industry Issues and Trends (PLE) and Other (CE Real Estate related.)

Virginia License Number

0	2								
---	---	--	--	--	--	--	--	--	--

Expiration Date _____

- ☐ 2. Practicing Real Estate Attorney - Applicants who are licensed attorneys who practice in the area of real estate may request approval to teach Contract Writing (PLE); Real Estate Law and Board Regulations (PLE); Virginia Agency Law (PLE); Legal Updates (CE mandatory); Real Estate Agency (CE mandatory); Real Estate Contracts (CE mandatory); Property Rights (CE real-estate related); Contracts (CE real-estate related); Deeds (CE real-estate related); Leases (CE real-estate related); Liens (CE real-estate related); Real Property and title Insurance (CE real-estate related); Brokerage and Agency Contract Responsibility (CE real-estate related); Escrow Requirements (PLE, CE real-estate related); Search, Examination and Registration of Title (CE real-estate related); Title Closing (CE real-estate related); Regulatory Statutes (CE real-estate related); Real Estate Board Regulations (CE real-estate related); Business Law (CE real-estate related); and Federal Real Estate Law (CE real-estate related).
- ☐ 3. Fair Housing - Fair Housing (PLE, CE mandatory, CE real-estate related); Americans with Disabilities Act (CE real-estate related)
- ☐ 4. Real Estate Law and Board Regulations - Real Estate Law and Board Regulations (PLE); Legal Updates (CE mandatory); Property Rights (CE real-estate related); Real Estate Board Regulations (CE real-estate related); Building Codes and Design (CE real-estate related); Local Laws and Zoning (CE real-estate related); Common Interest Ownership (CE real-estate related)
- ☐ 5. Ethics and Standards of Conduct- Ethics and Standards of Conduct (PLE, CE, CE real-estate related)
- ☐ 6. Agency Law - Virginia Agency Law (PLE); Real Estate Agency (CE mandatory); Brokerage and Agency Contract Responsibilities (CE real-estate related)
- ☐ 7. Contracts - Contract Writing (PLE); Real Estate Contracts (CE mandatory); Contracts (CE real-estate related); Leases (CE real-estate related)
- ☐ 8. Escrow - Escrow Requirements (PLE, CE real-estate related)
- ☐ 9. Finance -- Real Estate Related Finance (PLE); Mortgages and Deeds of Trust (CE real-estate related); Types of Mortgages (CE real-estate related); Real Estate Financing (CE real-estate related)
- ☐ 10. Title - Deeds (CE real-estate related); Liens (CE real-estate related); Real Property and Title Insurance (CE real-estate related); Search, Examination and Registration of Title (CE real-estate related); Title Closing (CE real-estate related)
- ☐ 11. Investment -Investment (CE real-estate related); Real estate investments (CE real-estate related)

B. Additional Categories

- ☐ 1. Current Industry Issues and Trends (PLE): Course title - _____
- ☐ 2. Risk Management (PLE)
- ☐ 3. Broker Management/Agent Supervision (CE)
- ☐ 4. Broker Supervision Requirements (CE)
- ☐ 5. Taxes in Real Estate (CE real-estate related)
- ☐ 6. Real Property Management (CE real-estate related)
- ☐ 7. Appraisal of Real Property (CE real-estate related)
- ☐ 8. Planning Subdivision Developments and Condominiums (CE real-estate related)
- ☐ 9. Regulatory Statutes (CE real-estate related)

- ☐ 10. Housing Legislation (CE real-estate related)
- ☐ 11. Land Use (CE real-estate related)
- ☐ 12. Business Law (CE real-estate related)
- ☐ 13. Real Estate Economics (CE real-estate related)
- ☐ 14. Federal Real Estate Law (CE real-estate related)
- ☐ 15. Commercial Real Estate (CE real-estate related)
- ☐ 16. Environmental Issues Impacting Real Estate (CE real-estate related)
- ☐ 17. Other (CE real-estate related): Course title - _____

V. Discipline & Signature

1. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this request.

Instructor's Signature _____

Date _____

VIRGINIA REAL ESTATE
Pass/Attempt Rates by Portion Licensure
This report reflects data effective as of January 1, 2023.

From: 7/1/2025 To: 8/31/2025

Test Title			Delivery Mode	Total Tested	PASS		FAIL	
				N	N	%	N	%
Exam Name: VA Broker	CBT	First Time	29	18	62%	11	37.93%	
Portion: VA Broker - National		Repeat	28	7	25.00%	21	75.00%	
		Total	57	25	42.37%	32	54.24%	
Exam Name: VA Broker	RP	First Time	13	8	62%	5	38.46%	
Portion: VA Broker - National		Repeat	5	3	60.00%	2	40.00%	
		Total	18	11	50.00%	7	31.82%	
Exam Name: VA Broker	CBT	First Time	44	34	77%	10	22.73%	
Portion: VA Real Estate Broker - State		Repeat	17	11	64.71%	6	35.29%	
		Total	61	45	70.31%	16	25.00%	
Exam Name: VA Broker	RP	First Time	31	23	74%	8	25.81%	
Portion: VA Real Estate Broker - State		Repeat	13	6	46.15%	7	53.85%	
		Total	44	29	51.79%	15	26.79%	
Exam Name: VA Salesperson	CBT	First Time	394	201	51%	193	48.98%	
Portion: VA Real Estate Salesperson - State		Repeat	476	144	30.25%	332	69.75%	
		Total	870	345	36.78%	525	55.97%	
Exam Name: VA Salesperson	RP	First Time	370	176	48%	194	52.43%	
Portion: VA Real Estate Salesperson - State		Repeat	326	148	45.40%	178	54.60%	
		Total	696	324	39.75%	372	45.64%	
Exam Name: VA Salesperson	CBT	First Time	317	174	55%	143	45.11%	
Portion: VA Salesperson - National		Repeat	482	119	24.69%	363	75.31%	
		Total	799	293	33.72%	506	58.23%	
Exam Name: VA Salesperson	RP	First Time	305	164	54%	141	46.23%	
Portion: VA Salesperson - National		Repeat	263	89	33.84%	174	66.16%	
		Total	568	253	37.26%	315	46.39%	
		Grand Total	3113	1325	37.84%	1788	51.06%	

DEPARTMENT OF PROFESSIONAL
& OCCUPATIONAL REGULATION

VIRGINIA REAL ESTATE TRANSACTION RECOVERY ACT FUND

FINANCIAL STATEMENTS

Cash Basis

For the Month Ended
June 30, 2025

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
VIRGINIA REAL ESTATE TRANSACTION RECOVERY FUND
BALANCE SHEET
GOVERNMENTAL FUNDS
6/30/2025

	Special Revenue Funds		
	Principal	Interest	Totals
ASSETS			
Cash and Cash Equivalents	\$ 2,083,518	\$ 251,039	\$ 2,334,557
Total Assets	<u>\$ 2,083,518</u>	<u>\$ 251,039</u>	<u>\$ 2,334,557</u>
FUND BALANCES			
Reserved for Payment of Future Claims	\$ 2,083,518	\$ -	\$ 2,083,518
Reserved for Administration of Recovery Act	-	251,039	251,039
Total Fund Balances	<u>\$ 2,083,518</u>	<u>\$ 251,039</u>	<u>\$ 2,334,557</u>

The accompanying notes are an integral part of this statement.

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
VIRGINIA REAL ESTATE TRANSACTION RECOVERY FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE MONTH ENDED 06/30/2025

	CURRENT MONTH			YEAR TO DATE		
	Principal Fund	Interest Fund	Totals	Principal Fund	Interest Fund	Totals
REVENUES:						
Assessments	\$ 8,070	\$ -	\$ 8,070	\$ 91,230	\$ -	\$ 91,230
Investment Income		7,981	7,981		105,615	105,615
Recoveries on Paid Claims	-	-	-	\$ -	-	-
Total Revenues:	<u>8,070</u>	<u>7,981</u>	<u>16,051</u>	<u>91,230</u>	<u>105,615</u>	<u>196,845</u>
EXPENDITURES:						
VA Housing Trust Fund Transfer	-	-	-		453,968	453,968
Claims Expense	-	-	-	27,947	-	27,947
Salary Expense		4,460	4,460		25,461	25,461
Other Operating Expense	-	-	-	35	-	35
		-	-		100	100
Receivership Expense	-	-	-	90	37,688	37,778
Total Expenses:	<u>-</u>	<u>4,460</u>	<u>4,460</u>	<u>28,072</u>	<u>517,217</u>	<u>545,289</u>
Net Change in Fund Balances	<u>8,070</u>	<u>3,522</u>	<u>11,592</u>	<u>63,159</u>	<u>(411,602)</u>	<u>(348,443)</u>
Beginning Fund Balance	<u>2,075,448</u>	<u>247,517</u>	<u>2,322,965</u>	<u>2,453,968</u>	<u>229,032</u>	<u>2,683,000</u>
Ending Fund Balance	<u>\$ 2,083,518</u>	<u>\$ 251,039</u>	<u>\$ 2,334,557</u>	<u>\$ 2,517,127</u>	<u>\$ (182,570)</u>	<u>\$ 2,334,557</u>

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
VIRGINIA REAL ESTATE TRANSACTION RECOVERY ACT FUND
SUPPLEMENTAL SCHEDULE OF CLAIMS PAID

June 30, 2025

CLAIMS PAID:	Number of Payments	Dollar Amount of Claims Paid	Related Recoveries	Net Payments
July 1, 2024 - June 30, 2025	2	\$27,947.00	\$0.00	\$27,947.00
July 1, 2023 - June 30, 2024	1	\$24,741.00	\$0.00	\$24,741.00
July 1, 2022 - June 30, 2023	1	\$20,000.00	\$250.00	\$19,750.00
July 1, 2021 - June 30, 2022	2	\$19,551.00	\$0.00	\$19,551.00
July 1, 2020 - June 30, 2021	0	\$0.00	\$0.00	\$0.00
July 1, 2019 - June 30, 2020	1	\$20,000.00	\$0.00	\$20,000.00
July 1, 2018 - June 30, 2019	3	\$34,820.63	\$1,790.00	\$33,030.63
July 1, 2017 - June 30, 2018	1	\$4,279.00	\$0.00	\$4,279.00
July 1, 2016 - June 30, 2017	1	\$20,000.00	\$0.00	\$20,000.00
July 1, 2015- June 30, 2016	2	\$32,310.00	\$75.00	\$32,235.00
July 1, 2014- June 30, 2015	3	\$27,122.00	\$225.00	\$26,897.00
July 1, 2013- June 30, 2014	4	\$35,385.30	\$0.00	\$35,385.30
July 1, 2012- June 30, 2013	2	\$104,000.00	\$0.00	\$104,000.00
July 1, 2011- June 30, 2012	42	\$180,631.00	\$0.00	\$180,631.00
July 1, 2010 - June 30, 2011	6	\$55,751.00	\$5,863.00	\$49,888.00
July 1, 2009 - June 30, 2010	0	\$0.00	\$0.00	\$0.00
July 1, 2008 - June 30, 2009	2	\$21,248.00	\$0.00	\$21,248.00
July 1, 2006 - June 30, 2008	2	\$23,895.00	\$288.00	\$23,607.00
July 1, 2004 - June 30, 2006	6	\$111,468.00	\$2,294.00	\$109,174.00
July 1, 2002 - June 30, 2004	4	\$33,588.00	\$10,702.00	\$22,886.00
July 1, 2000 - June 30, 2002	23	\$74,044.00	\$7,700.00	\$66,344.00
July 1, 1992 - June 30, 2000	81	\$727,857.00	\$113.00	\$727,744.00
July 1, 1980 - June 30, 1992	133	\$673,706.00	\$48,844.00	\$624,862.00

RECEIVERSHIPS PAID:	Number of Payments	Dollar Amount of Receiverships Paid	Recoveries of Receivership Funds	Net Payments
July 1, 2024 - June 30, 2025	2	\$37,688.24	\$0.00	\$37,688.24
July 1, 2023 - June 30, 2024	1	\$36,861.89	\$0.00	\$36,861.89
July 1, 2022 - June 30, 2023	2	\$55,507.76	\$0.00	\$55,507.76
July 1, 2021 - June 30, 2022	0	\$0.00	\$0.00	\$0.00
July 1, 2020 - June 30, 2021	0	\$0.00	\$0.00	\$0.00
July 1, 2019 - June 30, 2020	0	\$0.00	\$0.00	\$0.00
July 1, 2018 - June 30, 2019	4	\$34,698.01	\$0.00	\$34,698.01
July 1, 2017 - June 30, 2018	2	\$71,286.05	\$0.00	\$71,286.05
July 1, 2016 - June 30, 2017	0	\$0.00	\$0.00	\$0.00
July 1, 2015- June 30, 2016	0	\$0.00	\$0.00	\$0.00
July 1, 2014- June 30, 2015	1	\$992.00	\$0.00	\$992.00
July 1, 2013- June 30, 2014	1	\$82,295.00	\$51,832.73	\$30,462.27
July 1, 2012- June 30, 2013	0	\$0.00	\$0.00	\$0.00
July 1, 2011 - June 30, 2012	1	\$51,720.00	\$0.00	\$51,720.00
July 1, 2010 - June 30, 2011	1	\$201,346.00	\$0.00	\$201,346.00
July 1, 2009 - June 30, 2010	0	\$0.00	\$0.00	\$0.00
July 1, 2008 - June 30, 2009	0	\$0.00	\$0.00	\$0.00
July 1, 2006 - June 30, 2008	0	\$0.00	\$0.00	\$0.00
July 1, 2004 - June 30, 2006	0	\$0.00	\$0.00	\$0.00
July 1, 2002 - June 30, 2004	0	\$0.00	\$0.00	\$0.00
July 1, 2000 - June 30, 2002	2	\$18,335.00	\$23,382.00	-\$5,047.00
July 1, 1992 - June 30, 2000	13	\$987,167.00	\$46,463.00	\$940,704.00

FS4 - NOTES

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
VIRGINIA REAL ESTATE TRANSACTION RECOVERY ACT FUNDS
NOTES TO FINANCIAL STATEMENTS
6/30/2025**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of certain significant accounting policies employed by the Department of Professional and Occupational Regulation in administering the Virginia Real Estate Transaction Recovery Act Funds.

A. Basis of Presentation

The accompanying financial statements have been prepared using governmental fund accounting as prescribed by the Governmental Accounting Standards Board (GASB). The financial statements are prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

B. Reporting Entity

These financial statements report the financial activity of the Virginia Real Estate Transaction Recovery Act Fund, which is administered by the Department of Professional and Occupational Regulation. The Department exercises oversight authority over other funds which are not included in these financial statements.

C. Financial Statement Presentation

Special Revenues Funds account for transactions related to resources received and used for restricted or specific purposes. The Virginia Real Estate Transaction Recovery Act Fund, which is reported as a special revenue fund, is established under Section 54.1-2112 of the Code of Virginia to reimburse claimants for losses incurred through improper or dishonest conduct by real estate licensees.

D. Measurement Focus and Basis of Accounting

The governmental fund financial statements are reported using the current financial resources measurement focus and the cash basis of accounting. Revenues are recognized when cash is received and expenditures are recorded when paid. The Department uses the cash basis of accounting during the year and prepares financial statements in accordance with generally accepted accounting principles at year end.

E. Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, demand deposits, and investments in the Local Government Investment Pool (LGIP). Investments in the Local Government Investment Pool are reported as cash equivalents since they are readily convertible to cash.

2. RESTRICTED FUND BALANCES

Assets held in the Virginia Transaction Recovery Act Funds are restricted to the payment of claims in accordance with Section 54.1-2113A of the *Code of Virginia*. Interest earned on the deposits is restricted to paying administrative expenses and certain educational programs specified in Sections 54.1-2113H of the *Code of Virginia*.

3. ASSESSMENTS

The Principal Fund is financed through assessments. Each new real estate applicant pays a \$20 assessment into the Recovery Fund at the time of application. The Code of Virginia requires the Board to increase fees whenever the balance in the Principal Fund is less than \$400,000. However, no licensee can be assessed more than \$20 during the biennium. If the balance in the Principal Fund exceeds \$2,000,000 on June 30 of any year, the Board must transfer the excess to the Virginia Housing Trust Fund.

* These financial statements are prepared by Tara Hasan, Accounting Specialist. Please contact me at Tara.Hasan@dpwr.virginia.gov if you have questions.