

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE

September 9, 2009 Meeting Minutes

The Real Estate Board Education Committee met on September 9, 2009, at the Department of Professional and Occupational Regulation in Richmond.

Committee Members present: Judith Childress, Chair
Scott Gaeser
Byrl P. Taylor

Board Member present: Clifford Wells

Staff Member present: Kevin Hoeft, Education Administrator

The meeting was called to order at 3:05 p.m.

A motion was made and approved unanimously to approve the agenda.

The following actions were taken:

A. Two Proprietary School Applications were approved:

1. Virginia Land Title Association School
Alpharetta, GA
Contact Person: Karenlee Oreo
2. Success Training & Consulting Inc.
Norfolk, VA
Contact Person: Brenda Wise

B. 144 Continuing Education Course Applications were reviewed.
Of these applications:

Sixteen previously approved continuing education course applications offered by approved schools were approved:

1. 59941 VA Broker Management & Agent Supervision
(On-line), 8 hours Broker Management,
Dulles Area Real Estate School
2. 59942 VA 8 hour Mandatory Continuing Education
(On-line), 1 hour Legal Updates, 2 hours
Fair Housing, 3 hours Ethics & Standards
of Conduct, 1 hour Real Estate Agency, 1

- hour Real Estate Contracts, Dulles Area Real Estate School
3. 59943 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 4. 59944 Commercial Real Estate: Understanding Investments (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 5. 59945 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 6. 59946 Foreclosures, Short Sales, REOS, and Auctions (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 7. 59947 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 8. 59948 Introduction to Commercial Real Estate Sales (on-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 9. 59949 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 10. 59950 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 11. 59951 Risk Management (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 12. 59952 Sustainable Housing & Building Green (On-line), 8 hours Real Estate Related, Dulles Area Real Estate School
 13. 59953 Understanding Credit & Improving Credit Scores (On-line), 4 hours Real Estate Related, Dulles Area Real Estate School
 14. 60272 VA 8-Hour Mandatory Continuing Education (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, NVAR
 15. 60273 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, NVAR
 16. 60274 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, NVAR

126 original continuing education course applications offered by approved schools were considered. 123 of these applications were approved. One duplicate application was pulled from the agenda. Two applications were approved pending receipt of additional course materials:

1. *59923 Green Elective Designation, 8 hours Real Estate Related, Alpha College of Real Estate
2. *59926 NAR'S Green Designation Residential Elective Course - Part 1, 8 hours Real Estate Related, NRVAR
3. 59929 Accredited Staging Professional (ASP) (On-line), 6 hours Real Estate Related, The CE Shop, Inc.
4. *59930 Technology and Blogging, 1 hour Real Estate Related, Realtor Association of Prince William
5. *59939 Short Sales and Foreclosures, 2 hours Real Estate Related, Blue Ridge Real Estate School
6. *59954 Green Designation Core Course - Day 1, 7 hours Real Estate Related, Realtor Association of Prince William
7. *59957 Green Designation Core Course - Day 2, 7 hours Real Estate Related, Realtor Association of Prince William
8. *59960 Use E-Mail to Stay Top-of-Mind with Clients (and Out of Trouble with the Law), 2 hours Real Estate Related, VAR
9. *59962 Serving and Protecting Clients with Your Own Web Site, 2 hours Real Estate Related, VAR
10. *60115 19th Annual Real Estate Trends Conference, 4 hours Real Estate Related, VCU School of Business-Real Estate Program (**Approved Pending Receipt of Course Materials**)
11. *60136 Secrets of Social Networking, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
12. *60138 Real Estate, The Next Generation, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
13. 60140 Safety Precautions for Real Estate Professionals (On-line), 3 hours Real Estate Related, McKissock, LP
14. 60141 Real Estate Ethics and Communication (On-

- line), 3 hours Ethics and Standards of Conduct, McKissock, LP
15. 60142 Size Matters: Residential Square Footage (On-line), 4 hours Real Estate Related, McKissock, LP
 16. 60143 Brokerage Relationships (On-line), 5 hours Real Estate Related, McKissock, LP
 17. 60144 The Qualifying Process (On-line), 3 hours Real Estate Related, McKissock, LP
 18. 60145 Personal Marketing for Real Estate Professionals (On-line), 3 hours Real Estate Related, McKissock, LP
 19. *60146 Owner/Client Relations, 8 hours Real Estate Related, Alpha College of Real Estate
 20. 60149 Closing Procedures and Settlement Costs (On-line), 4 hours Real Estate Related, McKissock, LP
 21. 60150 Property Pricing and CMAS (On-line), 3 hours Real Estate Related, McKissock, LP
 22. 60151 Sustainable Real Estate Management, 6 hours Real Estate Related, Institute of Real Estate Management
 23. *60152 Virginia Landlord and Tenant Act, 8 hours Real Estate Related, Alpha College of Real Estate
 24. *60154 RI 404: The Cyber Realtor, 7 hours Real Estate Related, VAR
 25. 60156 Broker Management - VA Landlord and Tenant Act, 8 hours Broker Management, Alpha College of Real Estate
 26. *60160 Understanding Mold in the Property Restoration Industry, 2 hours Real Estate Related, VAR
 27. *60162 2009 Property Management Update, 2 hours Legal Updates and 1 hour Real Estate Contracts, VAR
 28. *60164 VREB Escrow Management Course, 3 hours Real Estate Related, Alpha College of Real Estate
 29. *60168 Renovation Finance, 4 hours Real Estate Related, Alpha College of Real Estate
 30. *60170 8-hour Required Continuing Education Classroom Course, 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts,

- Alpha College of Real Estate (**Duplicate Application Pulled by Education Provider**)
31. *60172 Risk Reduction for Real Estate Technology, 2 hours Real Estate Related, NRVAR
 32. 60174 Risk Reduction for Real Estate Technology for Brokers, 2 hours Broker Management, NRVAR
 33. *60181 Buyers Representation, 1 hour Real Estate Agency, Realtor Association of Prince William
 34. *60183 Legal Updates, 1 hour Legal Updates, Realtor Association of Prince William
 35. *60185 Recipe for Finding, Contacting & Maintaining Your Client Base, 3 hours Real Estate Related, Realtor Association of Prince William
 36. *60187 Bringing Residential Construction into the 21st Century, 1 hour Real Estate Related, Moseley-Dickinson Academy of Real Estate
 37. *60189 Appliances & Fixtures: Helping the Homebuyer Make the Best Choice, 1 hour Real Estate Related, Moseley-Dickinson Academy of Real Estate
 38. *60191 Know Your Foundation, Wood Species & Architectural Molding, 1 hour Real Estate Related, Moseley-Dickinson Academy of Real Estate
 39. *60193 Identifying & Choosing the Best Insulation, Windows & Water Heater, 1 hour Real Estate Related, Moseley-Dickinson Academy of Real Estate
 40. *60195 Anatomy of a Closing, 2 hours Legal Updates, Liz Moore University
 41. *60197 Fraud and Consequences, 2 hours Real Estate Related, Blue Ridge Real Estate School
 42. *60199 Understanding & Using the 2009 Virginia Residential Contract of Purchase, 2 hours Real Estate Contracts, VAR
 43. *60201 Fair Housing for Rookies, 2 hours Fair Housing, VAR
 44. *60203 A Guide to VRLTA and Successful Evictions, 3 hours Legal Updates, VAR
 45. 60205 Agency and Disclosure under Virginia's Agency Law, 4 hours Real Estate Agency, NVAR
 46. 60206 A Guide to VRLTA and Successful Evictions, 3 hours Broker Management, VAR

- 47. 60207 2009 Property Management Update, 3 hours
Broker Management, VAR
- 48. 60208 Current Issues in Appraising (On-line), 7
hours Real Estate Related, McKissock, LP
- 49. 60209 Introduction to Expert Witness Testimony
(On-line), 7 hours Real Estate Related,
McKissock, LP
- 50. 60210 Foreclosures and Short Sales: Practical
and Ethical Considerations, 1 hour Legal
Updates, 2 hours Real Estate Contracts,
VAR
- 51. *60211 How to Sell HUD Homes Successfully, 1
hour Real Estate Related, VAR
- 52. *60213 Certified Distressed Property Expert
(CDPE) - Part 1, 8 hours Real Estate
Related, NVAR
- 53. *60216 Certified Distressed Property Expert
(CDPE) - Part 2, 8 hours Real Estate
Related, NVAR
- 54. *60219 FHA 203K Loan Program, 2 hours Real Estate
Related, NVAR
- 55. *60221 Introduction to Short Sales: Move with the
Market, 1 hour Real Estate Related, VAR
- 56. *60223 Short Sales & REO'S, 2 hours Real Estate
Related, Champion Title & Settlement, Inc.
- 57. *60225 Risk Reduction for Real Estate Technology,
1 hour Real Estate Related, VAR
- 58. *60227 Fair Housing, 3 hours Fair Housing, Long &
Foster Institute of Real Estate (**Approved
Pending Receipt of Course Materials**)
- 59. 60229 Code of Ethics & Standards of Practice of
the National Association of Realtors, 4
hours Ethics & Standards of Conduct,
Gracious School of Real Estate
- 60. *60230 The Curb Appeal Course, 3 hours Real
Estate Related, NVAR
- 61. *60232 Financial Strategies to Facilitate Sales,
2 hours Real Estate Related, Central
Virginia School of Real Estate
- 62. 60234 Legal Updates, 2 hours Legal Updates, SML
School of Real Estate
- 63. 60235 Real Estate Agency, 2 hours Real Estate
Agency, SML School of Real Estate
- 64. 60236 Real Estate Contracts, 2 hours Real Estate
Contracts, SML School of Real Estate
- 65. 60237 Fair Housing, 2 hours Fair Housing, SML
School of Real Estate
- 66. 60238 Seller Representative Specialist, 8 hours

- Real Estate Related, Real Estate Career Academy
67. 60239 Possession and Addendums Review, 3 hours Broker Management, Alpha College of Real Estate
68. 60240 Contingency/Removal and Disclosure Review, 3 hours Broker Management, Alpha College of Real Estate
69. 60241 Pre-Contract Disclosure Review, 3 hours Broker Management, Alpha College of Real Estate
70. 60242 Standard Listing Agreement Review, 3 hours Broker Management, Alpha College of Real Estate
71. 60243 Standard Purchase Agreement Review, 5 hours Broker Management, Alpha College of Real Estate
72. 60244 Residential Real Estate Loan Modification Course, 4 hours Real Estate Related, Shenandoah Valley Training Center
73. *60245 Understanding Green Landscaping & the Science of Green Building and Renovation, 3 hours Real Estate Related, Old Dominion Real Estate Institute
74. 60247 Broker Workshop, 4 hours Broker Management, RAR
75. *60248 Legal Update: Revisions to the CVRMLS Purchase Agreement & the New HUD-1 Settlement Statement, 2 hours Real Estate Contracts, RAR
76. *60250 RESPA Reform, 2 hours Real Estate Related, Champion Title & Settlements, Inc.
77. *60252 Listen Closely: Your Tenants are Tweeting, 2 hours Real Estate Related, VAR
78. *60254 ADA and the Real Estate Professional - Making it Work for You, 2 hours Fair Housing, VAR
79. *60256 Community Associations Update: Legislative Process and Recent Developments in the Laws Governing Community Associations, 2 hours Real Estate Related, VAR
80. *60258 Representing Buyers in a Distressed Market, 2 hours Legal Updates, VAR
81. *60260 Representing Buyers in a Distressed Market, 3 hours Legal Updates, VAR
82. 60262 Representing Buyers in a Distressed Market, 3 hours Broker Management, VAR
83. 60263 Representing Buyers in a Distressed

84. *60264 Market, 2 hours Broker Management, VAR
Web Site Marketing for Real Estate
Professionals, 2 hours Real Estate
Related, RAR
85. *60266 Blueprint Reading, 3 hours Real Estate
Related, Alpha College of Real Estate
86. 60268 Legal Updates, 1 hour Legal Updates, NVAR
87. 60284 Broker CE Part 1: Productive Agents &
Profitable Offices, 4 hours Broker
Management, NVAR
88. *60285 Secrets Friends Won't Share About Social
Media & Technology, 3 hours Real Estate
Related, VAR
89. *60287 Risky Business: Risk Reduction for Today's
Agent, 2 hours Real Estate Related, VAR
90. *60289 Fair Housing is for Everyone, 4 hours Fair
Housing, RAR
91. 60293 Broker Management, 8 hours Broker
Management, Old Dominion Real Estate
Institute
92. *60294 Contract to Closing, 3 hours Real Estate
Related, Long and Foster Institute of Real
Estate
93. 60296 Ethics and Standards of Conduct, 3 hours
Ethics and Standards of Conduct, SML
School of Real Estate
94. 60297 Broker Management, 8 hours Broker
Management, SML School of Real Estate
95. *60301 A Review of Fair Housing Laws, 3 hours
Fair Housing, NVAA
96. 60303 LMC - Loss Mitigation Certification, 7
hours Real Estate Related, Real Estate
Career Academy
97. *60304 The Economic Outlook-the-Recession,
Financial Crisis & Recovery Impact on Real
Estate, 1 hour Real Estate Related, WRES
98. *60306 The Strategic Realtor, 1 hour Real Estate
Related, WRES
99. *60308 Contract Case Studies on Acceptance and
Delivery, 2 hours Real Estate Contracts,
WRES
100. *60310 Intro to Commercial Real Estate, 2 hours
Real Estate Related, WRES
101. *60312 Credit Restoration, 1 hour Real Estate
Related, WRES
102. 60316 HUD 101, 3 hours Real Estate Related, Real
Estate Career Academy
103. *60317 Mortgage Fraud: Understanding and Avoiding

- Fraud on Lending, 2 hours Legal Updates, VAR
104. 60319 Mortgage Fraud: Understanding and Avoiding Fraud on Lending, 2 hours Broker Management, VAR
105. *60320 Mortgage Fraud: Understanding and Avoiding Fraud on Lending, 3 hours Legal Updates, VAR
106. 60322 Mortgage Fraud: Understanding and Avoiding Fraud on Lending, 3 hours Broker Management, VAR
107. 60323 Supervising Agents in a Distressed Market, 2 hours Legal Updates, VAR
108. 60324 Supervising Agents in a Distressed Market, 2 hours Broker Management, VAR
109. 60325 Supervising Agents in a Distressed Market, 3 hours Broker Management, VAR
110. 60326 Supervising Agents in a Distressed Market, 3 hours Legal Updates, VAR
111. 60327 Fair Housing, 2 hours Fair Housing, NVAR
112. *60328 Fair Housing, 3 hours Fair Housing, Alpha College of Real Estate
113. *60330 Fair Housing (Online & CRP), 3 hours Fair Housing, Alpha College of Real Estate
114. *60332 Business Planning, 3 hours Real Estate Related, Alpha College of Real Estate
115. *60334 Agency Law, 3 hours Real Estate Agency, Alpha College of Real Estate
116. *60336 Ethics & Standards of Conduct/Current Industry Issues & Trends, 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
117. *60338 Real Estate Contracts, 6 hours Real Estate Contracts, Alpha College of Real Estate
118. *60340 Real Estate Finance, 3 hours Real Estate Related, Alpha College of Real Estate
119. *60342 Real Estate Law, 3 hours Real Estate Related, Alpha College of Real Estate
120. *60344 Working with Sellers/Property Valuations, 6 hours Real Estate Related, Alpha College of Real Estate
121. *60346 8-Hour Required Continuing Education Classroom, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Alpha College of Real Estate
122. 60352 CRM - Certified Social Media Marketer -

- Day 1, 7 hours Real Estate Related, Real Estate Career Academy
- 123. 60353 CRM - Certified Social Media Marketer - Day 2, 6 hours Real Estate Related, Real Estate Career Academy
- 124. *60356 Successful Settlements, 2 hours Legal Updates, Real Estate Career Academy
- 125. *60360 The Standard Purchase Agreement Overview, 3 hours Legal Updates, William E. Wood and Associates
- 126. *60362 REIN Commonly Used Contract Addenda, 3 hours Real Estate Related, William E. Wood and Associates

Two original continuing education course applications for a school with a pending school application were approved:

- 1. *60298 RESPA Reform: The Final Rule, 4 hours Legal Updates, 1 hour Real Estate Contracts, and 1 hour Real Estate Related, VA Land Title Association School
- 2 *60348 Living Safely in a Dangerous World, 1 hour Real Estate Related, Success Training & Consulting, Inc.

C. 108 Post License Education Course Applications were reviewed. Of these applications:

Eleven previously approved post license education course applications from approved schools were approved:

- 1. 60270 Selling Process (On-line), 3 hours Residential Real Estate Elective Topics, NVAR
- 2. 60271 Technology (On-line), 3 hours Residential Real Estate Elective Topics, NVAR
- 3. 60275 Business Planning (On-line), 2 hours Residential Real Estate Elective Topics, NVAR
- 4. 60276 Property Valuation (Property Valuation/Listing Process) (On-line), 3 hours Residential Real Estate Elective Topics, NVAR
- 5. 60277 Land Use Issues (On-line), 2 hours Residential Real Estate Elective Topics, NVAR
- 6. 60278 Financing Properties (Finance) (On-line), 3 hours Residential Real Estate Elective

- 7. 60279 Topics, NVAR
Fair Housing (On-line), 3 hours
Residential Real Estate Mandatory Topics,
NVAR
- 8. 60280 Ethics & Standards of Conduct (Ethics &
Standards of Conduct/Current Industry
Issues and Trends) (On-line), 3 hours
Residential Real Estate Mandatory Topics,
NVAR
- 9. 60281 Agency Law (On-line), 3 hours Residential
Real Estate Mandatory Topics, NVAR
- 10. 60282 Real Estate Law (On-line), 3 hours
Residential Real Estate Mandatory Topics,
NVAR
- 11. 60283 Offer to Purchase (On-line), 3 hours
Residential Real Estate Mandatory Topics,
NVAR

94 original post license education course applications offered by approved schools were considered. 91 of these applications were approved. One duplicate application was pulled from the agenda. Two applications were approved pending receipt of additional course materials:

- 1. *59924 Green Elective Designation - Part 1 (Other
Real Estate Related) 4 hours Residential
Real Estate Elective Topics, Alpha College
of Real Estate
- 2. 59925 Green Elective Designation - Part 2 (Other
Real Estate Related) 4 hours Residential
Real Estate Elective Topics, Alpha College
of Real Estate
- 3. *59927 NAR'S Green Designation Residential
Elective Course - Part 1 (Land Use
Issues), 4 hours Residential Real Estate
Elective Topics, NRVAR
- 4. 59928 NAR'S Green Designation Residential
Elective Course - Part 2 (Other Real
Estate Related) 4 hours Residential Real
Estate Elective Topics, NRVAR
- 5. *59931 Technology and Blogging (Technology), 1
hour Residential Real Estate Elective
Topics, Realtor Association of Prince
William
- 6. *59940 Short Sales and Foreclosures (Selling
Process), 2 hours Residential Real Estate
Elective Topics, Blue Ridge Real Estate
School

7. *59955 Green Designation Core Course Day 1 - Part 1 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
8. 59956 Green Designation Core Course Day 1 - Part 2 (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
9. *59958 Green Designation Core Course Day 2 - Part 1 (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
10. 59959 Green Designation Core Course Day 2 - Part 2 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Realtor Association of Prince William
11. *59961 Use E-Mail to Stay Top-of-Mind with Clients (and Out of Trouble with the Law)(Technology), 2 hours Residential Real Estate Elective Topics, VAR
12. *59963 Serving and Protecting Clients with Your Own Web Site (Technology), 2 hours Residential Real Estate Elective Topics, VAR
13. 60110 Unconventional Transactions - Avoiding Problems at Settlement (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
14. *60116 19th Annual Real Estate Trends Conference (Other Real Estate Related), 4 hours Commercial Real Estate Elective Topics, VCU School of Business - Real Estate Program **(Approved Pending Receipt of Course Materials)**
15. *60137 Secrets of Social Networking (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
16. *60139 Real Estate, The Next Generation (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
17. *60147 Owner/ Client Relations - Part 1 (Other Real Estate Related), 4 hours Property Management Elective Topics, Alpha College of Real Estate
18. 60148 Owner/Client Relations - Part 2

- (Other Real Estate Related), 4 hours
Property Management Elective Topics, Alpha
College of Real Estate
19. *60153 Virginia Landlord and Tenant Act - Part 1
(Other Real Estate Related), 4 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
20. *60155 RI 404: The Cyber Realtor (Technology), 4
hours Residential Real Estate Elective
Topics, VAR
21. 60157 Virginia Landlord and Tenant Act - Part 2
(Other Real Estate Related), 4 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
22. *60161 Understanding Mold in the Property
Restoration Industry (Current Industry
Issues and Trends), 2 hours Property
Management Elective Topics, VAR
23. *60163 2009 Property Management Update (Current
Industry Issues and Trends), 3 hours
Property Management Elective Topics, VAR
24. *60165 VREB Escrow Management Course (Other Real
Estate Related), 3 hours Residential Real
Estate Elective Topics, Alpha College of
Real Estate
25. *60169 Renovation Finance (Finance), 4 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
26. *60171 Ethics and Standards of Conduct/Current
Industry Issues and Trends, 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate (**Duplicate
Application Pulled by Education Provider**)
27. *60173 Risk Reduction for Real Estate Technology
(Technology), 2 hours Residential Real
Estate Elective Topics, NRVAR
28. *60182 Buyers Representation (Selling Process), 1
hour Residential Real Estate Elective
Topics, Realtor Association of Prince
William
29. *60184 Legal Updates (Other Real Estate Related)
1 hour Residential Real Estate Elective
Topics, Realtor Association of Prince
William
30. *60186 Recipe for Finding, Contacting &
Maintaining Your Client Base (Business
Planning), 3 hours Residential Real Estate

- Elective Topics, Realtor Association of Prince William
31. *60188 Bringing Residential Construction into the 21st Century (Other Real Estate Related), 1 hour Residential Real Estate Related, Moseley-Dickinson Academy of Real Estate
 32. *60190 Appliances & Fixtures: Helping the Homebuyer Make the Best Choice (Other Real Estate Related), 1 hour Residential Real Estate Related, Moseley-Dickinson Academy of Real Estate
 33. *60192 Know Your Foundation, Wood Species & Architectural Molding (Other Real Estate Related), 1 hour Residential Real Estate Related, Moseley-Dickinson Academy of Real Estate
 34. *60194 Identifying & Choosing the Best Insulation, Windows & Water Heater (Other Real Estate Related), 1 hour Residential Real Estate Related, Moseley-Dickinson Academy of Real Estate
 35. *60196 Anatomy of a Closing (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Liz Moore University
 36. *60198 Fraud and Consequences (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Blue Ridge Real Estate School
 37. *60200 Understanding & Using the 2009 Virginia Residential Contract of Purchase (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
 38. *60202 Fair Housing for Rookies (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
 39. *60204 A Guide to VRLTA and Successful Eviction (Tenant/Landlord Relationships), 3 hours Property Management Elective Topics, VAR
 40. *60212 How to Sell HUD Homes Successfully (Selling Process), 1 hour Residential Real Estate Elective Topics, VAR
 41. *60214 Certified Distressed Property Expert (CDPE) - Part 1 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, NVAR
 42. 60215 Certified Distressed Property Expert

- (CDPE) - Part 2 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, NVAR
43. *60217 Certified Distressed Property Expert (CDPE) - Part 3 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, NVAR
44. 60218 Certified Distressed Property Expert (CDPE) - Part 4 (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, NVAR
45. *60220 FHA 203K Loan Program (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR
46. *60222 Introduction to Short Sales: Move with the Market (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, VAR
47. *60224 Short Sales & REO'S (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Champion Title & Settlement, Inc.
48. *60226 Risk Reduction for Real Estate Technology (Technology), 1 hour Residential Real Estate Elective Topics, VAR
49. *60228 Fair Housing (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, Long & Foster Institute of Real Estate **(Approved Pending Receipt of Course Materials)**
50. *60231 The Curb Appeal Course (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, NVAR
51. *60233 Financial Strategies to Facilitate Sales (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Central Virginia School of Real Estate
52. *60246 Understanding Green Landscaping & the Science of Green Building and Renovation (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Old Dominion Real Estate Institute
53. *60249 Legal Update: Revisions to the CVRMLS Purchase Agreement & the New HUD-1 Settlement Statement (Finance), 2 hours Residential Real Estate Elective Topics, RAR
54. *60251 RESPA Reform (Other Real Estate Related),

- 2 hours Residential Real Estate Elective Topics, Champion Title & Settlement, Inc.
55. *60253 Listen Closely: Your Tenants are Tweeting (Technology), 2 hours Residential Real Estate Elective Topics, VAR
56. *60255 ADA and the Real Estate Professional - Making it Work for You (Other Real Estate Related), Property Management Elective Topics, VAR
57. *60257 Community Associations Update: Legislative Process and Recent Developments in the Laws Governing Community Associations (Understanding Property Owners' and Condominium Associations, 2 hours Property Management Elective Topics, VAR
58. *60259 Representing Buyers in a Distressed Market (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
59. *60261 Representing Buyers in a Distressed Market (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, VAR
60. *60265 Web Site Marketing for Real Estate Professionals (Technology), 2 hours Residential Real Estate Elective Topics, RAR
61. *60267 Blueprint Reading (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
62. 60269 Offer to Purchase, 3 hours Residential Real Estate Mandatory Topics, NVAR
63. *60286 Secrets Friends Won't Share About Social Media & Technology (Technology), 3 hours Residential Real Estate Elective Topics, VAR
64. *60288 Risky Business: Risk Reduction for Today's Agent (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
65. *60290 Fair Housing is for Everyone (VA Residential Landlord/Tenant Act & Fair Housing), 4 hours Property Management Mandatory Topics, RAR
66. *60295 Contract to Closing (Other Real Estate

- Related), 3 hours Residential Real Estate Elective Topics, Long and Foster Institute of Real Estate
67. *60302 A Review of Fair Housing Laws (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, NVAA
68. *60305 The Economic Outlook-the-Recession, Financial Crisis & Recovery Impact on Real Estate (Finance), 1 hour Residential Real Estate Elective Topics, WRES
69. *60307 The Strategic Realtor - One Hour (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WRES
70. *60309 Contract Case Studies on Acceptance and Delivery (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, WRES
71. *60311 Intro to Commercial Real Estate (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, WRES
72. *60313 Credit Restoration (Finance), 1 hour Residential Real Estate Elective Topics, WRES
73. 60315 HUD 101 (Selling Process), 3 hours Residential Real Estate Elective Topics, Real Estate Career Academy
74. *60318 Mortgage Fraud: Understanding and Avoiding Fraud on Lending (Finance), 2 hours Residential Real Estate Elective Topics, VAR
75. *60321 Mortgage Fraud: Understanding and Avoiding Fraud on Lending (Finance), 3 hours Residential Real Estate Elective Topics, VAR
76. *60329 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
77. *60331 Fair Housing (On-line and CRP), 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
78. *60333 Business Planning, 3 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
79. *60335 Agency Law, 3 hours Residential Real Estate Mandatory Topics, Alpha College of Real Estate
80. *60337 Ethics & Standards of Conduct/Current

- Industry Issues & Trends, 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
81. *60339 Offer to Purchase, 3 hours Residential
Real Estate Mandatory Topics, Alpha
College of Real Estate
82. *60341 Real Estate Finance (Finance), 3 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
83. *60343 Real Estate Law, 3 hours Residential Real
Estate Mandatory Topics, Alpha College of
Real Estate
84. *60345 Working with Sellers/Property Valuation
(Other Real Estate Related), 4 hours
Residential Real Estate Elective Topics,
Alpha College of Real Estate
85. *60347 Ethics & Standards of Conduct/Current
Industry Issues & Trends, 3 hours
Residential Real Estate Mandatory Topics,
Alpha College of Real Estate
86. 60350 Seller Representative Specialist - Day 1
(Other Real Estate Related), 4 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
87. 60351 Seller Representative Specialist - Day 2
(Other Real Estate Related), 4 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
88. 60354 CSM - Certified Social Media Marketer -
Day 1 (Technology), 4 hours Residential
Real Estate Elective Topics, Real Estate
Career Academy
89. 60355 CSM - Certified Social Media Marketer -
Day 2 (Technology), 4 hours Residential
Real Estate Elective Topics, Real Estate
Career Academy
90. *60357 Successful Settlements (Other Real Estate
Related), 2 hours Residential Real Estate
Elective Topics, Real Estate Career
Academy
91. 60358 Loss Mitigation Certification - Part 1
(Other Real Estate Related), 4 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy
92. 60359 Loss Mitigation Certification - Part 2
(Other Real Estate Related), 3 hours
Residential Real Estate Elective Topics,
Real Estate Career Academy

- 93. *60361 The Standard Purchase Agreement Overview (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, William E. Wood and Associates
- 94. *60363 REIN Commonly Used Contract Addenda (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, William E. Wood and Associates

Three original post license education course applications for schools with pending school applications were approved:

- 1. *60299 RESPA Reform: The Final Rule - Part I (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, VA Land Title Association School
- 2. 60300 RESPA Reform: The Final Rule - Part II (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, VA Land Title Association School
- 3. *60349 Living Safely in a Dangerous World (Other Real estate Related), 1 hour Residential Real Estate Elective Topics, Success Training & Consulting, Inc.

D. Fourteen Pre-License Education Instructor Applications were reviewed and approved:

- 1. Claudine L. Ellis
- 2. Brenda Ratliff Puckett
- 3. Penny Aylene Glenn
- 4. Brenda C. Stensney
- 5. Donald J. Milton
- 6. Catherine F. McGivern
- 7. Ella R. Hubbard
- 8. Terrylynn Harrell
- 9. Sharon L. Daniels
- 10. Nickolas A. Livanos Brown
- 11. John W. Brockwell
- 12. Cynthia K. Avery - **Expert (Principles)**
- 13. Kelli D. Gatewood - **Expert (Principles)**
- 14. Marie S. Spodek - **Expert (Prin., Brokerage, Law, Finance)**

E. Fifteen Additional Continuing/Post License Education Instructor applications were reviewed and approved:

- 1. **Louise Baker**, 52580 (Fair Housing), 58242 - (Fair Housing & Anti - Trust Law for Brokers, **NRVAR**)
- 2. **Maria Deligiorgis**, 56405 (2007 New Agency Law in Virginia)

56403/56404 (Agency Law Demystified), 59617/59618 (An Introduction to Short Sales & the Short Sale Addendum), 57203/57204 (Bankruptcy and Foreclosure), 52543 Congratulations - You Got the Listing!, 52283 (Contracts with Escalating), 59439/59440 (Earnest Money Deposits), 56919/56920 (Ethics for Real Estate Agents), 56402/56550 (Ethics for Real Estate Agents - The Basics, 56921/56922 (Fair Housing Law), 57587/57588 (Foreclosure, REOs and Short Sales), 57585/57586 (Foreclosure, REOs and Short Sales - A Primer), 57239/57240 (Foreign Buyers and Sellers), 58406/58407 (Highlights of NVAR's 2006 Regional Sales Contract w/ Selected Items from VJA), 57266/57267 - (Home Inspection), 52542 (IRC 1031 Tax Deferred Exchanges) 58399/58400 (Legal Updates and Emerging Trends), 56585/56586 (Limited Service Agency), 57256/57257 (Mold: A Growing Problem), 59435/59436 (Navigating the Virginia Jurisdictional Addendum), 57578/57579 (New 2006 Regional Sales Contract - What's Working & What's Not), 57921/57922 (New Forms for 2008 for Your Northern VA Real Estate Practice), 57919/57920 (NVAR's 2007 Listing Agreement) 57923/57924 NVAR's 2008 CONTINGENCIES/CLAUSES ADDENDUM TO SALES CONTRACT, 59437/59438 (The Final RESPA Rule), 55557/55558 (The New Regional Sales Contract 2006 - A Primer), 55554 (The New Regional Sales Contract 2006 in Depth), 57497/57498 (The New Virginia Residential Property Disclosure Statement), 57499/57500 (The Newest Appraisal and Financing Contingencies), 56593/56594 (Title Insurance: What Is It? Why Get It?), 52544 (Unconventional Transactions - A Primer), 59446/59447 (Unconventional Transactions (Avoiding Problems at Settlement), 56166/56167 (Understanding Your Upcoming Virginia Transaction), 57201/57202 (What Is Delivery?), **MBH**

Settlement Group

3. **David Rotell**, 54013/54014 (Finance 801), **Long and Foster Institute of Real Estate**
4. **Bill Jourdan**, 52317/52308 - Professional Agent 103 (Agency Law), 53361/53365 - Professional Agent 104 (Fair Housing) 56046/56047 - Offer to Purchase Rev. 1 (Sales Contract 601), 56349/56350 - (Settlement the Complete Transaction 1001), 54013/54014 - (Finance 801), 56351/56352 - (Contract Presentation/Negotiation 901), 56377/56378 - (Business Planning 202), **Long and Foster Institute of Real Estate**
5. **Elizabeth "Betsy" Morgan**, 54953/54954 - (NARPM Marketing PPM course), **Alpha College of Real Estate**
6. **Sylvia Hill, Vickie Gaskill, Betty Fletcher, Betsy Morgan, Mark H. Kreditor and Peter Meer**, 58307/58308 - (Office Operations), **Alpha College of Real Estate**

7. **Ray Scarabosio, Suzanne Cameron, Sylvia Hill, Vickie Gaskill, Betty Fletcher, Darryl Kazen, and Peter Meer, 59372/59373/59374 - (Tenancy), Alpha College of Real Estate**
8. **Fred Thompson and Betty Fletcher, 54953/54954 - (NARPM Marketing PPM Course), Alpha College of Real Estate**
9. **Sallye Trobaugh, 53907/53540 - (Agency: Best Agency Practices), VAR**
10. **Jill Malloy and Diane Moreland, 54008/54009 - (Ethics and Standards of Conduct), Long and Foster Institute of Real Estate**
11. **Micah Bumps and Dennis Brinck, 59444/59445 - (Understanding FHA & VA Mortgages), Alpha College of Real Estate**
12. **Linda Deemer, 58243 - (VA Agency Law - Topic Area), 58219 - (The Independent Contractor in Real Estate), NRVAR**
13. **Joseph T. Jones, 58241 - (Misrepresentation & Failure to Disclose), 58219 - (The Independence Contractor in Real Estate), 58243 - (VA Agency Law), 58221 (Workplace Law & Office Policies), 58242 (Fair Housing & Anti-trust Law for Brokers) NRVAR**
14. **Helena S. Talbot, Kamil T. Tunador, Edward S. Stock, Mary M. Pelot, Linda W. Medaris, Charles T. Conner, Michael T. Minnery, Matthew L. Durbin, Richard J. Bridges, Brian A. Block, Helen R. Chapman, Philip H. Dorn, and Sarah B. Santa Ana, 58806 - (Real Estate Contracts), 58840 - (Virginia Legislative Updates), 58796 - (Real Estate Agency), 58802 - (Smart Growth in Virginia), 58804 - (Internet's Effect on VA Real Estate Transaction), 58800 - Real (Estate Fair Housing), 58842 - (Legal Ethics and Professional in Real Estate Law), 58792 - (Home Sales and the Economy), 58790 - (Do Not Call Rules and Regulations), 58798 - (Ethics and Standards of Conduct), 53564 - (Virginia Real Estate Trends and Legal Ethics), 58844 - (Virginia Real Estate Law Update), 58699 - (Limited Service Agency), 58846 - (Virginia Salesperson CE: Mandatory and Elective Topics), 53780/53781 - (Ethics and Standard of Conduct), 53748/53749 - (Fair Housing), 53772/53773 - (Finance), 53742/53743 - (Property Law), 53750/53751 - (Real Estate Technology), 53756/53757 - (Real Estate Law), 53758/53759 - (Agency Law), 53762/53763 - (Land Use Issues), 53764/53765 - (Property Valuation & Listing Process), 53776/53777 - Offers to Purchase, Moseley Real Estate Schools**
15. **Helena S. Talbot, Kamil T. Tunador, Edward S. Stock, Mary M. Pelot, Linda W. Medaris, Charles T. Conner, Michael T. Minnery, Brian A. Block, Helen R. Chapman, Philip H. Dorn, and Sarah B. Santa Ana, 58848 - (Virginia Broker**

CE: Mandatory & Elective Topics), 58587 - Agent Supervision & Management, (Cases in Improper Listing, Leasing, and Commissions), 58585 - Agent Supervision & Management (Cases in Personal Misconduct and Proper Supervision), 58545 - Agent Supervision & Management (Cases in Advertising and Communication), 58547 - Agent Supervision & Management (Cases in Agency Initiation, Supervision and Management), 58549 - Agent Supervision & Management (Cases in Improper Disclosures and Disclosures Management, 58551 - Agent Supervision & Management (Cases in Escrow Account Management), 58553 - Agent Supervision & Management (Cases in Improper Dealing and Financial Management), 57941 - Agent Supervision & Management (Cased in Agent Misconduct), 58794 - Agent Supervision and Management, **Moseley Real Estate Schools**

F. Other Business

1. The Committee reviewed and approved proposed amendments to the Pre-license Education Instructor requirements regulation in 18 VAC 135-20-360.B. (See attached). This proposed amendment will be forwarded to the Board's Regulatory Review Committee.
2. The Committee reviewed and approved proposed amendments to the Board's Education-related regulations identified as "Board-approved Guidance Documents" and "Other Education Matters" as part of its charge from the Board's Regulatory Review Committee to address all education items related to the Regulatory Review process (See attached). These proposed amendments will be forwarded to the Board's Regulatory Review Committee.
3. The Committee approved amending "Attachment #5" of the "Continuing Education & Post License Education Course Approval Application" to ensure that sufficient course content is submitted with each course application.

G. There being no further business nor public comment, the meeting adjourned at 4:50 p.m.

Attachments

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

18 VAC 135-20-360. Proprietary school standards, instructor qualifications and course requirements.

- B. Every applicant to the Real Estate Board for approval as an instructor for prelicense education must meet two ~~shall have one~~ of the qualifications outlined in points 1 through 6 of this section:
1. A baccalaureate degree, an active Virginia real estate broker's license, and two consecutive years of discipline-free active real estate experience immediately prior to application;
 2. An active Virginia real estate broker's license and five consecutive years of discipline-free active real estate experience acquired in the real estate field immediately prior to application and an active Virginia broker's license; or
 3. ~~Expertise in a specific field of real estate with at least three years of active experience in that field. Such applicants will teach only in the area of their expertise and will be required to furnish proof of their expertise including, but not limited to, educational transcripts, professional certificates and letters of reference which will verify the applicant's expertise.;~~
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), Senior Real Property Appraiser (SRPA);
 4. A fully designated member of the Real Estate Educators Association who holds the Designated Real Estate Instructor (DREI) designation;
 5. 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 (5) years of teaching experience in an accredited public, private or parochial school; or at least five years teaching experience in an accredited junior college, college or university; or
 6. An attorney member of the State Bar of Virginia who is engaged in the field of real estate-related law.
 7. The Board shall also consider evaluations from previous education courses the applicant has instructed and recommendations of course providers, coordinators, administrators and institutions that have employed the applicant.
 8. The Board may waive the above requirements upon review of proof of experience in related fields of real estate. The Board has discretion to deny an applicant who has been the subject of a disciplinary action.

Real Estate Board Education Committee Regulatory Review Items

Board-Approved Guidance Documents

Continuing Education/Post License Education Course Reporting - 18 VAC 135-20-360.I

To ensure that Board-approved continuing and post license education providers meet the standards of quality deemed by the Board to be necessary to protect the public interest, health, safety and welfare pursuant to § 54.1-2105 of the *Code of Virginia*, every Board-approved continuing and post license education provider shall electronically transmit continuing and post license education course completion data to the Board in an approved format within five business days of the completion of each individual course.

School Financial Responsibility – § 54.1-2105.02.A/18 VAC 135-20-360.A

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.

Distance Learning Notarized Affidavit - § 54.1-2105.03.A.3/18 VAC 135-20-360.E

To ensure that the Board's broker and salesperson licensees meet the requirement to certify compliance with continuing education and post license education correspondence and other distance learning instruction courses pursuant to § 54.1-2105.03.A.3 of the *Code of Virginia*, the Board requires every licensee who completes a Board-approved correspondence or other distance learning instruction course to file a notarized affidavit. This notarized affidavit may be filed with the Board-approved education provider or with the licensee's own records.

Pre-license Instructor Certification Required to teach Board-approved Pre-license Courses §§ 54.1-2105.D and 54.1-2105.02.A/18 VAC 135-20-360.D

To ensure that Board-approved salesperson and broker pre-license courses meet the standards of quality deemed by the Board to be necessary to protect the public interests, health, safety and welfare pursuant to §§ 54.1-2105.D and 54.1-2105.02.A of the *Code of Virginia*, the Board requires every Board-approved salesperson and broker pre-license course to be taught by a Board-certified pre-license instructor.

Course Instructor Qualification Documentation 18 VAC 135-20-360.B.3 and 18 VAC 135-20-360.C

To ensure that Board-approved pre-license, continuing and post license education courses meet the standards of quality deemed by the Board to be necessary to protect the public interest, health, safety and welfare pursuant to § 54.1-2105 of the *Code of Virginia*, every Board-approved pre-license, continuing and post license education instructor must submit supporting documentation, possibly including, but not limited to, educational transcripts, professional certificates, letters of reference (a maximum of three), a resume, or any other type of documentation that verifies their expertise.

Other Education Matters

Delete 18 VAC 135-20-100 and amend 18 VAC 135-20-101 to reflect current Continuing Education Requirements

Continuing Education Requirement for License Activation § 54.1-2105.03.B/18 VAC 135-20-70.A

“Any inactive licensee may activate that license with a licensed real estate firm or sole proprietorship by completing an activate form prescribed by the Board. Continuing education pursuant to § 54.1-2105 of the Code of Virginia shall be completed within two years prior to activation of a license” *if the licensee has been inactive for at least 30 days.*