



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

Terence R. McAuliffe  
Governor

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Commerce and Trade

**VIRGINIA REAL ESTATE BOARD  
EDUCATION COMMITTEE MEETING REPORT**

The Real Estate Board Education Committee met on Wednesday, January 22, 2014, at 12:00 noon at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Chair  
Santee Ferebee  
Lee Odems  
Lynn Grimsley (Arrived approx. 1:30 pm)

Board Member present: Joe Funkhouser

Staff Members present: Mark Courtney, Senior Director  
Kevin Hoeft, Education Administrator

The meeting was called to order by Chairman Hoover at 12:05 p.m.

A motion was made and approved unanimously to approve the agenda at 12:06 p.m.

The first item on the meeting agenda was:

**Discussion on Improving the Board's Education Program**

Mr. Hoover welcomed approved education provider representatives, members of the Board's Advisory Council and members of the public to continue the discussion started by the Board last year, and that will continue through 2014, on how to improve the Board's education program.

The first subject for discussion on the meeting agenda was "Direct Involvement in Request for Proposal (RFP) for License Examination Vendor."

Mr. Hoover asked staff to provide the Committee with background on this subject. Mr. Courtney explained the DPOR Director, through

DPOR staff, has the statutory authority "to make and enter into all contracts and agreements necessary or incidental to the performance of the duties of the Department..." with entering into license examination contracts being one of these duties. Mr. Hoeft provided the Committee with the handout, "The Process for Obtaining an Examination Contract," (copy attached) which summarized the DPOR process which is governed by the Virginia Public Procurement Act (VPPA) and the Agency Procurement and Surplus Property Manual (APSPM). The DPOR process typically includes the establishment of a four or five person committee which reviews and evaluates acceptable vendor proposals, determines which proposal or proposals match the Department/Board's needs, conducts negotiations, and then offers a contract to the best vendor. The committee generally consists of the DPOR Examinations and Education Director, the Board Executive Director, one Board Member, and one other qualified DPOR staff member. The DPOR Procurement Officer administers the committee's work to ensure all procurement requirements are met.

The contract with PSI Examinations, Inc. (PSI) to administer the Real Estate Board's license examinations went into effect June 1, 2012, and ends on May 31, 2015, with the option for two (2) one year contract renewals.

Mr. Hoover inquired whether vendor performance evaluations are made available to the Board prior to contract renewal. Mr. Courtney responded that this vendor performance information is available to the Board and that the DPOR Examinations and Education Director and the DPOR Procurement Officer deal with PSI in the two areas of contract disputes and customer complaints.

Ms. Ferebee stated that she was the Board Member representative in the process resulting in PSI receiving the current license examination contract. She indicated that she did not feel as though she contributed much to the process. It was difficult to compare the various proposals due to their being extensive and in different formats. She stated that it would be helpful if the participating Board Member received a primer on the DPOR RFP process prior to serving on the committee.

Mr. Hoover then invited the audience to provide input on this subject.

Tracey Florida of the Virginia Association of Realtors (VAR) asked at what point does subject matter get introduced into the license examination process.

Mr. Courtney stated that PSI is required to develop a psychometrically valid examination. PSI starts with an existing

examination question bank and then brings in Subject Matter Experts (SMEs) to write additional questions to supplement its examination question bank and to meet the Board's specific examination needs.

Mr. Hoover asked about the origin of the requirement for both state and national examination portions in the license examination.

Mr. Courtney responded that the national portion requirement likely originated as a practical matter so that Virginia licensees applying with other states for licensure by reciprocity would be accepted by the other states.

Ms. Ferebee inquired about the importance of license examination pass ratio.

Mr. Courtney explained that there should be some examination pass ratio balance. A valid license examination would not lead to most or all applicants either passing or failing.

The second subject for discussion on the meeting agenda was "In-house Review of Course Applications Funded by Education Providers." Mr. Hoover asked how much does it cost an education provider to get ARELLO Distance Education Certification for an online course.

Deana Wilson of Alpha College of Real Estate and Billy Reid of Moseley-Flint Schools of Real Estate responded by saying that, in general, it costs about \$675 to get ARELLO DEC approval for one course, but the cost varies depending on the number of course hours and the number of courses submitted by a vendor to ARELLO for ARELLO DEC approval.

Mr. Hoover asked how many education course applications requiring ARELLO Distance Education Certification were received by the Board in 2013. Mr. Hoeft said he will look into this and provide the Committee with this information.

The North Carolina Real Estate Commission (NCREC) has its own process for approving online courses. Mr. Hoover asked how the NCREC staff compares with Board staff. Mr. Hoeft said he will look into this and provide the Committee with this information.

Mr. Hoover asked whether education providers would be supportive of having Board staff review online course applications, which may require a funding source.

Mr. Reid stated his company provides real estate education in other states and said West Virginia requires \$50 per course application

and Ohio requires \$200 per course application. Mr. Hoeft noted NCREC requires \$100 per course application.

The third subject for discussion on the meeting agenda was "'Real Estate Related' Continuing Education Course Content Guidelines.'" Mr. Hoover asked for input from the audience on this subject.

Former Board member and current Northern Virginia Association of Realtors (NVAR) instructor Florence Daniels made two points: 1) the Board should rein in the type of courses it approves for continuing education (CE) - specifically rein in classes that use technology to assist licensees; and 2) Only courses that address the Board's laws and regulations should be approved for CE credit.

NVAR instructor Dan Daniels agreed that only courses directly related to the Board's laws and regulations should be approved for CE credit.

Teresa Neff of the Richmond Association of Realtors (RAR) stated that licensees usually will not attend RAR courses if they are not able to receive CE credit.

Mr. Daniels stated that NVAR offers seminars twice a month that do not include CE credit and are well-attended.

Peggy Lynch of RAR stated that offering Board-approved CE courses is a benefit of RAR membership and courses with CE credit have higher attendance than those without CE credit.

Katrina Smith, Chair of the VAR Professional Development Committee, stated that licensees who are serious about developing their professional real estate skills are willing to pay extra to attend nationally recognized real estate business development courses, and many of these licensees are tired of having to go through the same old CE content every two years.

Mr. Hoover recessed the meeting at 1:00 pm for a 30-minute lunch break.

Mr. Hoover reconvened the meeting at 1:32 pm and continued the discussion on "'Real Estate Related' Continuing Education Course Content Guidelines.'" "

Mr. Reid stated that there are 34 accepted Real Estate Related CE subjects in 18 VAC 135-20-101 of the Board's regulations.

Mr. Hoover indicated the Board has extended CE course approval from this list of subjects over time and it may be difficult for

education providers to adjust to the Board narrowing its range of content for CE course approval.

Mr. Odems pointed out that since the Board's regulations include rules governing online advertising, does that not imply that technology should be a valid subject for CE course approval.

Mr. Daniels stated the regulations on online advertising don't direct licensees on how to advertise online. The Board's regulations inform licensees of what they can and cannot do when advertising online.

The fourth subject for discussion on the meeting agenda was the "Possible Need for More Direct Involvement in Pre-license Education Course Materials and Examination Content."

Mr. Hoeft provided a summary of the required subjects for salesperson and broker pre-license course approval and described the pre-license course application process. The regulations governing the pre-license course content have not been changed since 1999.

Mr. Hoover asked if change is needed.

Mr. Daniels indicated he has been teaching the Principles of Real Estate salesperson pre-license course for six to eight years. He has noticed his students struggle more with passing the state portion of the exam than they do with passing the national portion of the exam. When he first started teaching it was the other way around.

Mr. Courtney stated the PSI Candidate Information Bulletin (CIB) includes a number of Content Areas and references and that each question that is on the exam is included within the referenced material.

Ms. Daniels stated that she had served on a PSI Exam Review Panel in the past but when she became a Board-certified Pre-license Education Instructor, PSI informed her she could no longer serve on the Exam Review Panel.

Mr. Daniels asked whether more questions could be added to the state portion of the salesperson and broker license examinations since about 60% of the questions are national-related and only about 40% of the questions are state-related.

Mr. Hoover stated that most licensees do not see the license examination as having anything to do with what they have to do and comply with after they actually enter the real estate profession.

He inquired as to the origin of the national/state question imbalance.

Mr. Courtney stated he did not know the origin of this ratio, but would look into it and provide this information to the Committee.

Mr. Daniels stated that he informs his pre-license education course students that they will never use some of this information when they begin to practice real estate.

Ms. Wilson stated that the content covered in the national portion of the license exam helps to produce well-rounded Virginia real estate licensees. She said she has used at some time almost everything she learned in the Principles of Real Estate course.

Ms. Daniels stated that the pre-license course is just the beginning of real estate knowledge. A licensee truly begins to learn about real estate after aligning with a broker. The broker is responsible for training the new licensee.

Mr. Hoover indicated that broker involvement in earnest money deposits appears to have been increased by the Board's regulatory requirement concerning this matter. Perhaps this is a model to be followed to encourage broker involvement in training licensees under their authority.

Mr. Hoover then asked who is involved in writing the license exams and in reviewing specific exam questions. Are Board members involved in this process?

Mr. Courtney responded that Board members are invited to the workshops on reviewing specific exam questions, and he would have to get back to the Committee on exactly which group of individuals writes the licensing exams.

The fifth subject for discussion on the meeting agenda was the "Modification of Required Continuing Education Course Material to provide more Interesting and Meaningful Offerings."

Mr. Hoover stated that many licensees are bored with the CE courses they take - the same content is addressed over and over.

Mr. Daniels stated that he and Ms. Daniels often get applause from licensees when teaching CE courses. He stated that there are licensees who have been in the business for 15 years or more and still do not know the regulations. He also stated that new licensees are entering the profession every year and these new

licensees have to be taught about the regulations and any changes to them.

Mr. Hoover asked whether the Board could just require that licensees learn about the regulatory changes and thereby allow for more flexibility and enhanced learning for licensees.

Ms. Lynch suggested the Board consider going to a "Test-out" system on what content licensees need to know every two years. Licensees could challenge or pass an exam to meet the CE requirement.

Charles Cornwell of CHC Inc., t/a RE/MAX Regency stated that case studies in CE courses are helpful and that the "VREB Speaking" newsletters provide great information for case studies. He asked when VREB Speaking was going to again be published.

Mr. Odems stated that effective broker supervision is effective when repetitive. Brokers and salespersons must practice over and over to become better. Perfect practice creates masters. The Board requiring CE that is repetitive can actually often lead to mastery.

Mr. Hoover stated that the Board cannot require passing an examination as a condition for a licensee to receive CE credit in a classroom course, and he finds this disturbing.

Ms. Daniels shared some of her methods and experiences in requiring that licensees in her classroom CE courses pay attention and are not disruptive.

The sixth subject for discussion on the meeting agenda was "Test-out Options."

Mr. Hoover stated that a CE "Test-out" option should require that the licensee get at least 90% of the questions correct on the test to get CE credit.

Mr. Daniels asked who would make the test. He agrees with the test-out idea if a uniform and objective test can be produced.

Ms. Daniels agrees with the idea of testing out for CE, but not for the 30 hours of post license education for new salespersons.

Ms. Smith stated that she strongly supports a test-out option for CE and asked if test-out would be a pre-license course option.

Mr. Hoover responded that it is unlikely that pre-license courses would have a test-out option.

Mr. Daniels asked if there could be a mixture of test-out and courses completed to meet the licensee's 16- or 24-hour CE requirement.

Ms. Ferebee stated a possible test-out option could cover the regulatory changes within the past year. She expressed concerns with the ability to put together an adequate test-out exam as "the devil is in the details." The test would need to verify that the licensees are learning the body of knowledge that needs to be known.

Ms. Lynch stated that a self-study or correspondence pre-license course is a form of a "test-out" course.

Mr. Odems, Mr. Daniels and Ms. Daniels agreed that a 90% pass rate should be a minimum pass rate for a test-out course.

Mr. Hoover stated that licensees should only have one opportunity to test-out to meet the CE requirement. They would not be allowed to test-out until they meet the minimum score.

Mr. Hoover recessed the meeting at 2:35 pm for a 10-minute break.

**Mr. Hoover reconvened the meeting at 2:45 pm to consider the education applications.**

The following actions were taken:

- A. Four Proprietary School applications were reviewed. Three of these applications were approved. One application was approved pending submission and review of an amended balance sheet/financial statement indicating the applicant has a net worth of at least \$2000.
1. CHC, Inc., t/a RE/MAX Regency, Warrenton, VA  
Contact Person: Charles B. Cornwell (**approved pending submission and review of an amended balance sheet/financial statement indicating the applicant has a net worth of at least \$2000**)
  2. NRT Mid-Atlantic, LLC, t/a Coldwell Banker  
Residential Brokerage Real Estate School, Reston, VA  
Contact Person: Alissa Resenstein
  3. Home Building Association of Richmond, Henrico, VA  
Contact Person: Craig Toalson
  4. VIP Real Estate, LLC, Falls Church, VA  
Contact Person: Helen R. Chapman
- B. Eighty-two continuing education course applications were reviewed; of these courses:



Twenty-seven previously-approved applications for continuing education courses offered by approved schools were considered and approved. Ms. Ferebee requested that instructor names for these applications be placed on future meeting agendas.

1. 18857 Business Planning, 2 hours Broker Management, CVSRE
2. 18871 Antitrust in Real Estate, 1 hour Broker Management, CVSRE
3. 18872 Introduction to Commercial Real Estate, 3 hours Broker Management, CVSRE
4. 18873 Introduction to Commercial Real Estate, 3 hours Real Estate Related, CVSRE
5. 18874 Introduction to Commercial Real Estate, 2 hours Broker Management, CVSRE
6. 18875 Introduction to Commercial Real Estate, 2 hours Real Estate Related, CVSRE
7. 18876 Red Flags in Risk Management, 1 hour Broker Management, CVSRE
8. 18877 Red Flags in Risk Management, 1 hour Real Estate Related, CVSRE
9. 18878 VAR Residential Contract of Purchase, 1 hour Broker Management, CVSRE
10. 18879 VAR Residential Contract of Purchase, 1 hour Real Estate Contracts, CVSRE
11. 18880 VAR Residential Contract of Purchase, 3 hours Broker Management, CVSRE
12. 18881 VAR Residential Contract of Purchase, 3 hours Real Estate Contract, CVSRE
13. 18882 Comparable Market Analysis, 2 hours Real Estate Related, CVSRE
14. 18883 Comparable Market Analysis, 3 hours Broker Management, CVSRE
15. 18884 Comparable Market Analysis Class, 3 hours Real Estate Related, CVSRE
16. 18885 Antitrust in Real Estate, 1 hour Real Estate Related, CVSRE
17. 18887 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, AOTRES
18. 18888 Mortgage Fraud & Predatory Lending: What Every Agent Should Know (On-line), 4 hours Real Estate Related, AOTRES
19. 18899 Comparable Market Analysis, 2 hours Broker Management, CVSRE
20. 18905 Property Management and Managing Risk (On-line), 4 hours Real Estate Related, AOTRES

21. 18912 VA Broker Management & Agent Supervision (On-line), 8 hours Broker Management, AOTRES
22. 18913 Foreclosures, Short Sales, REO's and Auctions (On-line), 4 hours Real Estate Related, AOTRES
23. 18914 Risk Management (On-line), 4 hours Real Estate Related, AOTRES
24. 18915 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, AOTRES
25. 18916 Real Estate Finance Today (On-line), 4 hours Real Estate Related, AOTRES
26. 18917 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, AOTRES
27. 18918 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, AOTRES

Fifty-five original applications for continuing education courses offered by approved schools were considered. Fifty-one of these course applications were approved. One course application was approved pending the amendment of the course title to better reflect the course content. Three course applications were not approved due to not meeting the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations. Ms. Ferebee made a motion that was seconded and approved that continuing education course approval, with rare exceptions, be limited to the subjects listed in 18 VAC 135-20-101.2.a.-hh. of the Board's Regulations.

1. 18820 Important Legal Issues Realtors Face Every Year, 1 hour Legal Updates, FSLAWVA Real Estate Education, LLC
2. 18821 Contract Issues - Formation to Enforcement, 1 hour Real Estate Contracts, FSLAWVA Real Estate Education, LLC
3. 18828 This is not Your Mama's Fair Housing, 2 hours Fair Housing, WAAR
4. 18829 This is not Your Mama's Fair Housing, 2 hours Broker Management, WAAR
5. 18833 Virginia Agency Law, 1 hour Real Estate Agency, WAAR
6. 18834 Virginia Agency Law, 1 hour Broker Management, WAAR
7. 18835 Residential Real Estate Financial Analysis, 7 hours Real Estate Related, VAR

8. 18836 The Truth about Mold (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
9. 18837 Introduction to Commercial Real Estate, 2 hours Real Estate Related, Capital Area Title, LLC **(approved pending the amendment of the course title to "Introduction to Commercial Real Estate Law")**
10. 18843 Managing Risk in Your Real Estate Business (On-line), 4 hours Broker Management, The CE Shop, Inc.
11. 18844 Fair Housing Laws in Virginia II, 2 hours Fair Housing, The Institute of Continuing Education, LC
12. 18845 Agent Responsibilities...Who Do I Represent? 3 hours Real Estate Agency, Alpha College of Real Estate
13. 18847 The Importance of House Location Surveys, 1 hour Real Estate Related, Dominion Surveyors, Inc.
14. 18848 Brokerage Management (On-line), 8 hours Broker Management, McKissock, LP
15. 18850 Short Sales & Foreclosure: What a Real Estate Professional Need to Know, 8 hours Real Estate Related, Alpha College of Real Estate
16. 18858 Contracts, 2 hours Real Estate Contracts, Real Estate Career Academy
17. 18859 CFPB Updates, 1 hour Legal Updates, ESLAWVA Real Estate Education, LLC
18. 18863 Kitchen & Bath Essentials, 2 hours Real Estate Related, Blue Ridge Estate School **(not approved as does not meet the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations)**
19. 18886 Virginia Mandatory Core Course (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts
20. 18889 Broker Supervision & Escrow Management, 4 hours Broker Management, Dulles Area Real Estate School
21. 18890 New Home Construction, 8 hours Real Estate Related, RAR
22. 18891 Risk Management & Legal Concerns for Today's Broker, 2 hours Legal Updates, RAR

23. 18892 Risk Management & Legal Concerns for Today's Broker, 2 hours Broker Management, RAR
24. 18893 The Rules and Tools of Advertising, 6 hours Real Estate Related, NVAR
25. 18894 The Rules and Tools of Advertising, 6 hours Broker Management, NVAR
26. 18895 2014 Professional Standards Seminar, 3 hours Ethics and Standards of Conduct, 1 hour Real Estate Related, VAR
27. 18896 Housing 2020, 2 hours Real Estate Related, VAR
28. 18897 Thinking Big: Business Planning Seminar, 3 hours Real Estate Related, VAR  
**(not approved as does not meet the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations)**
29. 18900 Real Estate Market Pulse (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
30. 18901 Let's Inspect This a Little More, 2 hours Real Estate Contracts, MBH Settlement Group, L.C
31. 18902 e-PRO, 8 hours Real Estate Related, RECA  
**(not approved as does not meet the content standard for continuing education course approval in 18 VAC 135-20-101.2 and 4 of the Board's Regulations)**
32. 18903 Military Relocation Professional, 8 hours Real Estate Related, RECA
33. 18904 FHA Financing, 3 hours Real Estate Related, GCAAR
34. 18906 NARPM'S Ethics Course, 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
35. 18907 Understanding the 1031 Tax Exchange, 2 hours Real Estate Related, Alpha College of Real Estate
36. 18908 Title Search Basics, 3 hours Real Estate Related, Alpha College of Real Estate
37. 18909 Understanding 1031 Tax Exchange, 1 hour Real Estate Related, Alpha College of Real Estate
38. 18919 Real Estate Contracts, 1 hour Real Estate Contracts, Alltech Title Group
39. 18920 Real Estate Agency, 1 hour Real Estate Agency, Alltech Title Group

40. 18921 Ethics & Standards of Conduct, 3 hours  
Ethics & Standards of Conduct, Alltech  
Title Group
41. 18922 Fair Housing, 2 hours Fair Housing, Alltech  
Title Group
42. 18923 Legal Updates and Emerging Trends, 1 hour  
Legal Updates, Alltech Title Group
43. 18924 RI 405: Pricing, Listing & Marketing the  
Property, 7 hours Real Estate Related, VAR
44. 18925 RI 411: Successful Settlement: Managing the  
Transaction, 7 hours Real Estate Related,  
VAR
45. 18926 RI 402: Financing Alternatives, 7 hours  
Real Estate Related, VAR
46. 18927 Radon in Virginia Real Estate Transactions,  
2 hours Real Estate Related, VAR
47. 18928 2-Day Accredited Buyer Representative (ABR)  
Core Course, 8 hours Real Estate Related,  
Alpha College of Real Estate
48. 18929 Renovation Financing, 4 hours Real Estate  
Related, Central Virginia School of Real  
Estate
49. 18991 Property Owners' & Condominium Owners'  
Associations: How They Work & What You Need  
To Know, 1 hour Real Estate Related,  
The RGS Title Real Estate Academy
50. 18992 Risk Management, 4 hours Broker Management,  
Dulles Area Real Estate School
51. 18993 Fair Housing, 2 hours Fair Housing, Towne  
Realty School of Real Estate
52. 18994 Houses From the Ground Up, 8 hours Real  
Estate Related, Kaplan Real Estate Schools
53. 18995 Overview of the Regional Sales Contract in  
Virginia, 1 hour Real Estate Contracts,  
Champion University
54. 18996 RI 401: Understanding Agency, 3 hours Real  
Estate Agency, 3 hours Real Estate Related,  
VAR
55. 18997 RI 407: Managing Risk, 2 hours Fair  
Housing, 2 hours Legal Updates, 3 hours  
Real Estate Related, VAR

C. Seventy-nine post license education course applications were reviewed; of these courses:

Eleven previously-approved applications for post license education courses offered by approved schools were considered

and approved. Ms. Ferebee requested that instructor names for these applications be placed on future meeting agendas.

1. 18898 Virginia Escrow Requirements, 3 hours Escrow Requirements, CVSRE
2. 18944 Real Estate Law and Board Regulations (On-line), 8 hours Real Estate Law and Board Regulations, AOTRES
3. 18946 Contract Writing, 6 hours Contract Writing, Dulles Area Real Estate School
4. 18949 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, Act Web Real Estate School, Inc.
5. 18950 Fair Housing (On-line), 2 hours Fair Housing, Act Web Real Estate School, Inc.
6. 18951 Risk Management (On-line), 3 hours Risk Management, Act Web Real Estate School, Inc
7. 18952 Contract Writing (On-line), 6 hrs Contract Writing, Act Web Real Estate School, Inc.
8. 18953 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, Act Web Real Estate School, Inc.
9. 18954 Real Estate Law & Board Regulations (On-line), 8 hours Real Estate Law & Board Regulations, Act Web Real Estate School, Inc.
10. 18955 Agency Law (On-line), 3 hours Agency Law, Act Web Real Estate School, Inc.
11. 18957 Escrow Requirements (On-line), 3 hours Escrow Requirements, Act Web Real Estate School, Inc.

Sixty-eight original applications for post license education courses offered by approved schools were considered. Sixty-six of these course applications were approved. One course application was approved pending the amendment of the course syllabus to include an upfront disclaimer that licensees who complete this course are not equipped to provide legal or tax advice. One course application was approved pending the amendment of the timed course outline and course materials to reflect the correct order of content instruction.

1. 18816 BBQ'ing Sacred Cows, 2 hours Current Industry Issues and Trends, The Real Estate Group
2. 18817 Reading The Signs of the Times; Interpreting Economic Factors, 2 hours

- Current Industry Issues and Trends, The Real Estate Group
3. 18818 Priority Pricing - Are your Properties Positioned to Sell? 2 hours Current Industry Issues and Trends, The Real Estate Group
  4. 18819 Escrow Requirements (On-line), 3 hours Escrow Requirements, Alpha College of Real Estate
  5. 18823 FlexMLS Basic Computer Training Course, 2 hours Current Industry Issues and Trends, WAAR
  6. 18824 Escrow Requirements, 3 hours Escrow Requirements, New Millennium University
  7. 18825 Contract Writing, 6 hours Contract Writing, New Millennium University
  8. 18838 Renovation Finance, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
  9. 18839 Residential Real Estate Financial Analysis, 2 hours Current Industry Issues and Trends, VAR
  10. 18849 Fair Housing Laws in Virginia, 2 hours Fair Housing, The Institute of Continuing Education, LC
  11. 18851 Understanding 1031 Tax-Free Exchanges, 2 hours Current Industry Issues and Trends, DB Title Academy, LLC
  12. 18852 Reverse Mortgages for Seniors, 2 hours Current Industry Issues and Trends, DB Title Academy, LLC
  13. 18853 Real Estate & Taxes: What Every Agent Should Know, 2 hours Current Industry Issues & Trends, DB Title Academy, LLC  
**(approved pending amendment of the course syllabus to include an upfront disclaimer that licensees who complete this course are not equipped to provide legal or tax advice)**
  14. 18854 Foreclosures, Short Sales, REO's & Auctions, 2 hours Current Industry Issues & Trends, DB Title Academy, LLC
  15. 18855 Mortgages Fraud & Predatory Lending: What Every Agent Should Know, 2 hours Current Industry Issues & Trends, DB Title Academy, LLC

16. 18856 Ethics & Standards of Conduct in Real Estate, 3 hours Ethics & Standards of Conduct, DB Title Academy, LLC
17. 18864 Contract Writing (On-line), 6 hours Contract Writing, The CE Shop, Inc.
18. 18865 Current Issues & Trends Related to Financing (On-line), 2 hours Current Industry Issues & Trends, The CE Shop, Inc
19. 18866 Fair Housing, ADA, and Civil Rights (On-line), 2 hours Fair Housing, The CE Shop, Inc.
20. 18867 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct
21. 18868 Risk Management (On-line), 3 hours Risk Management, The CE Shop, Inc.
22. 18869 Agency Law (On-line), 3 hours VA Agency Law, The CE Shop, Inc.
23. 18934 Housing 2020, 2 hours Current Industry Issues and Trends, VAR
24. 18935 Thinking Big: Business Planning Seminar, 2 hours Current Industry Issues and Trends, VAR
25. 18936 Fair Housing, Americans with Disability Act, and the Civil Rights Act of 1866, 2 hours Fair Housing, William E. Wood & Associates RE Academy
26. 18937 RI 407: Managing Risk, 2 hours Fair Housing, VAR
27. 18938 RI 402: Financing Alternatives, 2 hours Current Industry Issues and Trends, VAR
28. 18939 RI 405: Pricing, Listing and Marketing the Property, 2 hours Current Industry Issues and Trends, VAR
29. 18940 RI 411: Successful Settlement - Managing the Transaction, 2 hours Current Industry Issues and Trends, VAR
30. 18941 Radon in Virginia Real Estate Transactions, 2 hours Current Industry Issues and Trends, VAR
31. 18942 New Home Construction, 2 hours Current Industry Issues and Trends, RAR
32. 18943 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, Alltech Title
33. 18945 Short Sales Past & Present, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC



34. 18947 Fair Housing, 2 hours Fair Housing, Dulles Area Real Estate School
35. 18948 Virginia Fair Housing, Americans with Disabilities & Civil Rights Act of 1866, 2 hours Fair Housing, Key Title
36. 18956 Real Estate Law & Board Regulations, 8 hours Real Estate Law & Board Regulations, Real Estate Career Academy
37. 18958 M-100 - Essentials of Community Management, 2 hours Current Industry Issues and Trends, CAI
38. 18959 M-201 - Facilities Management, 2 hours Current Industry Issues and Trends, CAI
39. 18960 M-202 - Association Communications, 2 hours Current Industry Issues and Trends, CAI
40. 18961 M-203 - Community Leadership, 2 hours Current Industry Issues and Trends, CAI
41. 18962 M-204 - Community Governance, 2 hours Current Industry Issues and Trends, CAI
42. 18963 M-205 - Risk Management, 2 hours Current Industry Issues and Trends, CAI
43. 18964 M-206 - Financial Management, 2 hours Current Industry Issues and Trends, CAI
44. 18965 Let's Inspect This a Little More, 2 hours Current Industry Issues and Trends, MBH Settlement Group, L.C.
45. 18966 NARPM'S Ethics Course, 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate
46. 18967 Understanding 1031 Tax Exchanges, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
47. 18968 Title Search Basics, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
48. 18969 Short Sales Foreclosures, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
49. 18970 Certified New Homes Sales Professional, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
50. 18971 2-Day Accredited Buyer Representative (ABR) Core Course, 2 hours Current Industry Issues and Trends, Alpha College of Real Estate
51. 18972 CRS 200 - Business Planning & Marketing for the Residential Specialist, 2 hours Current

- Industry Issues and Trends, Council of Residential Specialists
52. 18973 CRS 206 - Technologies to Advance Your Business, 2 hours Current Industry Issues and Trends, Council of Residential Specialists
53. 18974 CRS 210 - Building An Exceptional Customer Service Referral Business, 2 hours Current Industry Issues and Trends, Council of Residential Specialists
54. 18975 CRS 201 - Listing Strategies for the Residential Specialist, 2 hours Current Industry Issues and Trends, Council of Residential Specialists
55. 18976 CRS 204 - Buying and Selling Income Properties, 2 hours Current Industry Issues and Trends, Council of Residential Specialists
56. 18977 CRS 202 - Effective Buyer Sales Strategies, 2 hours Current Industry Issues and Trends, Council of Residential Specialists
57. 18978 Current Industry Issues & Trends, 2 hours Current Industry Issues and Trends, Champion University
58. 18979 Contract Writing, 6 hours Contract Writing, Champion University
59. 18980 Virginia Agency Law, 3 hours VA Agency Law, Champion University **(approved pending amendment of the timed course outline and course materials to reflect the correct order of content instruction)**
60. 18981 Risk Management, 3 hours Risk Management, Champion University
61. 18982 Contract Writing, 6 hours Contract Writing, Towne Realty School of Real Estate
62. 18983 Fair Housing, 2 hours Fair Housing, Towne Realty School of Real Estate
63. 18984 Social Media 2014, 2 hours Current Industry Issues and Trends, MAI Institute
64. 18985 Risk Management, 3 hours Risk Management, MAI Institute
65. 18986 Real Estate Law & Board Regulations, 8 hours Real Estate Law & Board Regulations, MAI Institute
66. 18988 Virginia Residential Agency Law, 3 hours Agency Law, VESTA Settlements, LLC
67. 18989 Real Estate Escrow & Trust Account Requirements & Management, 3 hours Escrow

- Requirements, Dulles Area Real Estate School
68. 18990 Virginia Real Estate Law and Board Regulations, 8 hours Real Estate Law & Board Regulations, Dulles Area Real Estate School

D. Eleven pre-licensing instructor applications were reviewed and approved:

1. Patricia A. Szego
2. Fouzi Afshari
3. Marjorie F. Chacon
4. Jeffrey A. Edmisten
5. Janean W. Buchner
6. Wendy L. Murray
7. Amina Jazic-Basic - **expert (Principles)**
8. Timothy F. Heil - **expert (Principles)**
9. Margaret B. Hobbs - **expert (Principles)**
10. James J. Hobbs, Jr. - **expert (Principles)**
11. Jennifer D. Klaussen - **expert (Principles)**

E. Eight applications for pre-license education courses offered by approved schools were considered and approved. One course application offered by a school applicant with pending approval was approved pending school approval.

1. 18998 60-hour Salesperson Principles and Practices of Real Estate, Churchland Academy of Real Estate
2. 18999 60-hour Salesperson Principles and Practices of Real Estate (CRP), Moseley Dickinson Academy of Real Estate
3. 19000 60-hour Salesperson Principles and Practices of Real Estate, Top Producer Academy of Real Estate
4. 19001 45-hour Broker Real Estate Appraisal, NVAR
5. 19002 60-hour Salesperson Principles and Practices of Real Estate, Virginia Educators-Century 21 Battlefield
6. 19004 60-hour Salesperson Principles and Practices of Real Estate, Dulles Area Real Estate School
7. 19005 60-hour Salesperson Principles and Practices of Real Estate, Advanced School of Real Estate

8. 19006 60-hour Salesperson Principles and Practices of Real Estate (On-line), Allied Business Schools, Inc.
9. 19003 60-hour Salesperson Principles and Practices of Real Estate, CHC Inc., t/a RE/MAX Regency **(Approved pending approval of Proprietary School Certification Application)**

F. Twelve continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were reviewed and approved.

1. **Douglas Wolfe** - 15692/15696 (Contract Pitfalls), 11971 (8 HR CE Required Continuing Education), **Alpha College of Real Estate**
2. **Franklin H. Mears** - 18317 (Effective Negotiating for Real Estate Professionals), **CVSRE**
3. **Michael Guthrie** - 17991/ 17993 (Advertising Real Estate in Virginia), 12066/18305 (Agency Law), 17918/17917 (Code of Ethics Cycle 4), 15743 (Contracts & Contract Writing), 12057 (Effective Contract Writing), 12061 (Effective Contract Writing) 12109 (Fair Housing), 15742 (Fair Housing Opens Doors), 10594 ((Fair Housing Opens Doors), 18053/18075 (Fair Housing: It's Not an Option It's the Law), 12058 (Offers, Contracts & Related Issues), 15755 (Real Estate Agency), 12117 (Real Estate Law & Legal Updates), 15747 (Real Estate Law & Legal Updates), 18199/18204 (Risk Management), 071137/17755 (The Code is Good Business), 17843 (Understanding Purchase Contracts & Contract Writing), **CVSRE**
4. **Jane Leylegian** - 14214/14219 (1031 Tax Deferred Exchange & the IRS), 16276/16279 (Don't Let Your Transactions Fall Down the Drain), 18194/18205 (Ethics & Standards of Conduct), 14169/14174 (From Contract to Closing), 15847/15843 (Getting a Foreclosed Property to Closing), 14369/14374 (Real Estate Agency), 14362/14366 (Real Estate Contracts) 14437/14441 (Regional Contract Review), 18042/18052 (Short Sale Strategies), 14142/14135 (The Settlement Process), 18196/18198 (Virginia Real Estate Agency), **CBRB SRE**
5. **Mary (Micki) Lyons** - 18798/18805 (Real Estate Risk Management), 18705/18716 (Current Industry Issues & Trends - Real Estate Finance), 18763/18741 (Current Industry Issues & Trends - Business Planning), 18740 (Current Industry Issues & Trends - Prospecting for

- Success), 18797 (Escrow Requirements), **New Millennium University**
6. **Peter Habib** - 14144 (The ABC's of Home Warranty), **CBRB SRE**
  7. **Win Singleton** - 16003 (Residential Standard Agency), **Piedmont School of Real Estate**
  8. **Marcia Green** - 14144 (The ABC's of Home Warranty), **CBRB**
  9. **Margaret Ireland** - 14975 (Realtors Property Resource), **CVSRE**
  10. **Jay Deboer** - 14073/14076 (Agency: A Complicated Relationship), 13574/13568/18162 (Common Legal Hotline Questions & Answer), 17195/18165 (Disclosure Shall Set You Free), 14919 (Earnest Money Deposits: Navigating Dangerous Waters), 17205 (Sneaky Regs - Little Known but Important REB Regulations), 14909/15745/18166 (Real Estate Laws You Need to Know), **VAR**
  11. **Robert A. Blackwood III, Cynthia A. Nahorney, Stephen R. Romine, and Meredith Yoder** - 12865 (Real Estate Law: Advanced Issues and Answers, **NBI**)
  12. **Brenda Stone** - 16887 (Sell The Listing Win A Client for Life), 16878 (Price Right & Present Your CMA), 16853 (Prospecting Find People to Work With Now), 16869 (Open Houses Put Yourself In the Path of Opportunity), 16853 (Working with Buyers), **AOTRES**

G. Other Business

Mr. Hoover brought up the matter of whether new salesperson licensees who completed post license education three-track residential mandatory three-hour courses in Agency Law and Ethics and Standards of Conduct should receive post license education single-track credit for completing the three-hour courses in Virginia Agency Law and Ethics and Standards of Conduct. After a brief discussion, Mr. Hoover stated he will bring this matter up for discussion at the January 23, 2014, Board meeting.

H. Public Comment - there was no public comment.

The meeting adjourned at 3:55 p.m.

Attachment

## **The Process for Obtaining an Examination Contract**

Unless there is only one practicably available source for an examination, the procurement of examination services must allow for adequate competition among suppliers.

This process is governed by the Virginia Public Procurement Act (VPPA) and the Agency Procurement and Surplus Property Manual (APSPM).

All contracts with a value exceeding \$50,000 must be obtained through competitive sealed bidding (IFB) or competitive negotiation (RFP) – a method requiring competition among vendors in order to obtain the best product for the best price.

A synopsis of the process:

- The Agency develops the specifications for the examination and the services accompanying the examination in the form of a Request for Proposals (RFP) and publishes the document in eVA (Electronic Virginia), Virginia's electronic procurement system, and in the local newspaper.
- Vendors submit proposals that respond to the specifications as outlined in the Request for Proposals (RFP) as published by the Agency.
- A committee of individuals is assigned to evaluate the proposals and reviews all of the different aspects of the proposals and determines which response(s) best matches the needs of the Agency.
- Once a determination has been made which proposal or proposals match the Agency's needs, negotiations begin.
- At the conclusion of the negotiation process, a contract is offered to the successful vendor.