

# VIRGINIA REAL ESTATE BOARD

## EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Wednesday, May 11, 2011, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Judith Childress, Chair  
Clifford Wells

Staff Members present: Gordon Dixon, Director  
Kevin Hoeft, Education Administrator

The meeting was called to order at 3:10 p.m.

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

The following actions were taken:

A. Four Proprietary School Applications were approved:

1. Meredith Ventures, Inc. Linville, VA  
Contact Person: Benjamin Meredith
2. Banks Real Estate, LLC, t/a Banks Property Management, Fredericksburg, VA  
Contact Person: Merlyn Banks
3. REOS.COM, Inc. Ashburn, VA  
Contact Person: Wendy Powers
4. Dominion Title Corporation, Great Falls, VA  
Contact Person: Joe Russo

B. Ninety-four Continuing Education Course Applications were reviewed. Of these applications:

Twenty-two previously-approved Continuing Education course applications for approved schools were reviewed. One of these applications was approved outright. Twenty-one online course applications (**as identified by a "+" symbol**) were approved pending verification by Board staff that the online courses comply with the Board's requirements for a distance learning course.

1. 62993 Real Estate and Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, The Frederick Academy of Real Estate

- +2. 63081 Fair Housing (On-line), 4 hours Fair Housing, Keller Williams Richmond West
- +3. 63082 Property Management & Managing Risk (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +4. 63083 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +5. 63084 Understanding 1031 Tax-Free Exchanges (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +6. 63085 Real Estate Agent/Mortgage Professional (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +7. 63086 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +8. 63087 Risk Management (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +9. 63088 Ethics in Today's Real Estate World (On-line), 4 hours Ethics and Standards of Conduct, Keller Williams Richmond West
- +10. 63089 Virginia 8-hour Mandatory Continuing Education Course (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 C Contracts, Keller Williams Richmond West
- +11. 63090 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +12. 63091 Understanding Credit & Improving Credit Scores (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +13. 63092 Limited Service Agency in VA (On-line), 2 hours Real Estate Related, Keller Williams Richmond West
- +14. 63093 Sustainable Housing and Building Green (On-line), 8 hours Real Estate Related, Keller Williams Richmond West
- +15. 63094 Foreclosures, Short Sales, REO's and Auctions (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +16. 63095 Real Estate and Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +17. 63097 Environmental Issues in Your Real Estate

- +18. 63098 Practice (On-line), 4 hours Real Estate Related, Keller Williams Richmond West VA Broker Management and Agent Supervision (On-line), 8 hours Broker Management, Keller Williams Richmond West
- +19. 63099 Truth About Mold (On-line), 4 hours Real Estate Related, Keller Williams Richmond West
- +20. 63100 Introduction to Commercial Real Estate Sales, 4 hours Real Estate Related, Keller Williams Richmond West
- +21. 63101 Mortgage Fraud and Predatory Lending: What Every Agent Should Know, 4 hours Real Estate Related, Keller Williams Richmond West
- +22. 63102 Real Estate Finance Today, 4 hours Real Estate Related, Keller Williams Richmond West

Seventy-one original Continuing Education course applications offered by approved schools were considered. Seventy of these applications were approved. One application was denied because the Course Materials were not included.

- 1. \*62921 Night Court: Navigating Between VAR & REIN Forms, 2 hours Real Estate Contracts, Peninsula Real Estate School
- 2. \*62923 FHA 203K Renovation Loan, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
- 3. 62927 Legal Descriptions and Surveys, 2 hours Real Estate Related, Fidelity National Title Insurance Corp.
- 4. \*62928 Instanet Training with Docbox for Agents, 3 hours Real Estate Related, RAR
- 5. \*62935 9 Habits that Develop Success in any Market, 2 hours Real Estate Related, VAR
- 6. \*62939 Short Sales and Foreclosures NAR's SFR Certification Course, 6 hours Real Estate Related, NRVAR
- 7. \*62941 Riparian Rights, 1 hour Real Estate Related, Liz Moore University
- 8. \*62943 Accredited Buyer's Representative (ABR) Designation Course, 4 hours Real Estate Related, 1 hour Real Estate Contracts, and 8 hours Real Estate Related, Dulles Area Real Estate School
- 9. \*62945 Effective Real Estate Contracts in Northern

- Virginia, 2 hours Real Estate Contracts, MBH Settlement Group, L.C.
10. \*62954 Condominiums, HOA's & POA's, 1 hour Real Estate Related, CVSRE
  11. \*62956 Seller Preparation Session, 1 hour Real Estate Related, CVSRE
  12. 62958 Eminent Domain, 1 hour Ethics and Standards of Conduct, 3 hours Legal Updates, and 8 hours Real Estate Related, CLE International
  13. \*62959 Real Forestry for Real Estate - Part 1, 4 hours Real Estate Related, VA Polytechnic and State University
  14. \*62960 Real Forestry for Real Estate - Part 2, 4 hours Real Estate Related, VA Polytechnic and State University
  15. \*62964 Cover Your Agency, 3 hours Real Estate Agency, VAR
  16. \*62966 2011 VRLTA and Current Legislative Issues, 3 hours Legal Updates and 3 hours Real Estate Related, VAR
  17. 62968 Short Sale Broker Training, 4 hours Broker Management, Cindy Bishop Worldwide, LLC
  18. 62969 Instructional Ethics for Brokers, 3 hours Broker Management, Cindy Bishop Worldwide, LLC
  19. \*62970 HAFA Short Sales, 6 hours Real Estate Related, Peninsula Real Estate School
  20. \*62973 Closings with a Twist (Non-Standard Transactions), 2 hours Real Estate Related, The RGS Title RE Academy
  21. \*62975 Renovation Financing, 2 hours Real Estate Related, The RGS Title Real Estate Academy
  22. 62981 How to Buy and Sell HUD Homes, 2 hours Broker Management, Alpha College of Real Estate
  23. \*62982 How to Buy and Sell HUD Homes, 2 hours Real Estate Contracts, Alpha College of Real Estate
  24. \*62985 VRLTA Update, 6 hours Real Estate Related, RAR
  25. \*62987 Contract Issues - Formation to Enforcement, 2 hours Real Estate Contracts, FSLAWVA Real Estate Education, LLC
  26. \*62989 2011 Recent Developments, 2 hours Real Estate Related, FSLAWVA Real Estate Education, LLC
  27. \*62991 Intro to the Excel Financial Calculator for

- Commercial Real Estate, 3 hours Real Estate Related, RAR
28. \*62994 Contract Review - A Tale of Two Contracts, 1 hour Real Estate Contracts, The RGS Title Real Estate Academy
  29. \*62997 Using Tax Deferred Exchanges to Increase Buying Power, 1 hour Real Estate Related, The RGS Title Real Estate Academy
  30. \*62999 Tax Matters in Real Estate Sales, 3 hours Real Estate Related, The RGS Title Real Estate Academy
  31. \*63001 Property Management - "Why Behind Forms", 2 hours Real Estate Related, Alpha College of Real Estate
  32. 63003 Property Management - "Why Behind Forms", 2 hours Broker Management, Alpha College of Real Estate
  33. \*63004 Property Management - "The Trail to Escrow Account Jail", 2 hours Real Estate Related, Alpha College of Real Estate
  34. 63006 Property Management - "The Trail to Escrow Account Jail", 2 hours Broker Management, Alpha College of Real Estate
  35. \*63007 Property Management - "How to Grow Your Business", 2 hours Real Estate Related, Alpha College of Real Estate
  36. 63009 Property Management - "How to Grow Your Business", 2 hours Broker Management, Alpha College of Real Estate
  37. 63012 Title Workshop: From Examination to Commitment, 7 hours Real Estate Related, NBI, Inc. (**Denied - course materials not included**)
  38. \*63013 2011 VRLTA and Current Legislative Issues, 3 hours Legal Updates and 3 hours Real Estate Related, Peninsula Real Estate School
  39. \*63015 Rental Listings Done Right, 3 hours Real Estate Related, Cindy Bishop Worldwide, LLC
  40. 63017 Advanced FHA Financing, 3 hours Real Estate Related, GCAAR
  41. 63018 Buyer Beware: Foreclosed and Neglected Property, 3 hours Real Estate Related, GCAAR
  42. 63019 Non-Conforming Financing, 3 hours Real Estate Related, GCAAR
  43. 63020 Financing Issues Update, 3 hours Real Estate Related, GCAAR

- 44. \*63033 Residential Property Management 101, 4 hours Real Estate Related, RECA
- 45. \*63035 Understanding Conflict Resolution, 1 hour Real Estate Related, CVSRE
- 46. 63037 Broker Agency, 3 hours Broker Management, Cindy Bishop Worldwide, LLC
- 47. \*63038 VAR V. REIN Contract Comparison, 2 hours Real Estate Contracts, WAAR
- 48. 63040 VAR V. REIN Contract Comparison, 2 hours Broker Management, WAAR
- 49. 63041 FHA Finance Class, 2 hours Broker Management, WAAR
- 50. \*63042 FHA Finance Class, 2 hours Real Estate Related, WAAR
- 51. 63044 Broker Rental Listings Done Right, 3 hours Broker Management, Cindy Bishop Worldwide, LLC
- 52. \*63045 Home Financing 101, 102 and Beyond, 3 hours Real Estate Related, DAAR
- 53. \*63047 Home Financing 101, 102 and Beyond, 4 hours Real Estate Related, DAAR
- 54. \*63049 Buyer Agents as Heroes: Better Serving Your Buyer Client, 4 hours Real Estate Related, NVAR
- 55. \*63051 VA for Realtors: Transforming Homebuyers into Homeowners, 3 hours Real Estate Related, NVAR
- 56. \*63053 Avoiding the Aggravations of Home Inspections and Bank Owned Properties, 1 hour Real Estate Related, DAAR
- 57. \*63057 Advanced Green House Gas Reduction Through Affordable Housing, 1 hour Real Estate Related, WAAR
- 58. 63059 Advanced Green House Gas Reduction Through Affordable Housing, 1 hour Broker Management, WAAR
- 59. \*63060 Senior Real Estate Specialist (SRES) - Day 1, 8 hours Real Estate Related, NVAR
- 60. \*63062 Senior Real Estate Specialist (SRES) - Day 2, 1 hour Legal Updates, 1 hour Real Estate Agency, and 6 hours Real Estate Related, NVAR
- 61. 63064 Detection and Prevention of Contract Fraud, 4 hours Broker Management, NVAR
- 62. \*63065 Detection and Prevention of Contract Fraud, 4 hours Real Estate Related, NVAR
- 63. \*63067 Business Planning, 3 hours Real Estate Related, Realtor Association of Prince

- William
- 64. \*63069 Negotiation 101: The Psychology of the Deal, 1 hour Real Estate Related, Realtor Association of Prince William
  - 65. 63103 Residential Finance, 4 hours Real Estate Related, MAI Institute
  - 66. \*63104 Recent Changes in Virginia Agency Law 2011, 2 hours Real Estate Agency, Piedmont School of Real Estate
  - 67. 63106 Recent Changes in Virginia Agency Law 2011, 2 hours Broker Management, Piedmont School of Real Estate
  - 68. \*63107 The American Mortgage Market: What's Next for Borrowers, Lenders and Those Who Buy Mortgages, 3 hours Real Estate Related, Piedmont School of Real Estate
  - 69. 63109 The American Mortgage Market: What's Next for Borrowers, Lenders and Those Who Buy Mortgages, 2 hours Broker Management, Piedmont School of Real Estate
  - 70. 63110 The American Mortgage Market: What's Next for Borrowers, Lenders and Those Who Buy Mortgages, 3 hours Broker Management, Piedmont School of Real Estate
  - 71. \*63111 The American Mortgage Market: What's Next for Borrowers, Lenders and Those Who Buy Mortgages, 2 hours Real Estate Related, Piedmont School of Real Estate

One original continuing education course application offered by a school with a pending school application was approved:

- 1. \*63010 VRLTA, 4 hours Real Estate Contracts, Banks Property Management

C. Sixty-six Post License Education course applications were reviewed; of these courses:

Eleven previously-approved Post License Education course applications for an approved school were reviewed. All eleven of these online course applications (**as identified by a "+" symbol**) were approved pending verification by Board staff that the online courses comply with the Board's requirements for a distance learning course.

- +1. 63071 Property Valuation (Property Valuation/Listing Process) On-line, 3 hours

- +2. 63072 Residential Real Estate Elective Topics, Keller Williams Richmond West  
Business Planning (On-line), 2 hours
- +3. 63073 Residential Real Estate Elective Topics, Keller Williams Richmond West  
Financing Properties (Finance) On-line, 3 hours Residential Real Estate Elective Topics, Keller Williams Richmond West
- +4. 63074 Land Use (Land Use Issues) On-line, 1 hour Residential Real Estate Elective Topics, Keller Williams Richmond West
- +5. 63075 Technology (On-line), 3 hours Residential Real Estate Elective Topics, Keller Williams Richmond West
- +6. 63076 VA Real Estate: Selling Process (Selling Process) On-line, 3 hours Residential Real Estate Elective Topics, Keller Williams Richmond West
- +7. 63077 Ethics & Standards of Conduct (On-line), 3 hours Residential Real Estate Mandatory Topics, Keller Williams Richmond West
- +8. 63078 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Keller Williams Richmond West
- +9. 63079 Offer to Purchase (On-line), 3 hours Residential Real Estate Mandatory Topics, Keller Williams Richmond West
- +10. 63080 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, Keller Williams Richmond West
- +11. 63096 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, Keller Williams Richmond West

Fifty-four original applications for Post License Education courses offered by approved schools were considered and approved.

- 1. \*62922 Night Court: Navigating Between VAR & REIN Forms (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
- 2. \*62924 FHA 203K Renovation Loan (Finance), 2 hours Residential Real Estate Elective Topics, Cindy Bishop Worldwide, LLC
- 3. \*62929 Instanet Training with Docbox for Agents (Technology), 3 hours Residential Real Estate Elective Topics, RAR



4. \*62936 9 Habits that Develop Success in any Market (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, VAR
5. \*62940 Short Sales and Foreclosures NAR's SFR Certification Course (Finance), 6 hours Residential Real Estate Elective Topics, NRVAR
6. \*62942 Riparian Rights (Land Use Issues), 1 hour Residential Real Estate Elective Topics, Liz Moore University
7. \*62944 Accredited Buyer's Representative (ABR) Designation Course (Other Real Estate Related), 15 hours Residential Real Estate Elective Topics, Dulles Area Real Estate School
8. \*62946 Effective Real Estate Contracts in Northern Virginia (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, MBH Settlement Group, L.C
9. \*62955 Condominiums, HOA's & POA's (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, CVSRE
10. \*62957 Seller Preparation Session (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, CVSRE
11. \*62961 Real Forestry for Real Estate - Part 1, (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Virginia Polytechnic and State University
12. \*62962 Real Forestry for Real Estate - Part 2, (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Virginia Polytechnic and State University
13. 62963 Real Estate Law & Legal Issues (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, DAAR
14. \*62965 Cover Your Agency (Agency Law), 3 hours Residential Real Estate Mandatory Topics, VAR
15. \*62967 2011 VRLTA and Current Legislative Issues (Other Real Estate Related), 6 hours Property Management Elective Topics, VAR
16. \*62971 HAFA Short Sales (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, Peninsula Real Estate School
17. 62972 Real Estate Agency (Agency Law), 3 hours

18. \*62974 Residential Real Estate Topics, DAAR Closings with a Twist (Non-Standard Transactions)(Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, The RGS Title RE Academy
19. \*62976 Renovation Financing (Finance), 2 hours Residential Real Estate Elective Topics, The RGS Title Real Estate Academy
20. 62979 Fair Housing, 3 hours Residential Real Estate Mandatory Topics, DAAR
21. 62980 Offer to Purchase, 3 hours Residential Real Estate Mandatory Topics, DAAR
22. \*62983 How to Buy and Sell HUD Homes (Selling Process), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
23. 62984 VRLTA Update (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, RAR
24. \*62986 VRLTA Update - PLE Part 1 (VA Residential Landlord/Tenant Act & Fair Housing), 4 hours Property Management Mandatory Topics, RAR
25. \*62988 Contract Issues - Formation to Enforcement (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, FSLAWVA Real Estate Education, LLC
26. \*62990 2011 Recent Developments (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, FSLAWVA Real Estate Education, LLC
27. \*62992 Intro to the Excel Financial Calculator for Commercial Real Estate (Finance), 3 hours Commercial Real Estate Elective Topics, RAR
28. \*62996 Contract Review - A Tale of Two Contracts (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, The RGS Title Real Estate Academy
29. \*62998 Using Tax Deferred Exchanges to Increase Buying Power (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, The RGS Title Real Estate Academy
30. \*63000 Tax Matters in Real Estate Sales (Other Real Estate Related), 3 hours Residential Real Estate Related, The RGS Title Real Estate Academy
31. \*63002 Property Management - "Why Behind Forms"

- (Other Real Estate Related), 2 hours  
Property Management Elective Topics, Alpha  
College of Real Estate
32. \*63005 Property Management - "The Trail to Escrow  
Account Jail" (Other Real Estate Related),  
2 hours Property Management Elective  
Topics, Alpha College of Real Estate
33. \*63008 Property Management - "How to Grow Your  
Business" (Tenant/Landlord Relationships),  
2 hours Property Management Elective  
Topics, Alpha College of Real Estate
34. \*63014 2011 VRLTA and Current Legislative Issues  
(Other Real Estate Related), 6 hours  
Residential Real Estate Elective Topics,  
Peninsula Real Estate School
35. \*63016 Rental Listings Done Right (Property  
Valuation/Listing Process), 3 hours  
Residential Real Estate Elective Topics,  
Cindy Bishop Worldwide, LLC
36. \*63034 Residential Property Management 101 (VA  
Residential Landlord/Tenant Act and Fair  
Housing), 4 hours Property Management  
Mandatory Topics, RECA
37. \*63036 Understanding Conflict Resolution (Other  
Real Estate Related), 1 hour Residential  
Real Estate Elective Topics, CVSRE
38. \*63039 VAR V. REIN Contract Comparison (Other Real  
Estate Related), 2 hours Residential Real  
Estate Elective Topics, WAAR
39. \*63043 FHA Finance Class (Finance), 2 hours  
Residential Real Estate Elective Topics,  
WAAR
40. \*63046 Home Financing 101, 102 and Beyond  
(Finance), 3 hours Residential Real Estate  
Elective Topics, DAAR
41. \*63048 Home Financing 101, 102 and Beyond  
(Finance), 4 hours Residential Real Estate  
Elective Topics, DAAR
42. \*63050 Buyer Agents as Heroes: Better Serving Your  
Buyer Client (Other Real Estate Related), 4  
hours Residential Real Estate Elective  
Topics, NVAR
43. \*63052 VA for Realtors: Transforming Homebuyers  
into Homeowners (Other Real Estate  
Related), 3 hours Residential Real Estate  
Elective Topics, NVAR
44. \*63054 Avoiding the Aggravations of Home

- Inspections and Bank Owned Properties  
(Other Real Estate Related), 1 hour  
Residential Real Estate Elective Topics,  
DAAR
45. \*63058 Advanced Green House Gas Reduction Through  
Affordable Housing (Other Real Estate  
Related), 1 hour Residential Real Estate  
Elective Topics, WAAR
46. \*63061 Senior Real Estate Specialist (SRES) - Day  
1 (Other Real Estate Related), 8 hours  
Residential Real Estate Elective Topics,  
NVAR
47. \*63063 Senior Real Estate Specialist (SRES) - Day  
2 (Other Real Estate Related), 8 hours  
Residential Real Estate Elective Topics,  
NVAR
48. \*63066 Detection and Prevention of Contract Fraud  
(Other Real Estate Related), 4 hours  
Residential Real Estate Elective Topics,  
NVAR
49. \*63068 Business Planning, 3 hours Residential Real  
Estate Elective Topics, Realtor Association  
of Prince William
50. \*63070 Negotiation 101: The Psychology of the  
Deal (Other Real Estate Related), 1 hour  
Residential Real Estate Elective Topics,  
Realtor Association of Prince William
51. \*63105 Recent Changes in Virginia Agency Law 2011  
(Other Real Estate Related), 2 hours  
Residential Real Estate Elective Topics,  
Piedmont School of Real Estate
52. \*63108 The American Mortgage Market: What's Next  
for Borrowers, Lenders and Those Who Buy  
Mortgages (Other Real Estate Related), 3  
hours Residential Real Estate Elective  
Topics, Piedmont School of Real Estate
53. \*63112 The American Mortgage Market: What's Next  
for Borrowers, Lenders and Those Who Buy  
Mortgages (Other Real Estate Related), 2  
hours Residential Real Estate Elective  
Topics, Piedmont School of Real Estate
54. 63113 VRLTA Update - PLE Part 2 (Tenant/Landlord  
Relationships), 2 hours Property Management  
Elective Topics, RAR

One original Post License Education course application offered  
by a school with a pending school application was approved:

1. \*63011 VRLTA (Tenant/Landlord Relationships), 4 hours Property Management Elective Topics, Banks Property Management

D. Three Salesperson pre-license education course applications were approved:

1. 60-hour Salesperson Principles and Practices of Real Estate (Classroom), REOS.com, Inc. (**School Application approved**)
2. 60-hour Salesperson Principles and Practices of Real Estate (Classroom), Keller Williams Richmond West
3. 60-hour Salesperson Principles and Practices of Real Estate (On-line), Dearborn Financial Publishing, Inc.

E. Six pre-licensing instructor applications were approved:

1. Bernard Leo Heffernan
2. Nancy Gibbs Pannier - **Expert (Principles)**
3. Gloria H. Jackson
4. Tracy Lynn Miller
5. Jerry J. White
6. Joseph Kemper Funkhouser, III

F. Seventeen continuing and post license education instructor applications to teach previously approved continuing and post license education courses were reviewed. Fifteen of these applications were approved outright. Three additional instructor applicants were approved to teach all courses for which they applied except for Ethics and Standards of Conduct courses because they did not provide evidence that they have expertise in real estate ethics and standards of conduct with at least three years of active experience in this field pursuant to 18 VAC 135-20-360.C of the Board's Regulations.

1. **Jimmy Bolton, Bob Chenery, Neathery Harris, and Carl Manasco** - 62601/62602 (2011 Ethics Seminar), **NRVAR**
2. **Sara Mendez Rodriguez** - 62722/62723 (Legal Implications of Short Sales & Foreclosures) 62896/62897 (Fair Housing II), 62720/62721 (Legal Implications of Short Sales & Foreclosures - Primer) 62708/62709 (The Short Sale Era: Success in Closing Short Sales), 62710/62711 (The Short Sale Era: Primer), 62716/62717 (Successful Settlements) 62714/62715 (Successful Settlements: A Primer) 62712/62713 (Tenancy Matters), 62718/62719 (Resolving Walk Thru Issues), 62724/62725 (Agency

- II), **ICE**
3. **Ernie Dill** - 61429/61430 - Handling the Short Sale, **Cindy Bishop Worldwide**
  4. **Jane Clawson and Sara Mendez Rodriguez** - 58147/58148 (Details of a Real Estate Transaction), 58141/58142 (Pre and Post Settlement Agreements), 58153/58154 (Legislation and Laws Affecting Your Virginia Real Estate Transaction), 58159/58160 (Nuances of the Virginia Jurisdictional Addendum), 58143/58144 (HOA and CONDO Resales), 58155/58156 (Superior Approach to Short Sales), 58151/58152 (Taking the Fear Out of the REO Addendum), 58149/58150 (Fair Housing in Virginia, 57957/57958 (The Regional Sales Contract), **ICE (Clawson was only approved to teach "Pre and Post Settlement Agreements" as the Board determined she did not provide evidence of expertise in the other areas of real estate with at least three years of active experience in these areas pursuant to 18 VAC 135-20-360.C of the Board's Regulations).**
  5. **Judy Graham** - 61545/61546 (Agency), 62074/62075 (Buyer Agency), 61427/61428 (Understanding the Purchase Contract), 61538/61539 (Ethics and Standards of Conduct), 61727/61728 (Fair Housing) 61536/61537 (Today's Addendums), **Cindy Bishop Worldwide, LLC**
  6. **Adorna Occhialini Carroll** - 62642/62643 - Seller Representative Specialist, **Long and Foster Institute of Real Estate**
  7. **Jane Ford Clark** - 57145 (Seniors Real Estate Specialist Revision 1), 61941/61942 (Short Sales and Foreclosures), **Long and Foster Institute of Real Estate**
  8. **Nina Bonacic-Doric, Allison M. Spears, and Arthur Monroe** - 55628/55629 (Introduction to Contracts), 55816/57925 (Contracts/Offer to Purchase), 55823/55824 (Agency Law in Virginia) 55835/55836 (Tax Matters in Real Estate Sales) 55884/55885 (Fair Housing), **56396/56397 (The Code of Ethics for Real Estate Professionals)** 56398/56399 (How to Help Clients Avoid Foreclosures) 56400/56401 (The New Limited Service Agency in Virginia), 56617/56618 (Virginia Real Estate Law) 56629/56630 (Contract Update: Current Issues - Practical Problems) 57345/57346 (Residential Contract of Purchase (VAR) 57349/57350 (Living Trusts in Real Estate) 57351/57352 (Title Insurance Basics: What is it and How it Works), 57353/57354 (The Closing Process)

- 57355/57356 (Property Disclosure in Virginia)  
57357/57358 (Contract Review - A Tale of Two  
Contracts), 57359/57360 (Selected Issues in Agency  
Law in Virginia), 57347/57348 (Legal Updates)  
58425/58426 (Short Sales, REO Sales and Some Related  
Tax Issues), 58618/58619 (Special Contracts and  
Seller Financing), 59899/59900 (RESPA Reform Rule-  
New GFE and HUD-1 Review), 61400/61401 (Current  
Legal Issues & Ethical Pitfalls), 61543/61544 (Deeds  
of Conveyance), 61768/61769 (Preparing for Success:  
Keeping Issues from Becoming Problems), 62018/62019  
(Handling Sales of Properties in Decedent's Estates)  
62671/62672 (Surveys and Easements-Mapping Out an  
Approach), 62692/62693 (FIRPTA Requirements in Real  
Estate Transactions), **The RGS Title Real Estate  
Academy (Not approved to teach "Code of Ethics for  
Real Estate Professionals" - See Note in Section F)**
9. **John Clyne** - 60250/60251 (RESPA Reform), 61151/61152  
(Fair Housing), 60582/60583 (VA Regional Sales  
Contracts), 60223/60224 (Short Sales & REO's)  
61530/61531 (Deeds in Virginia), 61528/61529  
(Uniform Power of Attorney Act), 62559/62560 (Title  
Insurance 101: What Every Real Estate Agent  
Should Know About Title Insurance)  
62536/62537 (Real Estate Finance 101: Home Loans &  
the NVAR Contract), 62900/62901 (Financing  
Contingencies & Form 100 in the NVAR Contract)  
62906/62907 (Everything You Wanted to Know About  
Residential Finance), **Champion University**
10. **Sean Everhart** - 60250/60251 (RESPA Reform),  
61151/61152 (Fair Housing), 60582/60583 (VA Regional  
Sales Contracts), 60223/60224 (Short Sales & REO's)  
61530/61531 (Deeds in Virginia), 61528/61529  
(Uniform Power of Attorney Act), 62559/62560 (Title  
Insurance 101: What Every Real Estate Agent  
Should Know About Title Insurance)  
62536/62537 (Real Estate Finance 101: Home Loans &  
the NVAR Contract), 62900/62901 (Financing  
Contingencies & Form 100 in the NVAR Contract)  
62902/62903 (Everything You Wanted to Know About  
Title Insurance), 62904/62905 (Everything You Wanted  
to Know About the RESPA HUD-1 & GFE)  
62906/62907 (Everything You Wanted to Know About  
Residential Finance), **Champion University**
11. **Sabrina Anderson, Suzanne Brady, Katey Mostoller, and  
Carla Tittle** - 62502/62503/62504 (Virginia Escrow)  
62254/62255/62256 (Short Sale), 62311/62312  
(Contracts), 62291/62292 (Addendums),

- 62288/62289/62290 (Agency), 62283/62284 (Ethics)  
 58026/61230 (Finance), 62307/62308 (Personal  
 Marketing), 61863/61864 (Ethics Mock Hearing)  
 62309/62310 (Fair Housing), **RECA**
12. **Barry Clark** - 62502/62503/62504 (Virginia Escrow)  
 62254/62255/62256 (Short Sale), 62311/62312  
 (Contracts), 62291/62292 (Addendums),  
 62288/62289/62290 (Agency), **RECA**
13. **Valeri Colon** - 62305/62306 (Cyber Agent), 62258/62257  
 (Technology Marketing), 62287/62286/62285  
 (Technology Risk Management), 61869/61868 (Visual  
 Information Specialist), 62308/62307 (Personal  
 Marketing), 60355 (Social Media Risk Management),  
**RECA**
14. **Peter Habib** - 58026/61230 - (Finance), **RECA**
15. **Brooke Miller** - 62502/62503/62504 (Virginia Escrow),  
 62501/62500 (The Key to HUD & FHA Loan, **RECA**
16. **Rick Corrado and Kelly Scott** - 61943/61944 (CAMP 443  
 - Part 1: The Challenge and Mindset), 61883/61884  
 (CAMP 443 - Part 2: Lead Generation Fundamentals)  
 61947/61948 (CAMP 443 - Part 3: Buyers), 61945/61946  
 (CAMP 443 - Part 4: Sellers),  
 61951/61952 (CAMP 443 - Part 5: Lead Generation  
 Beyond the Basics)  
 61949/61950 (CAMP 443 - Part 6: Contract to Close),  
**Keller Williams Richmond West**
17. **Christine Martine** - 62196/62197/62198 - VA Real  
 Estate Regulation Review, **Alpha College of Real  
 Estate**

G. Other Business

1. The Committee discussed the Board's March 17, 2011, decision to deny six online continuing education course applications with ARELLO Distance Education Certification (DEC) because a disproportionate amount of course time was allocated to quiz/final exam materials. On March 17, 2011, the Board indicated that an online course should consist of no more than 25% of quiz/final exam materials to ensure that a minimally acceptable amount of course content is covered in the course. Ms. Childress discussed this matter with ARELLO Director Joe McClary at the April ARELLO meeting in Florida and by e-mail (See attached "ARELLO-approved Courses and Quiz/Exam Time" document). After discussion, with input from Deana Wilson of Alpha College of Real Estate and Lili Paulk of the Virginia Association of Realtors, the Committee decided to study this issue further at its next meeting on July 13, 2011.



2. The Committee discussed whether to grant broker pre-license education credit to broker licensees in the state of New Jersey who apply for a Virginia broker license by reciprocity (See Attached Memo). The Committee determined the broker pre-license education completed by reciprocal applicants from New Jersey is "comparable in content and duration and scope" to the broker pre-license education required by the Board and recommended that the Board accept the 150 hours of broker pre-license education completed by broker license reciprocal applicants from New Jersey toward the Board's 180 classroom hour broker pre-license education requirement. Broker license reciprocal applicants from New Jersey must make up the difference in hours by completing a Board-approved Real Estate Brokerage pre-license education course of at least 30 hours.
3. The Committee discussed the three education-related changes within HB 1907 that were passed by the 2011 General Assembly, signed by Governor McDonnell and go into effect on July 1, 2011: 1) Elimination of the Post License Education program's three Practice Tracks; 2) The Board's new authority to "adjust the required hours and course topics" in its Continuing Education program; and 3) the one-time three-hour Continuing Education course on the "Changes to Residential Standard Agency" in Article 3 of § 54.1-2130 et. seq. of the *Code of Virginia*. On point 1, the Committee recommended that the Board direct its Advisory Council to begin meeting in August 2011, to address the Post License Education program change. On point 2, the Committee recommended that the Board discuss how it should interpret §§ 54.1-2105.03.A.1.c and 54.1-2105.03.A.2.b of the *Code of Virginia* as amended by HB 1907.
4. The Committee discussed whether a webinar should be considered a distance learning course and should require ARELLO Distance Education Certification approval.

H. Public Comment

I. The meeting adjourned at 5:10 p.m.

+ **Approved pending verification by Board staff that online course complies with the Board's requirements for a distance learning course.**

\* **Continuing Ed. Post License Ed. Course Companion Applications**