

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Tuesday, March 26, 2013, at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Joseph Funkhouser, II, Chair
Sandra Ferebee
Lynn Grimsley
Steve Hoover

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

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

Mr. Funkhouser announced that as recently elected Chairman of the Real Estate Board he has appointed Mr. Hoover as Chairman of the Education Committee effective immediately. Mr. Hoover assumed the Chair.

A motion was made and approved unanimously to approve the agenda at 3:12 p.m.

The following actions were taken:

- A. Two Proprietary School applications were reviewed and approved:
1. First Atlantic Restoration, Inc., Virginia Beach, VA
Contact Person: Katie Dickinson
 2. Area 43 Market Center, LLC, t/a Keller Williams Realty, Virginia Beach, VA
Contact Person: Cynthia Ann Hawks White

- B. One-hundred and five continuing education course applications were reviewed; of these courses:

Twenty-nine previously-approved applications for continuing education courses offered by approved schools were considered and approved:

1. 65627 Virginia 8 hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal

- Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contracts, NVAR
2. 65628 Know the Code: Real Estate Ethics (On-line), 4 hours Ethics & Standards of Conduct, NVAR
 3. 65629 Risk Management (On-line), 4 hours Real Estate Related, NVAR
 4. 65686 Homes for All: Serving People with Disabilities (On-line), 4 hours Real Estate Related, Act Web Real Estate School
 5. 65688 Real Estate Finance Today (On-line), 4 hours Real Estate Related, Act Web Real Estate School, Inc.
 6. 65689 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, Act Web Real Estate School, Inc.
 7. 65690 Real Estate and Taxes! What every Agent Should Know (On-line), 4 hours Real Estate Related, Act Web Real Estate School, Inc.
 8. 17489 Real Estate Finance Today (On-line), 4 hours Real Estate Related, NVAR
 9. 17490 Red Flags Property Inspection Guide (On-line), 4 hours Real Estate Related, NVAR
 10. 17491 Real Estate & Taxes! What Every Agent Should Know (On-line), 4 hours Real Estate Related, NVAR
 11. 17492 Property Management and Managing Risk (On-line), 4 hours Real Estate Related, NVAR
 12. 17494 Environmental Issues in Your Real Estate Practice (On-line), 4 hours Real Estate Related, NVAR
 13. 17495 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, NVAR
 14. 17529 Buyer Representation in Real Estate (On-line), 4 hours Real Estate Related, The Frederick Academy of Real Estate
 15. 17530 Virginia 8-hour Mandatory Topics (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, The Frederick Academy of Real Estate
 16. 17531 Basic Real Estate Finance (On-line), 8 hours Real Estate Related, IBA
 17. 17532 Business Management in a Real Estate Office (On-line), 8 hours Broker Management, IBA

- 18 . 17533 Consensual Dual Agency (On-line), 4 hours
Real Estate Related, IBA
- 19 . 17534 Mandatory Topics (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, IBA
- 20 . 17535 Methods of Residential Finance (On-line), 8
hours Real Estate Related, IBA
- 21 . 17536 RESPA Reform (On-line), 4 hours Real Estate
Related, IBA
- 22 . 17537 Tax Advantages of Home Ownership (On-line),
8 hours Real Estate Related, IBA
- 23 . 17547 Tax Free Exchanges (On-line), 4 hours Real
Estate Related, IBA
- 24 . *17552 2012 Ethics Seminar, 3 hours Ethics and
Standards of Conduct, Montague Miller
Academy
- 25 . 17556 VA Broker Management & Agent Supervision
(On-line), 8 hours Broker Management, Act
Web Real Estate School, Inc.
- 26 . *17565 Ethics & Standards of Conduct, 3 hours
Ethics & Standards of Conduct, VESTA
Settlements, LLC
- 27 . *17582 Regional Sales Contracts, 3 hours Real
Estate Contracts, Piedmont School of Real
Estate
- 28 . *17649 Senior Real Estate Specialist (SRES) Day 1,
8 hours Real Estate Related, RAR
- 29 . *17651 Senior Real Estate Specialist (SRES) Day 2,
1 hour Legal Updates, 1 hour Real Estate
Agency, 6 hours Real Estate Related, RAR

Seventy-six original applications for continuing education courses offered by approved schools were considered. Sixty-seven of these course applications were approved. One course application was approved with reduced hours. One course was approved conditioned on it being taught by an attorney. One course was approved pending the course being retitled and submission of new course attachments. One online course was approved pending submission of additional instructor qualifications and inclusion of quizzes and/or a final examination. Two courses were approved pending ARELLO Distance Education Certification. Two courses were rejected as they are not related to the practice of real estate. One course was rejected due to outdated course materials and the incorrect number of credit hours requested.

1. *65589 203K Loans, 2 hours Real Estate Related, Real Estate Career Academy
2. *65591 Housing 2020: What is Shaping the Future of Housing in Virginia, 1 hour Real Estate Related, VAR
3. *65620 Short Sale Procedures for Today's Agents, 2 hours Legal Updates, Cindy Bishop Worldwide, LLC
4. *65622 Renovation Finance, 2 hours Real Estate Related, RAR
5. *65624 Short Sales Procedures for Today's Agents, 2 hours Legal Updates, NVAR
6. 65683 Fair Housing, 2 hours Fair Housing, RAR
7. *65684 Avoiding Problems before Closing, 2 hours Legal Updates, Cindy Bishop Worldwide, LLC
8. *65693 2013 Ethics Seminar, 3 hours Ethics and Standards of Conduct, VAR
9. *65695 Closing Success by Eliminating Pitfalls, 2 hours Legal Updates, NVAR
10. 65697 Virginia Fair Housing (On-line), 4 hours Fair Housing, 360Training.com, Inc.
(Approved pending submission of additional instructor qualifications and inclusion of quizzes and/or a final examination).
11. *65698 Selling the EarthCraft House, 3 hours Real Estate Related, VAR
12. *65700 Profile of Buyers and Seller, 2 hours Real Estate Related, Alpha College of Real Estate
13. 65702 Profile of Buyers and Seller, 2 hours Broker Management, Alpha College of Real Estate
14. *65703 Attorney to Inmate, 1 hour Real Estate Related, Alpha College of Real Estate
(Denied - not related to the practice of real estate)
15. 65705 Attorney to Inmate, 1 hour Broker Management, Alpha College of Real Estate
(Denied - not related to the practice of real estate)
16. *65706 Pricing It Right From The Very Beginning! 3 hours Real Estate Related, Towne Realty School of Real Estate
17. *65708 BPOR - Broker Price Opinion Resource, 6 hours Real Estate Related, Towne Realty School of Real Estate

18. *65715 Off Market, Expired, Withdrawn Listings (FSBO), 2 hours Real Estate Related, Liz Moore University
19. *65717 Mold Remediation and Real Estate, 1 hour Real Estate Related, Southwest Virginia Board of Realtors Real Estate School
20. *65719 Your Safety: It's a Risky Business, 1 hour Real Estate Related, RAR
21. *65721 Pathway to Professionalism: Respect Starts Here, 3 hours Ethics & Standards of Conduct, RAR
22. 17488 Virginia Commercial Fair Housing, 2 hours Fair Housing, Kirks Institute for Real Estate Studies **(Approved pursuant to Point 2 of "Other Business")**
23. *17496 Real Estate Contracts (CRP), 1 hour Real Estate Contracts, Alpha College of Real Estate
24. *17498 NAR's e-Pro® Certification: Day 1, 8 hours Real Estate Related, Stelmok & Associates, LLC
25. *17500 Neighbor Law, 2 hours Legal Updates, Provident School of Real Estate
26. *17502 Professional Courtesies, 1 hour Real Estate Related, WAAR
27. 17506 16 hours Continuing Education Course, 3 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 2 hours Real Estate Agency, 1 hour Real Estate Contracts, and 6 hours Real Estate Related, Housing Consultants Real Estate School **(Denied - outdated course materials and incorrect number of credit hours)**
28. *17508 Ethics and Standards of Conduct in Real Estate, 3 hours Ethics and Standards of Conduct, DB Title Academy, LLC
29. *17510 Renovation Lending, 2 hours Real Estate Related, RAR
30. *17512 The Short Sale Transaction, 3 hours Real Estate Related, Stelmok & Associates, LLC
31. *17514 1 Hour Agency Correspondence Course (CRP), 1 hour Real Estate Agency, Alpha College of Real Estate
32. *17516 Effective Team Management, 2 hours Real Estate Related, Piedmont School of Real Estate

33. *17518 Effective Team Management, 3 hours Real Estate Related, Piedmont School of Real Estate
34. *17522 Night Court - 15 Questions You'd Like to Ask about the REIN Purchase Agreement, 2 hours Real Estate Contracts, Peninsula School for Real Estate
35. *17527 Networking Your Sphere of Influence, 3 hours Real Estate Related, Liz Moore University, LLC
36. *17548 Contract to Settlement, 3 hours Real Estate Related, Carruthers Academy of RE
37. *17550 Marketing and Servicing a Listing, 3 hours Real Estate Related, Carruthers Academy of RE
38. *17554 Virginia Fair Housing & Updates, 3 hours Fair Housing, Old Dominion Settlements Inc.
39. *17557 Business Planning, 3 hours Real Estate Related, Liz Moore University
40. *17559 Understanding Agency, 3 hours Real Estate Agency, Liz Moore University
41. 17561 2013 SIOR Spring World Conference, 5 hours Real Estate Related, SIOR
42. 17562 Broker Business Tools, 8 hours Broker Management, RAR
43. 17563 Broker Risk Management, 4 hours Broker Management, RAR
44. 17564 Broker Business Tools, 4 hours Broker Management, RAR
45. 17567 Reverse Mortgages, 1 hour Real Estate Related, GCAAR
46. 17568 Condo Underwriting Update, 1 hour Real Estate Related, GCAAR
47. 17569 Mortgage Basics, 3 hours Real Estate Related, GCAAR
48. 17570 FIRPTA for Residential Real Estate, 2 hours Real Estate Related, GCAAR
49. *17573 RI 410: The Code Is Good Business, 3 hours Ethics & Standards of Conduct, VAR
50. *17575 Realtors and Chimneys, 1 hour Real Estate Related, WAAR
51. *17577 Introduction to Commercial Real Estate, 2 hours Real Estate Related, Capital Area Title, LLC
52. *17579 Estate Planning 101, 2 hours Real Estate Related, Capital Area Title, LLC **(Approved pending the course being retitled and submission of new course attachments)**

- 53. *17584 Contracts With Escalators: An Elevator to the Top Sales Price, 2 hours Real Estate Contracts, MBH Settlements Group, LC
- 54. *17586 CRS 204: Buying & Selling Income Properties, 8 hours Real Estate Related, CRS
- 55. *17588 CRS 210: Building An Exceptional Customer Service Referral Business, 8 hours Real Estate Related, CRS
- 56. *17590 CRS 206: Technologies to Advance Your Business, 8 hours Real Estate Related, CRS
- 57. *17592 Advanced 1031 Exchanges, 4 hours Real Estate Related, Realty Exchange Corp.
- 58. *17594 How to do a 1031 Like-Kind Exchange, 4 hours Real Estate Related, Realty Exchange Corp.
- 59. *17596 Update on Legislation & Property Management Issues, 2 hours Fair Housing, 2 hours Legal Updates, 2 hours Real Estate Related, FutureLaw, LLC
- 60. *17598 Update on Legislation & Property Management Issues, 2 hours Legal Updates, 4 hours Real Estate Related, FutureLaw, LLC
- 61. *17600 Update on Legislation & Property Management Issues, 1 hour Legal Updates, 2 hours Real Estate Related, FutureLaw, LLC
- 62. 17604 Legal Updates, 1 hour Legal Updates, TREES
- 63. 17605 Agency, 1 hour Real Estate Agency, TREES
- 64. 17606 Real Estate Contracts, 1 hour Real Estate Contracts, TREES
- 65. 17607 VA Real Estate Law Update (CRP), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, Moseley Real Estate Schools, Inc.
- 66. *17609 Buyer Representation in Real Estate, 6 hours Real Estate Related, DB Title Academy, LLC
- 67. *17611 Real Estate Finance Today, 8 hours Real Estate Related, DB Title Academy, LLC
- 68. *17620 ABR, 6 hours Real Estate Related, Carruthers Academy of RE
- 69. *17622 SRES, 4 hours Real Estate Related, Carruthers Academy of RE
- 70. *17624 BPOR (Broker Price Option Resource), 4 hours Real Estate Related, Carruthers Academy of RE **(Approved with reduced hours)**

- 71. 17626 Code of Ethics, 3 hours Ethics & Standards of Conduct, TREES
- 72. 17627 Fair Housing, 2 hours Fair Housing, TREES
- 73. 17659 How to Keep Your Clients (& You) Out of Court, 3 hours Real Estate Related, GCAAR **(Approved conditioned on course being taught by an attorney)**
- 74. 17671 VA Broker Law Update (CRP), 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, 8 hours Real Estate Related, 8 hours Broker Management, Moseley Real Estate Schools
- 75. 17681 Agency and Disclosure under Virginia Agency Law (online), 4 hours Real Estate Related, NVAR, t/a Razor Path **(Approved pending ARELLO Approval)**
- 76. 17682 Detection and Prevention of Contract Fraud (online), 4 hours Broker Management, NVAR, t/a Razor Path **(Approved pending ARELLO Approval)**

C. Ninety-one post license education course applications were reviewed; of these courses:

Fourteen previously-approved applications for three-track post license education courses offered by approved schools were considered and approved.

- 1. 17493 Virginia Post Licensing: Technology Issues (On-line)(Technology), 3 hours Residential Real Estate Elective Topics, NVAR
- 2. 17538 Finance (On-line), 3 hours Residential Real Estate Elective Topics, IBA
- 3. 17539 Agency Law (On-line), 3 hours Residential Real Estate Mandatory Topics, IBA
- 4. 17540 Finance (On-line), 2 hours Commercial Real Estate Elective Topics, IBA
- 5. 17541 Ethics and Standards of Conduct/Current Industry Issues and Trends (On-line), 3 hours Residential Real Estate Mandatory Topics, IBA
- 6. 17542 Land Use Issues (On-line), 1 hour Residential Real Estate Elective Topics, IBA

7. 17543 Real Estate Law (On-line), 3 hours Residential Real Estate Mandatory Topics, IBA
8. 17544 Selling Process (On-line), 3 hours Residential Real Estate Elective Topics, IBA
9. 17545 Fair Housing (On-line), 3 hours Residential Real Estate Mandatory Topics, IBA
10. *17553 2012 Ethics Seminar (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Montague Miller Academy
11. *17566 Ethics & Standards of Conduct (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, VESTA Settlements. LLC
12. *17583 Regional Sales Contracts (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Piedmont School of Real Estate
13. *17650 Senior Real Estate Specialist (SRES) Day 1 (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, RAR
14. *17652 Senior Real Estate Specialist (SRES) Day 2 (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, RAR

Fifty-two original applications for three-track post license education courses offered by approved schools were considered. Fifty of these course applications were approved. One course application was approved with reduced hours. One course was approved pending the course being retitled and submission of new course attachments. One course was rejected as it is not related to the practice of real estate.

1. *65590 203K Loans (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Real Estate Career Academy
2. *65592 Housing 2020: What is Shaping the Future of Housing in Virginia (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, VAR
3. *65621 Short Sale Procedures for Today's Agents (Selling Process), 2 hours Residential Real

- Estate Elective Topics, Cindy Bishop Worldwide, LLC
4. *65623 Renovation Finance (Finance), 2 hours Residential Real Estate Elective Topics, RAR
 5. *65625 Short Sales Procedures for Today's Agents (Selling Process), 2 hours Residential Real Estate Elective Topics, NVAR
 6. *65685 Avoiding Problems before Closing (Selling Process), 2 hours Residential Real Estate Elective Topics, Cindy Bishop Worldwide, LLC
 7. *65694 2013 Ethics Seminar (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, VAR
 8. *65696 Closing Success by Eliminating Pitfalls (Selling Process), 2 hours Residential Real Estate Elective Topics, NVAR
 9. *65699 Selling the EarthCraft House (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, VAR
 10. *65701 Profile of Buyers and Seller (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Alpha College of Real Estate
 11. *65704 Attorney to Inmate (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate **(Denied - not related to the practice of real estate)**
 12. *65707 Pricing It Right From The Very Beginning (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Towne Realty School of Real Estate
 13. *65709 BPOR - Broker Price Opinion Resource (Property Valuation/Listing Process), 6 hours Residential Real Estate Elective Topics, Towne Realty School of Real Estate
 14. *65716 Off Market, Expired, Withdrawn Listings FSBO (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Liz Moore University
 15. *65718 Mold Remediation and Real Estate (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Southwest Virginia Board of Realtors School

16. *65720 Your Safety: It's a Risky Business (Business Planning), 1 hour Residential Real Estate Elective Topics, RAR
17. *65722 Pathway to Professionalism: Respect Starts Here (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, RAR
18. *17497 Real Estate Contracts (CRP) (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
19. *17499 NAR's e-Pro ® Certification: Day 1 (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, Stelmok & Associates, LLC
20. *17501 Neighbor Law (Land Use Issues), 2 hours Residential Real Estate Elective Topics, Provident School of Real Estate
21. *17503 Professional Courtesies (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, WAAR
22. *17509 Ethics and Standards of Conduct in Real Estate (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, DB Title Academy, LLC
23. *17511 Renovation Lending (Finance), 2 hours Residential Real Estate Elective Topics, RAR
24. *17513 The Short Sale Transaction (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Stelmok & Associates, LLC
25. *17515 1 Hour Agency Correspondence Course (CRP) (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Alpha College of Real Estate
26. *17517 Effective Team Management (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
27. *17519 Effective Team Management (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Piedmont School of Real Estate
28. *17523 Night Court - 15 Questions You'd Like to Ask about the REIN Purchase Agreement

- (Other Real Estate Related), 2 hours
Residential Real Estate Elective Topics,
Peninsula School for Real Estate
29. *17528 Networking Your Sphere of Influence (Other
Real Estate Related), 3 hours Residential
Real Estate Elective Topics, Liz Moore
University, LLC
30. *17549 Contract to Settlement (Other Real Estate
Related), 3 hours Residential Real Estate
Elective Topics, Carruthers Academy of RE
31. *17551 Marketing and Servicing a Listing (Other
Real Estate Related), 3 hours Residential
Real Estate Elective Topics, Carruthers
Academy of RE
32. *17555 Virginia Fair Housing & Updates (Fair
Housing), 3 hours Residential Real Estate
Mandatory Topics, Old Dominion Settlement
Inc.
33. *17558 Business Planning (Other Real Estate
Related), 3 hours Residential Real Estate
Elective Topics, Liz Moore University
34. *17560 Understanding Agency (Agency Law), 3 hours
Residential Real Estate Mandatory Topics,
Liz Moore University
35. *17574 RI 410: The Code Is Good Business (Ethics
and Standards of Conduct/Current Industry
Issues and Trends), 3 hours Residential
Real Estate Mandatory Topics, VAR
36. *17576 Realtors and Chimneys (Other Real Estate
Related), 1 hour Residential Real Estate
Elective Topics, WAAR
37. *17578 Introduction to Commercial Real Estate
(Other Real Estate Related), 2 hours
Residential Real Estate Elective Topics,
Capital Area Title, LLC
38. *17580 Estate Planning 101 (Other Real Estate
Related), 2 hours Residential Real Estate
Elective Topics, Capital Area Title, LLC
**(Approved pending the course being retitled
and submission of new course attachments)**
39. *17585 Contracts With Escalators: An Elevator to
the Top Sales Price (Other Real Estate
Related), 2 hours Residential Real Estate
Elective Topics, MBH Settlement Group, LC
40. *17587 CRS 204: Buying & Selling Income
Properties (Other Real Estate Related), 8
hours Residential Real Estate Elective
Topics, CRS

41. *17589 CRS 210: Building An Exceptional Customer Service Referral Business (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, CRS
42. *17591 CRS 206: Technologies to Advance Your Business (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, CRS
43. *17593 Advanced 1031 Exchanges (Sales), 4 hours Commercial Real Estate Elective Topics, Realty Exchange Corp.
44. *17595 How to do a 1031 Like-Kind Exchange (Sales), 4 hours Commercial Real Estate Elective Topics, Realty Exchange Corp.
45. *17597 Update on Legislation & Property Management Issues (Tenant/Landlord Relationships), 6 hours Property Management Elective Topics, FutureLaw, LLC
46. *17599 Update on Legislation & Property Management Issues (Tenant/Landlord Relationships), 6 hours Property Management Elective Topics, FutureLaw, LLC
47. *17601 Update on Legislation & Property Management Issues (Tenant/Landlord Relationships), 3 hours Property Management Elective Topics, FutureLaw, LLC
48. *17610 Buyer Representation in Real Estate (Other Real Estate Related), 6 hours Residential Real Estate Elective Topics, DB Title Academy, LLC
49. *17612 Real Estate Finance Today (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, DB Title Academy, LLC
50. *17621 ABR (Other Real Estate Related), 8 hours Residential Real Estate Elective Topics, Carruthers Academy of RE
51. *17623 SRES (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Carruthers Academy of RE
52. *17625 BPOR (Broker Price Option Resource) Other Real Estate Related, 4 hours Residential Real Estate Elective Topics, Carruthers Academy of RE **(Approved with reduced hours)**

Twenty-five original applications for single-track post license education courses offered by approved schools were considered and approved.

1. 17613 Fair Housing, 2 hours Fair Housing, RAR
2. 17614 Why Didn't My Short Sale Close, 2 hours
Current Industry Issues & Trends, MBH
Settlement Group, LC
3. 17615 VA Post Licensing: Ethics & Standards of
Conduct (On-line), 3 hours Ethics &
Standards of Conduct, Dearborn Financial
Publishing, Inc.
4. 17616 Pathway to Professionalism: Respect Starts
Here, 3 hours Ethics & Standards of
Conduct, RAR
5. 17617 Fair Housing (CRP), 2 hours Fair Housing,
Moseley Real Estate School, Inc.
6. 17618 Ethics for Real Estate Agents, 3 hours
Ethics & Standards of Conduct, MBH
Settlement Group, LC
7. 17619 Fair Housing, 2 hours Fair Housing, MBH
Settlement Group, LC
8. 17628 VA Post Licensing: Fair Housing (On-
line), 2 hours Fair Housing, Dearborn
Financial Publishing, Inc.
9. 17629 VA Post Licensing: Risk Management
(On-line), 3 hours Risk Management,
Dearborn Financial Publishing, Inc.
10. 17663 NAR's e-Pro® Certification: Day 1, 2 hours
Current Industry Issues & Trends, Stelmok &
Associates, LC
11. 17664 The Short Sale Transaction, 2 hours Current
Industry Issues & Trends, Stelmok &
Associates, LC
12. 17665 Fair Housing, 2 hours Fair Housing, Stelmok
& Associates, LC
13. 17666 Realtor® Code of Ethics, 3 hours Ethics &
Standards of Conduct, Stelmok & Associates,
LC
14. 17667 Marketing and Advertising, 2 hours
Current Industry Issues & Trends, Stelmok &
Associates, LC
15. 17668 12 Things You Need to Know About Short
Sales, 2 hours Current Industry Issues &
Trends, Stelmok & Associates, LC
16. 17669 Social Media Risk Management, 2 hours
Current Industry Issues & Trends, Stelmok &
Associates, LC
17. 17672 VA Agency Law (CRP), 3 hours VA Agency Law,
Moseley Real Estate School

18. 17673 Contract Writing (CRP), 6 hours Contract Writing, Moseley Real Estate School
19. 17674 Escrow Requirements (CRP), 3 hours Escrow Requirements, Moseley Real Estate School
20. 17675 Ethics & Standards of Conduct (CRP), 3 hours Ethics & Standards of Conduct, Moseley Real Estate School
21. 17676 Real Estate Law & Regulations (CRP), 8 hours Real Estate Law & Boards Regulations, Moseley Real Estate School
22. 17677 Risk Management (CRP), 3 hours Risk Management, Moseley Real Estate School
23. 17678 Real Estate Technology (CRP), 2 hours Current Industry Issues & Trends, Moseley Real Estate School
24. 17679 VA Post Licensing: Escrow Requirements (on-line), 3 hours Escrow Requirements, Dearborn Financial Publishing, Inc.
25. 17680 RI 410: The Code is Good Business, 3 hours Ethics & Standards of Conduct, VAR

D. Four Residential Standard Agency Continuing Education course applications were reviewed and approved:

Previously approved Residential Standard Agency Course Applications, Approved schools:

1. 65626 Virginia Residential Standard Agency (On-line), 3 hours Residential Standard Agency, NVAR
2. 17546 Virginia Residential Standard Agency (On-line), 3 hours Residential Standard Agency, IBA

Original Residential Standard Agency Course applications, Approved school:

1. 17521 Residential Standard Agency (CRP), 3 hours Residential Standard Agency, Moseley Real Estate School

Previously approved Residential Standard Agency Course Applications, pending school:

1. 17581 Virginia Residential Standard Agency (On-line), 3 hours Residential Standard Agency, Area 43 Market Center, LLC

E. Twenty pre-licensing instructor applications were reviewed and approved:

1. Kareem O. Fleming
2. Yoon S. Won
3. Sally I. Zatkoff
4. Heeran Lee
5. Bruce S. Lipson
6. Barbra A. Blackburn
7. Pamela J. Blank
8. Tina M. Dubrule
9. Christine A. Merritt
10. Manna Zelalem
11. Thomas E. Beames
12. Joyce D. Beames
13. Bradley M. Johnson - **(Principles)**
14. Tara F. Houston - **(Principles)**
15. Mary E. Misleh - **(Principles)**
16. Shaneaka F. Dodson - **(Principles)**
17. Christine B. Brown - **(Principles)**
18. Lucia F. Ferguson - **(Principles)**
19. Pamela A. O'Bryant - **(Brokerage, Finance, Principles)**
20. Mitchell S. Curtis - **(Brokerage, Finance, Law, Principles)**

F. Five Broker Pre-license Education course applications offered by approved schools were approved. Three Salesperson Pre-license Education course applications offered by approved schools were approved:

1. 17630 45-hour Broker Real Estate Law (Correspondence), Moseley Real Estate Schools, Inc.
2. 17631 60-hour Salesperson Principles and Practices of Real Estate (Correspondence), Moseley Real Estate Schools, Inc.
3. 17632 45-hour Broker Real Estate Brokerage (Correspondence), Moseley Real Estate Schools, Inc.
4. 17633 45-hour Broker Real Estate Finance (Correspondence), Moseley Real Estate Schools, Inc.
5. 17634 45-hour Broker Real Estate Property Law (Correspondence), Moseley Real Estate Schools, Inc.

6. 17635 45-hour Broker Real Estate Property Management (Correspondence), Alpha College of Real Estate
7. 17647 60-hour Salesperson Principles and Practices of Real Estate (Classroom), The Realty Group Lynchburg, LLC
8. 17648 60-hour Salesperson Principles and Practices of Real Estate (Classroom), TREES

G. Fifteen continuing and post license education instructor applications to teach previously approved continuing and post license education courses were reviewed and approved:

1. **Paul Espinosa** - 64423/64424 (Fortify Your Firm: Sensible Solutions for Identifying & Reducing Risk, **VAR**)
2. **Alvin C. Wells** - 60346 (8 Hr Required Continuing Education Classroom), 65565/65566 (3 Hr 2012 Ethics Seminar), 64309 (3 Hr VAR Residential Standard Agency), **Alpha College of Real Estate**
3. **Lauren Ozanich** - 60503 (Understanding Mold in the Restoration Industry), **SERVPRO Industries, Inc.**
4. **Matt Webb** - 60562 Certified Distressed Property Expert (4 Hr CE Real Estate Contract & 8 Hr CE Related), 60563 Certified Distressed Property Expert (4 Hr PLE Selling Process), 60564 Certified Distressed Property Expert Part 3 (4 hr PLE Related), 60565 Certified Distressed Property Expert Part 2 (4 hr PLE Related) **Alpha College of Real Estate**
5. **Karen Mendenhall and Brandi Cernohlavek** - 63978 (The Accredited Staging Professional, **Stagehomes.com**)
6. **Harry Yazbek** - 63569/63570 - (Ethics & Standards of Conduct), 63637/63638 (New Agency Law), 63639/63640 (Regional Sales Contract), 63639/63640 - (Transaction Red Flags) 63565/63566, (Unconventional Transactions), 63641/63642 (Short Sales), **Alltech Title**
7. **Sarah Ratzel** - 65023/65024 (2012 A Year of Change) 63819/63820 (2012 Regional Sales Contract & VA Jurisdictional Addendum Summary of Changes) 64116/64117 (2012 Regional Sales Contract Changes to Paragraph 7 Property Maintenance and Condition and Paragraph 10 Personal Property and Fixtures) 62538/62539 (A Mock Settlement), 62679/62680 (Agency Law Demystified), 63817 (Agent Duties & Disclosures) 65375/65376 (Bankruptcy and Foreclosure) 62673/62674 (Closing Real Estate Sales in Virginia) 63821/63822 (Congratulations - You Got the Listing!)

- 62597/62598 (Death, Divorce, & Bankruptcy - The Ins and Outs of these Unconventional Transactions)
 59439/59440 (Earnest Money Deposits), 65377/65378 (Effective Real Estate Contracts), 62821/62822 (Ethics for Real Estate Agents), 62819/62820 (Fair Housing Law), 63818 (Fair Housing - CE only), 62817/62818 (Foreclosure, REOs and Short Sales) 64211/64212 (Home Inspection 2012), 63370/63371 (Legal Updates and Emerging Trends), 59435/59436 (Navigating the Virginia Jurisdictional Addendum) 64131/64132 (Mold and Defective Chinese Drywall) 65373/65374 (Practical Guide to FIRPTA & Foreign Sellers), 59437/59438 (The Final RESPA Rule), 62696/62697 (Title Insurance and Surveys) 62815/62816 (Transactions Involving FHA/VA Financing) 62813/62814 (Unconventional Transactions) 62607/62608 (Understanding Deed and Tenancy- Effectively Transferring Title to Real Property) 64008/64009 (Understanding the Conventional, FHA and VA Financing Addendum, MBH Settlement Group, LC 64006/64007 -Understanding and Using the New NVAR Well and Septic Addendum, 64120 - Virginia Residential Standard Agency, 62811/62812 - Why Didn't My Short Sale Close, 62809/62810 - Willis, Estates, and Title Issues, **MBH Settlement Group, LC**
8. **Win Singleton** - 12379/12383 (NAR Quadrennial Code of Ethics), **Piedmont School of Real Estate**
9. **Tara Winfree** - 63569/63570 - (Ethics & Standards of Conduct), 63637/63638 (New Agency Law), 63639/63640 (Regional Sales Contract), 63639/63640 - (Transaction Red Flags) 63565/63566, (Unconventional Transactions), 63641/63642 (Short Sales), **Alltech Title**
10. **Puneet Bhagi, Carol Bultman, Eileen Casamo, Susan Cook, Charles Cornwell, Robert Dawson, Alan Kroll, Stephen Mayes, Ann Mead, Chuck Rifae, Jarett Shaffer, Jerry White, Ann Wilson, Steve Zolnowski, Jennifer Dorn, Laura Hallman, Gloria Jackson** - 58806 (Real Estate Contracts), 58840 (VA Legislative Updates), 58796 (Real Estate Agency), 58802 (Smart Growth in VA), 58804 (Internets Effects on VA Real Estate Transactions), 58800 (Real estate Fair Housing), 58842 (Legal Ethics & Professionalism in Real Estate Law), 58792 (Homes Sales and the Economy), 58790 (Do Not Call Rules & Regulations), 58798 (Ethics & Standards of Conduct), 58844 (VA Real Estate Law Update), 58699 (Limited Service Agency), 58846 (VA Salesperson CE: Mandatory & Elective Topics),

- 62734/62735 (Ethics & Standards of Conduct),
 62736/62737 (Fair Housing), 62750/62751 (Finance),
 62744/62745 (Property Law), 62742/62743 (Real Estate
 Technology), 62740/62741 (Real Estate Law),
 62732/62733 (Agency Law), 62748/62749 (Land Use
 Issues), 62746/62747 (Property Valuation & Listing
 Process), 62738/62739 (Offer to Purchase), 64584
 (RSA), **Moseley Real Estate School**
11. **Jeffrey M. Nowak** - 61127/61128 (Real Estate
 Contracts), 61360/61361 (Contracts #1), 61358/61359
 (Contracts #2), 61129/61130 (Ethics & Standards of
 Conduct), 61123/61124 (Fair Housing), 61356/61357
 (Legal Instruments of RE Finance), 62430/62431 (Legal
 Instruments of RE Finance), 61125/61126 (Legal
 Updates & Emerging Trends), 61354/61355 Short Sales &
 Foreclosures), 61121/61122 (VA Agency Law), 64395
 (Residential Standard Agency), 62894/62895 (Real
 Estate Finance Today), **Hometown Title & Escrow LLC**
12. **Christina (Tina) Merrit** - 65325/65326 (Marketing &
 Advertising), 65323/65324 (Social Media Risk
 Management), 65321/65322 (HUD Homes & Foreclosures),
 65319/65320 (Realtors code of Ethics), 65317/65318
 (VA Residential Landlord Tenant Act), 65315/65316 (12
 Need To Know Short Sale Tips), **Stelmok & Associates,
 LLC**
13. **Allison M. Spears, Ann J. Randolph, Bitsy H. Davis,
 Bobbie C. Holman, Darlene Brent, Dee Scruggs-Carsten,
 Donna L. Greer, Donna Procise, Dottie Figg,
 Elizabeth M. Dalton, Gail B. Ailor, Jeanie J.
 Lumpkin, Jeffrey W. Reynolds, Jennifer S. Franklin,
 Kevin Wayne Hull, Lisa Frates, Louise Y. Baker, Mary
 Beth Pauley, Jeffrey W. Reynolds, Richard Brian
 Campbell, Roger W. Smith, Ron Miscavige, Thomas L.
 Holloway, Walter Grewe III, and William T. (Bill)
 Morse**, - 60646/60647 (Agency Law), 65363/65364
 (Business Planning), 65361/65362 (Contract
 Presentation & Negotiations), 60294/60295 (Contract
 to Closing), 60227/60228 (Fair Housing), 62756/62757
 (Finance), 63747/63748 (Offer to Purchase - Sales
 Contract), 65337/65338 (Sales Contract Addenda &
 Buyers Closing Costs, 65357/65358 (Working with
 Sellers I), **Long and Foster Institute of Real Estate**
14. **John McAllorum** - 62764/62765 (Regional Contract
 Review), **CBRB**
15. **Jennifer Franklin** - 62756/62757 (Finance), **Long and
 Foster Institute of Real Estate**

H. Other Business

1. The Committee requested that the Continuing Education and Post License Education Course Applications be amended to require inclusion of a Timed Course Outline (Attachment Number 3) for all previously-approved Continuing Education and Post License Education Course Applications submitted by approved schools and that staff convey this change to approved schools by e-mail.
2. The Committee approved Original Continuing Education Application Number 17488 (Virginia Commercial Fair Housing - Kirks Institute for Real Estate Studies) to meet the two-hour Fair Housing requirement pursuant to § 54.1-2105.03 of the Code of Virginia, which states in part:

“The fair housing requirements shall include an update on current cases and administrative decisions under fair housing laws. ***If the licensee submits a notarized affidavit to the Board that certifies that he does not practice residential real estate and shall not do so during the licensing term, training in fair housing shall not be required; instead, such licensee shall receive training in other applicable federal and state discrimination laws and regulations.***” (bold italics added for emphasis). The Committee approved this application pending verification from the school to Board staff that all mechanisms are in place to ensure licensees who complete this course will receive continuing education credit.
3. The Committee requested Board staff send an e-mail to all approved schools requesting the necessary information and details be included in the Timed Course Outline (Attachment Number Three) for all course applications.
4. The Committee requested Board staff send an e-mail to all approved schools requiring inclusion of the Board’s Guidance Document on Brokerage Agreements in all Continuing Education and Post License Education Real Estate Agency course applications.

I. Public Comment - There was no public comment.

The meeting adjourned at 4:50 pm.

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