

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING DRAFT AGENDA

September 6, 2016 Meeting

I. Call to Order

II. Approval of Agenda

III. Discussion Items

A. Public Comment

B. What constitutes a "resumé"?

C. Accepting a course taught prior to the issuance of a "pending Board approval" letter.

D. Additional Instructor application change: the first of many updates. See "IX. Additional Continuing/Post License Education Instructors, #16. Kellye Curtis Clarke" for an example of the updated application.

IV. Proprietary School Applications

1. 0211001183 - SLS Mortgage, LLC - Brandy Station, VA
Contact Person: Blane Stewart

2. 0211001184 - Atlantic Coast Mortgage, LLC - Fairfax, VA
Contact Person: Patrick Collins

3. 0211001185 - Jamie L Bailey - Vinton, VA
Contact Person: Jamie Bailey

4. 0211001186 - Mid-Atlantic Waterproofing of VA, Inc.
Hanover, MD - Contact Person: Kathy McHenry

V. Continuing Education Course Applications

A. Previously-approved Continuing Education Course Applications, Approved Schools (**Review for Instructor Only - Attachment 2**):

1. 0214021578 Understanding 1031 Tax-Free Exchanges (On-line), 4 hours Real Estate Related, Academy of Real Estate (**Linda de Marlor**)
2. 0214021614 Real Estate & Taxes: What Every Agent Should Know (On-line), 4 hours Real Estate Related, Academy of Real Estate (**Linda de Marlor**)

B. Original Continuing Education Course Applications,
Approved schools:

1. 0214021533 Contracts for Property Management, 1 hour Real Estate Contracts, Towne Realty School of Real Estate
2. 0214021534 Contracts for Property Management, 1 hour Broker Management, Towne Realty School of Real Estate
3. 0214021535 Real Estate Trust Accounts (On-line), 2 hours Real Estate Related, McKissock, LP
4. 0214021539 From Contract to Closing: A Breakdown of the Real Estate Market (On-line), 2 hours Real Estate Related, McKissock, LLC
5. 0214021552 Industry Trends, Best Broker Practices, and Brokerage Benchmarks, 3 hours Broker Management, VAR
6. 0214021553 Industry Trends, Best Broker Practices, and Brokerage Benchmarks, 3 hours Real Estate Related, VAR
7. 0214021554 Mortgage Services: A Mobility Prospective and Relocation Tool, 1 hour Real Estate Related, VAR
8. 0214021555 The REALTORS® Code of Ethics For Property Managers, 3 hours Ethics and Standards of Conduct, VAR (**duplicate PLE # 5**)
9. 0214021557 Renovation Financing, 2 hours Real Estate Related, New River Valley School of Real Estate (**duplicate PLE # 6**)
10. 0214021561 Getting Past No: Negotiating Strategies for the Real Estate Professional, 2 hours Real Estate Related, VAR (**duplicate PLE # 7**)
11. 0214021562 Critical Contract Issues, 1 hour Real Estate Related, VAR

12. 0214021563 Critical Contract Issues, 2 hours Real Estate Related, VAR (**duplicate PLE # 8**)
13. 0214021564 Agency for Property Managers/Leasing Agents, 1 hour Broker Management, VAR
14. 0214021565 Introduction to Radon in Virginia Real Estate Transactions, 1 hour Real Estate Related, VAR
15. 0214021568 Tenant Screening Today, 2 hours Broker Management, VAR (**duplicate PLE # 9**)
16. 0214021570 The New FHA Handbook for Real Estate Professionals (correspondence), 4 hours Real Estate Related, McKissock, LP
17. 0214021573 Home Purchase 411, 2 hours Real Estate Related, Vesta Settlements
18. 0214021574 Maintenance Tips and Tricks, 2 hours Real Estate Related, VAR (**duplicate PLE # 10**)
19. 0214021580 Offer to Purchase, 3 hours Real Estate Contracts, Long and Foster Institute of Real Estate
20. 0214021581 Leadership and Team Work Skills, 4 hours Broker Management, Long and Foster Institute of Real Estate
21. 0214021582 Who Owns, Who Signs, & How? 2 hours Real Estate Contracts, Peninsula Real Estate School
22. 0214021583 Real Estate Pricing (Correspondence), 4 hours Real Estate Related, PDH Academy, LLC
23. 0214021584 Real Estate Pricing (On-line), 4 hours Real Estate Related, PDH Academy, LLC
24. 0214021585 Successful & Compliant Advertising for Real Estate Agents (Correspondence), 4 hours Real Estate Related, PDH Academy, LLC
25. 0214021586 Successful & Compliant Advertising for Real Estate Agents (On-line), 4 hours Real Estate Related, PDH Academy, LLC
26. 0214021589 Risk Management for Virginia Real Estate Brokers, 3 hours Broker Management, Cindy Bishop Worldwide, LLC
27. 0214021590 Herding Cats: Risk Management for Brokers, 2 hours Broker Management, VAR
28. 0214021591 Pricing with RPR, 1 hour Real Estate Related, RECA

29. 0214021592 Fair Housing for Property Managers, 2 hours Fair Housing, VAR (**duplicate PLE # 11**)
30. 0214021593 Agency: A Complicated Relationship, 1 hour Real Estate Agency, VAR
31. 0214021594 Agency: A Complicated Relationship, 1 hour Broker Management, VAR
32. 0214021595 Broker Supervision Requirements and Best Practices, 2 hours Legal Updates, VAR
33. 0214021596 Broker Supervision Requirements and Best Practices, 2 hours Broker Management, VAR
34. 0214021597 Property Management Forms for Beginners, 2 hours Real Estate Contracts, VAR (**duplicate PLE # 12**)
35. 0214021600 Understanding the Closing Disclosures and ALTA Settlement Statement, 1 hour Real Estate Related, The Title Professionals, LLC
36. 021421601 VAR Property Management Forms Update, 2 hours Real Estate Contracts, VAR (**duplicate PLE # 13**)
37. 0214021603 The Code of Ethics: Our Promise of Professionalism, 3 hours Ethics and Standards of Conduct, Bristol TN/VA Association of Realtors (**duplicate PLE # 16**)
38. 0214021604 Psychology of Customer Service, 2 hours Real Estate Related, VAR (**duplicate PLE # 14**)
39. 0214021608 Who Owns, Who Signs & How, 2 hours Real Estate Contracts, WAAR (**duplicate PLE # 17**)
40. 0214021609 Who Owns, Who Signs & How, 2 hours Broker Management, WAAR (**duplicate PLE # 17**)
41. 0214021615 Perfecting the Box, 2 hours Broker Management, VAR (**duplicate PLE # 15**)
42. 0214021616 Introduction to Wells, 3 hours Real Estate Related, GCAAR
43. 0214021617 Rural Development (USDA) Lending, 3 hours Real Estate Related, GCAAR
44. 0214021618 What You don't know About Credit Can Hurt you, 1 hour Real Estate Related, GCAAR
45. 0214021619 Lease Contract Options, 1 hour Real Estate Related, GCAAR

- 46. 0214021620 Preparing Your Client for the Home Inspection, 1 hour Real Estate Related, GCAAR
- 47. 0214021621 Selling Houses Using Lease Options, 3 hours Real Estate Related, GCAAR
- 48. 0214021622 Responsible Property Pricing, 3 hours Real Estate Related, GCAAR
- 49. 0214021623 Basics of Real Estate Bankruptcy, 1 hour Real Estate Related, GCAAR
- 50. 0214021624 Transaction Red Flags, 1 hour Real Estate Related, GCAAR
- 51. 0214021625 Walking the Tightrope between Agency and Ethics, 3 hours Real Estate Related, GCAAR
- 52. 0214021626 New Homes Sales, 3 hours Real Estate Related, GCAAR
- 53. 0214021627 Negotiating the Best Contract, 3 hours Real Estate Related, GCAAR
- 54. 0214021628 Safety Matters: Safe Business = Smart Business, 3 hours Real Estate Related, GCAAR
- 55. 0214021629 Understanding the needs of Your Clients, 1 hour Real Estate Related, GCAAR

C. Original Continuing Education Course Application, pending school application:

- 1. None

VI. Post License Education Course Applications

A. Previously-approved Post License Education Course Applications, Approved Schools (Review for Instructor Only - Attachment 2):

- 1. None

B. Original Post License Education Course Applications, Approved Schools:

- 1. 0214021516 2016 VRLTA and Current Legislative Issues, 2 hours Current Industry Issues and Trends, VAR

2. 0214021547 Risk Management for PLE, 3 hours Risk Management, The Settlement Group Real Estate School
3. 0214021548 Current Industry Issues, Legal Updates and Trends, 2 hours Current Industry Issues and Trends, Montague Miller Academy
4. 0214021551 Agency for New Licensees, 3 hours VA Agency Law, The Settlement Group Real Estate School
5. 0214021556 The REALTORS® Code of Ethics for Property Managers, 3 hours Ethics and Standards of Conduct, VAR (**duplicate CE # 8**)
6. 0214021558 Renovation Financing, 2 hours Current Industry Issues and Trends, New River Valley School of Real Estate (**duplicate CE # 9**)
7. 0214021566 Getting Past No: Negotiating Strategies for the Real Estate Professional, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 10**)
8. 0214021567 Critical Contract Issues, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 12**)
9. 0214021569 Tenant Screening Today, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 15**)
10. 0214021579 Maintenance Tips and Tricks, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 18**)
11. 0214021598 Fair Housing for Property Managers, 2 hours Fair Housing, VAR (duplicate CE # 29)
12. 0214021599 Property Management Forms for Beginners, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 34**)
13. 0214021602 VAR Property Management Forms Update, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 36**)
14. 0214021605 Psychology of Customer Service, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 38**)
15. 0214021606 Perfecting the Box, 2 hours Current Industry Issues and Trends, VAR (**duplicate CE # 41**)

16. 0214021607 The Code of Ethics: Our Promise of Professionalism, 3 hours Ethics and Standards of Conduct, Bristol TN/VA Association Of Realtors (**duplicate CE # 37**)
17. 0214021610 Who Owns, Who Signs & How, 2 hours Current Industry Issues and Trends, WAAR (**duplicate CE # 39 and 40**)
18. 0214021613 Real Estate Law and Board Regulations, 8 hours Real Estate Law and Board Regulations, Towne Realty school of Real Estate

VII. Pre-License Education Instructors

1. 0230001375 - Julie Louise Wilcox - **Education, Experience (Principles)**
2. 0230001390 - William Paul Berens - **Education, Experience (Principles)**
3. 0230001391 - Douglas Thornton Wood - **waiver (Principles, Appraisal, Finance, Brokerage, Law)**
4. 0230001392 - Linda Renee Melton - **waiver (Real Estate Finance)**
5. 0230001393 - Kenneth Wayne Ayscue - **Education, Experience (Principles, Appraisal, Finance, Brokerage, Law)**
6. 0230001388 - Charlene McKee Winter - **waiver (Principles)**
7. 0230001396 - Leslie L. Mytrysak - **waiver (Principles)**
8. 0230001397 - Linda Marie Harrison - **waiver (Principles)**

VIII. Pre-License Education Courses

1. 0214021543 15-hour Salesperson Principles & Practices Real Estate (Classroom), Moseley Flint Schools of Real Estate
2. 0214021544 15-hour Salesperson Principles & Practices Real Estate (Correspondence), Moseley Flint Schools of Real Estate
3. 0214021577 15-hour Salesperson Principles & Practices Real Estate (On-line), Moseley Real Estate Schools, Inc.
4. 0214021632 60-hour Salesperson Principles & Practices Real Estate (On-line), ASREE

5. 0214021633 60-hour Salesperson Principles & Practices Real Estate (Classroom), Horizon Real Estate Inc.
6. 0214021634 60-hour Salesperson Principles & Practices Real Estate (Classroom), Area 43 Market Center LLC T/A Keller Williams Realty

IX. Additional Continuing/Post License Education Instructors

1. **Aaron Bailey:**
0214021051 (Understanding Older Homes)
0214021050 (Home Inspection 101 for Real Estate Professionals), **National Property Inspections Inc**
2. **Susan L. Swink:**
0214020490 (Essential Components of the Listings & Purchase Agreements)
0214020484 (Contract Writing Boot Camp), **RAR**
3. **Yvonne Roberts:**
0214020478/0214020479 (Fair Housing-An Ounce of Prevention), **WAAR**
4. **Bud Kreh:**
0214021119/0214021123 (2016 Ethics Seminar)
0214018574 (Agency Law Review)
0214021081 (Legal Updates and Emerging Trends)
0214018626 (Elements of a Contract), **Central Virginia School Of Real Estate**
5. **Scott A. Mozingo:**
0214016019/0214018988 (Virginia Residential Agency Law)
0214015924 (Contract Termination)
0214015591 (Title Ins.-A Primer)
0214019337/0214019345 (Fair Housing)
0214014381 (Short Sales & Reo's)
0214017220 (Deeds in Virginia)
0214017248 (How A Contract Becomes A Closing)
0214017006 (Delivery - What Is It?)
0214016712 (Disclosure Law in Virginia)
0214020186 (Ethics)
0214019211/0214019219 (Escrow Requirements)
0214019474 (Important Financing Questions)
0214020182 (VA Residential Agency Law),
0214020179/0214020187 (Overview of the Tila-Respa Integrated Disclosures)
0214020457 (Rent Vs. Own)
0214021343 (A Closer Look at Alternative Financing)
Vesta Settlements LLC
6. **Jennifer Wexton** - 0214020205 (Neighbor Law), **NVAR**

7. **Athena Petersen & Julie Tobin Frank**
 - 0214020772 (Ethics and Standards of Conduct)
 - 0214018724 (Ethics and Standards of Conduct)
 - 0214018718 (Current Industry Issues and Trends)
 - 0214018702 (Keeping the Trust (Escrow requirements))
 - 0214018728 (Contract Writing)
 - 0214018749 (Risk Management)
 - 0214018743 (VA Agency Law)
 - 0214018300 (Fair Housing)
 - 0214020558 (VA Real Estate Law (with flood content))
- Long and Foster Institute of Real Estate**
8. **Mark Steele**
 - 0214020871 (Standard Owner's Policy V. 2013 Homeowner's Policy)
 - 0214014606 (Legal Descriptions and Surveys)
 - 0214019336 (What Is Title Insurance?)
 - 0214020224 (The New Loan Estimate and Closing Disclosure Explained), **Fidelity National Title Insurance Company**
9. **Aimee Meade**
 - 0214020871 (Standard Owner's Policy V. 2013 Homeowner's Policy)
 - 0214014606 (Legal Descriptions and Surveys)
 - 0214019336 (What Is Title Insurance?)
 - 0214020224 (The New Loan Estimate and Closing Disclosure Explained), **Fidelity National Title Insurance Company**
10. **Diana Khan**
 - 0214021459/0214021460 - (Risk Management For Virginia Real Estate Agents)
 - 0214021129/0214021140 - (Avoid Closing Delays With Legal Power)
 - 0214020009/0214020007 - (Clearing Title Matters)
 - 0214018671/0214018691 - (Understanding Title Insurance)
 - 0214019848/0214019849/0214019876 - (Understanding Escrow Requirements)
- CINDY BISHOP WORLDWIDE LLC**
11. **Diana Khan**
 - 0214021447/0214021446/0214021448 - Handling the Short Sale, **CINDY BISHOP WORLDWIDE LLC**
12. **Elizabeth McElroy** -
 - 0214020994/0214021011 - (CE/PLE Bridge and Construction Loans), **CINDY BISHOP WORLDWIDE LLC**
13. **Nancy Pav**
 - 0214021324/0214021332 - (RI 501: Agency in Virginia)
 - 0214021325/0214021333 - (RI 502: Sales Contracts)
 - 0214021326/0214021320 - (RI 504: Working With Buyers)
 - 0214021335 - (RI 505: Working With Sellers), **VAR**

14. **Mark Geslock**
0214021334 - (RI 503: Business Planning)
0214021326/0214021320 - (RI: 504: Working with Buyers)
0214021335 - (RI: 505: Working with Sellers), **VAR**
15. **Lynn Grimsley**
0214015869/0214017953/0214015874 - (Ethics & Standards of Conduct)
0214019899/0214019897 - (Antitrust and Real Estate)
WAAR
16. **Kellye Curtis Clarke**
0214016931 - (The Code of Ethics and Standards of Practice for Real Estate Pro)
0214014947 - (Negotiation 101: The Psychology of the Deal)
0214020742 - (Preparing Tor Success: Keeping Issues from Becoming Problems)
0214014348 - (Surveys and Easements-Mapping out An Approach)
0214019116/0214019128 - (Current Industry Issues & Trends)
0214019852 - (2015 Real State Sales Contract), **The RGS Title Real Estate Academy**
17. **Win Singleton**
0214021503/0214021471 - (RI 504: Working with Buyers), **DAAR**

X. Other Business

XI. Adjourn