



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

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VIRGINIA REAL ESTATE BOARD EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Tuesday, September 6, 2016, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Chair
Santee Ferebee
Lee Odems

Staff Members present: Jeffrey Williams, Board Administrator
Ana "Mia" Quimpo, Education Specialist

The meeting was called to order by Chairman Hoover at 2:04 p.m.

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

There were no public comments.

The following items were discussed:

What constitutes a "resumé"?

The Board received an application that it deemed incomplete and returned to the provider because the "resumé" for the instructors was insufficient. The provider stated that she had always provided "Bio's and Bar Cards" with applications and that they had been acceptable in the past. The Committee members reviewed what had been originally submitted and agreed that it was insufficient. Although the providers do not have to provide education and experience information in a resumé format, detailed information on instructors' education and experience is required.

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

The Board has always informed providers that a course cannot be offered prior to the issuance of a "pending Board approval" letter. However, a provider asked permission to make an exception. A provider offered a course which was discontinued because it did not originally include "flood content;" however, the course had not expired. Although the original course outline did not include the flood content, the instructor (who is approved to offer courses with the flood content) did include the flood content. The provider does have a

pending Board approval letter for a course that does include flood content and asked the Board if the 17 individuals who took the course that was discontinued could be provided credit for the course since they received the correct course content. The Committee approved the request.

Additional Instructor application change.

Mr. Williams asked a provider to use a test version of an additional instructor application based on discussions at the last Committee meeting. The Committee reviewed the test version and found it very user friendly for them. Mr. Williams will get more feedback from the providers on the proposed changes. If the feedback is good, the test version will be fully implemented in the near future and placed on the Board's website for use.

Do you have to pass an exam to get credit for a course?

An educational provider asked the Board for guidance on whether or not individuals have to pass a course; and if they do, what is a passing score? After discussion amongst the committee members and input from the educational providers, the Committee reiterated its stance that each provider, since it is the subject matter expert, should determine what is a "passing" score for a course but that an assessment must be done when an exam or test is referenced in the Board's regulation in relation to any type of education.

§ 54.1-2105.03. Continuing education; relicensure of brokers and salespersons:.

The following language was added to § 54.1-2105.03 in July of 2016, "D. The Board may grant exemptions or waive or reduce the number of continuing education hours required in cases of certified illness or undue hardship as demonstrated to the Board." Mr. Williams shared with the Committee that the 2 individuals have asked the Board for an exemption, and that this will be brought up at the Board meeting. The Committee and providers discussed the topic thoroughly. The Committee members had concern about a licensee's ability to practice real estate if the individual was not able to complete the required amount of continuing education. No decisions or recommendations were made by Committee.

Procedural Updates:.

Mr. Williams shared with the Committee that providers will soon have the ability to upload applications via the same process they upload course completion information instead of emailing them. Since the application files can be very large, emailing them is often times problematic. Mr. Williams also shared that staff will be looking at ways to reduce the number of errors received during course completion uploads. Staff will start tracking the reasons for the errors (e.g., duplicate information, data format issues, etc.) and proceed accordingly (e.g., retraining, corrective action, etc.). Finally, Mr. Williams shared that a diagram will be shared in the near future showing the education "carryover" methodology. The hope is that the diagram will help the providers and licensee's understand how carryover will work.

The Committee next considered the education applications on the meeting agenda.

The following actions were taken:

I. Four proprietary school applications were reviewed and approved.

1. 0211001183 - SLS Mortgage, LLC – Brandy Station, VA
2. 0211001184 – Atlantic Coast Mortgage, LLC – Fairfax, VA
3. 0211001185 - Jamie L Bailey – Vinton, VA
4. 0211001186 – Mid-Atlantic Waterproofing of VA, Inc.
Hanover, MD

II. Fifty seven continuing education course applications were reviewed

A. Two previously-approved application for a continuing education course offered by an approved school was considered and approved.

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. Fifty five original applications for continuing education courses offered by approved schools were considered. Fifty three of these course applications were approved; however, the full Board rejected one of the approvals. One application was not approved because it did not meet the criteria for continuing education content, and one was returned to get more information.

Courses listed below were approved unless noted otherwise.

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
9. 0214021557 Renovation Financing, 2 hours Real Estate Related, New River Valley School of Real Estate
10. 0214021561 Getting Past No: Negotiating Strategies for the Real Estate Professional, 2 hours Real Estate Related, VAR
11. 0214021562 Critical Contract Issues, 1 hour Real Estate Related, VAR
12. 0214021563 Critical Contract Issues, 2 hours Real Estate Related, VAR
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
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
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 Real Estate Related (**changed by Board**), 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
 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
 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
 37. 0214021603 The Code of Ethics: Our Promise of Professionalism, 3 hours Ethics and Standards of Conduct, Bristol TN/VA Association of Realtors
 38. 0214021604 Customer Service 101, 2 hours Real Estate Related, VAR
 39. 0214021608 Who Owns, Who Signs & How, 2 hours Real Estate Contracts, WAAR
 40. 0214021609 Who Owns, Who Signs & How, 2 hours Broker Management, WAAR
 41. 0214021615 Perfecting the Box, 2 hours Broker Management, VAR
 42. 0214021616 Introduction to Wells, 3 hours Real Estate Related, GCAAR
(Application returned – more information needed)
 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
(Not approved – did not meet the criteria for continuing education elective content)
 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
(This course was approved by the Committee, but the full Board rejected the Committee's decision. Therefore, the course was not approved because it did not meet the criteria for continuing education elective content.)
55. 0214021629 Understanding the needs of Your Clients, 1 hour Real Estate Related, GCAAR

III. Eighteen post license education course applications were reviewed and approved.

A. 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
6. 0214021558 Renovation Financing, 2 hours Current Industry Issues and Trends, New River Valley School of Real Estate
7. 0214021566 Getting Past No: Negotiating Strategies for the Real Estate Professional, 2 hours Current Industry Issues and Trends, VAR
8. 0214021567 Critical Contract Issues, 2 hours Current Industry Issues and Trends, VAR
9. 0214021569 Tenant Screening Today, 2 hours Current Industry Issues and Trends, VAR

10. 0214021579 Maintenance Tips and Tricks, 2 hours
Current Industry Issues and Trends, VAR
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
13. 0214021602 VAR Property Management Forms Update,
2 hours Current Industry Issues and Trends, VAR
14. 0214021605 Customer Service 101, 2
hours Current Industry Issues and Trends, VAR
15. 0214021606 Perfecting the Box, 2
hours Current Industry Issues and Trends, VAR
16. 0214021607 The Code of Ethics: Our Promise of
Professionalism, 3 hours Ethics and Standards of
Conduct, Bristol TN/VA Association Of Realtors
17. 0214021610 Who Owns, Who Signs & How, 2 hours
Current Industry Issues and Trends, WAAR
18. 0214021613 Real Estate Law and Board Regulations,
8 hours Real Estate Law and Board Regulations,
Towne Realty school of Real Estate

IV. Eight pre-licensing instructor applications were reviewed. Five of these applications were approved. Three applications were not approved because the applicants do not have the required qualifications.

Instructors listed below were approved unless noted otherwise.

1. 0230001375 – Julie Louise Wilcox
2. 0230001390 - William Paul Berens
3. 0230001391 – Douglas Thornton Wood
(Not approved – did not meet the qualifications)
4. 0230001392 – Linda Renee Melton
5. 0230001393 – Kenneth Wayne Ayscue
6. 0230001388 - Charlene McKee Winter
(Not approved – did not meet the qualifications)
7. 0230001396 – Leslie L. Mytrysak
(Not approved – did not meet the qualifications)
8. 0230001397 – Linda Marie Harrison

V. Six pre-license education course applications offered by approved schools were reviewed and approved.

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

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

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** (NOTE: UPDATED Paper Application)
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. In other business, the Committee will discuss course timers at its next meeting.

The meeting adjourned at 4:02 p.m.