



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

Terence R. McAuliffe
Governor

Todd Haymore
Secretary of
Commerce and Trade

Jay W. DeBoer
Director

VIRGINIA REAL ESTATE BOARD
EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, March 21, 2018, at 2:00 p.m., at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Steve Hoover, Committee Chair
Sandra Ferebee
Lynn Grimsley
Lee Odems

Department Staff Members present: Jay DeBoer, Director
Jeffrey Williams, Board Administrator, Real Estate Board
Jim Chapman, Board Administrator (Real Estate Section)
Janice Toole, Licensing Specialist

Mr. Hoover called the meeting to order at 2:00 p.m.

A motion was made to approve the agenda. The Committee approved the motion unanimously.

Public Comment

A provider expressed concern regarding the fact the Board's webpage is not showing completed education correctly. Board staff stated that the Department's information technology section was working on the issue, but there was no projected time frame within which it would be fixed.

Board staff highlighted the utility of course completion certificates.

Board staff shared with the Committee an example of a course completion certificate that included information about renewing licenses, how often completion certificates should be kept, etc. Staff shared the example to highlight the utility of course completion certificates beyond the minimum standards set by the Board's regulations.

An application is incomplete if it does not document all education *and experience* to support the claim that the applicant is a "subject-matter expert."

Board staff asked the committee members the following question: if a pre-license instructor applicant seeking a waiver only submits documentation showing the applicant took real estate salesperson pre-licensing, post licensing, and continuing education, should their application be considered incomplete since an “educational transcript” is required to be submitted? After discussing the requirement for pre-license instructors, the committee emphasized that applicants must document all education and experience to support the claim that they are a “subject matter expert.” The committee agreed that, if an applicant only provides pre-licensing, post licensing, and continuing education information as part of the person’s application, then the application as incomplete.

The Committee reaffirmed its February 2018 decision that a course did not qualify for continuing education credit.

The Committee reviewed a letter from an education provider requesting the Committee to reconsider whether the provider’s course qualified for continuing education credit. The Committee reaffirmed its decision—which was made at the February 2018 Board meeting—that the provider’s course did not qualify for continuing education credit.

A course that is denied for continuing education credit is not by default denied for post-licensing credit.

The Committee opined that, since the requirements and approved subjects for continuing education and post-licensing education are different, a course that is denied approval for continuing education credit should not by default be denied approval for post-licensing credit.

The Committee will further consider professional designations that are acceptable for pre-license instructors.

Board staff will email the committee members a list of all the designations listed in the Board’s regulations as approved for use by pre-license education instructor applicants. The Committee members will email Board staff a list of designations they would like the Committee to review at the next meeting. Board staff will use the list of designations approved by the Committee when determining if an instructor applicant needs to apply for a waiver.

Board staff will review each page of the Committee Agenda to ensure no pages are corrupt, which will likely delay production of the Agenda by at least one business day.

The Committee Agenda for this meeting has a large number of pages that became corrupt when the course files were combined in Adobe Acrobat. There have been some random instances of this over the past year, but never to the current extent. After discussing possible solutions, the Committee decided that Board staff will review each page of future agendas to determine if any pages were corrupted. The Committee understood that this would likely production of the Agenda by at least one business day. Staff will continue to look for a permanent technological solution to the technical issue.

Application Review.

The following applications were approved without stipulation unless noted otherwise (bullet numbering mirrors the meeting's agenda):

IV. Proprietary School Applications

1. 0211001222 - Hunter Hanger & Associates, PC
Virginia Beach, VA
Contact Person: Sean Reilly
2. 0211001224 - Virginia Legal Education, LLC
Winchester, VA
Contact Person: Matthew Akers
3. 0211001225 - Real Estate U Online, LLC
Aventura, FL
Contact Person: Andrew Anic
4. 0211001226 - VA School of RE, LLC
Leesburg, VA
Contact Person: Teresina Phillips
5. 0211001228 - Commonwealth Education Consultants, Inc.
Blackridge, VA 23950
Contact Person: Christopher S. Baird
6. 0211001227 - Amplify LLC/Old Towns Title Company LLC
Winchester, VA
Contact Person: Jennifer Sacco

V. Continuing Education Course Applications

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

1. 0214022819 2017 Ethics Seminar, 3 hours Ethics and Standards of Conduct, The Southside VA Association of Realtors (**Kimberly Porter, Carmen M. Martin, Mary Ann S. White, Douglas Compton, Patsy Rogers, Henry E. Duarte, Jr., Carl P. Arsenault, Joyce E. Navary, Alvin C. Wells Sr.**) (Duplicate PLE #1)
2. 0214022921 Everyday Ethics in Real Estate V2.0 (On-line), 4 hours Ethics and Standards of Conduct, VA College dba Brightwood College (**F.A. Dan Daniels**)
3. 0214022922 Risk Management V5.0 (On-line), 4 hours Real Estate Related, VA College dba Brightwood College (**F.A. Dan Daniels**)

4. 0214022923 Virginia 8-Hour Mandatory Topics v3.1 (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hour Real Estate Contract, Refocus Real Estate school, LLC (**Romilda Pierce Smith, and Ronald Wayne Burnham**)

B. Original Continuing Education Course Applications, Approved schools:

1. 0214022792 8 Hour Elective Course, 8 hours Real Estate Related, Chesapeake Bay & Rivers School of Real Estate
2. 0214022797 The Economic Underpinnings of Real Estate Value, 7 hours Real Estate Related, The Real Estate Academy, Inc.
3. 0214022806 Hang onto Your License, 2 hours Broker Management, RAR (**duplicate CE# 4 and PLE # 1**)
4. 0214022807 Hang onto Your License, 2 hours Real Estate Related, RAR (**duplicate CE# 3 and PLE # 1**)
5. 0214022811 Video is the Bomb (On-line), 3 hours Real Estate Related, McKissock, LLC (**NAR references in course materials**)
6. 0214022815 Flood Insurance & Reading Elevation Certificates, 1 hour Real Estate Related, Alpha College of Real Estate
7. 0214022817 What to Expect at Settlement: A Mock Settlement, 2 hours Real Estate Related, Champion Title & Settlement, Inc.
8. 0214022818 What Everyone Should Know About Their Credit History, 2 hours Real Estate Related, McKissock, LLC
9. 0214022820 VREB Required 1 Hour Agency, The Settlement Group, Inc.
10. 0214022821 Towards Better Practice: Better Serving and Protecting Your Real Estate Clients by Avoiding the Most Common Errors, 2 hours Real Estate Related, The Settlement Group, Inc.
11. 0214022827 The Power of Social Media Marketing (On-line), 4 hours Real Estate Related, RealEstateCE.com
Not approved: Course content does not fall under a continuing education category listed

in 18VAC135-20-101.2 and does not protect the public health, safety, and welfare.

12. 0214022828 The Millennials are Changing Real Estate! (On-line), 4 hours Real Estate Related, RealEstateCE.com
Not approved: Course content does not fall under a continuing education category listed in 18VAC135-20-101.2 and does not protect the public health, safety, and welfare.
13. 0214022829 Planning and Growing a Real Estate Business (On-line), 4 hours Real Estate Related, RealEstateCE.com **(does course material meet Real Estate Related?)**
14. 0214022830 Tiny Homes and Other Alternative Properties (On-line), 4 hours Real Estate Related, RealEstateCE.com **(does course material meet Real Estate Related?)**
15. 0214022831 The Roadmap for Building a Modern Real Estate Business (On-line), 3 hours Real Estate Related, McKissock, LLC **(does course material meet Real Estate Related?)**
16. 0214022832 CRS 126 "7 Things Successful Agents Do Differently: A Proven Business System" 8 hours Real Estate Related, Council of Residential Specialists
17. 0214022833 Ethics & Standards of Practice: Better Practices for Virginia Real Estate Licensees, 3 hour Ethics and Standards of Conduct, The Settlement Group Real Estate School
18. 0214022834 VA Fair Housing, Americans with Disabilities Act & the Civil Rights Act Of 1866, 2 hours Fair Housing, The Settlement Group Real Estate School
19. 0214022835 Better Contract Practice: A Review of Better Contract Formation for Better Real Estate Sales Practice, 1 hour Real Estate Contracts, The Settlement Group Real Estate School
20. 0214022836 Legal Updates & Emerging Trends with Flood Insurance 2018, 1 hour Legal Updates, The Settlement Group Real Estate School
21. 0214022847 Commercial Property Inspection 101 for Real Estate Professionals, 2 hours Real Estate Related, National Property Inspection, Inc.

22. 0214022848 The Lease- The Legal Contract, 1 hour
Real Estate Related, Time, LLC
23. 0214022849 Selling Today's Smart Home, 1 hour
Real Estate Related, Alpha College of
Real Estate (**does course material meet
Real Estate Related?**)
24. 0214022852 e-Pro Day 1 (On-line), 6 hours Real
Estate Related, The CE Shop
**Not approved: Course content does not fall
under a continuing education category listed
in 18VAC135-20-101.2 and does not protect
the public health, safety, and welfare.**
25. 0214022853 e-Pro Day 2 (On-line, 6 hours Real
Estate Related, The CE Shop (**Course
does not appear to address protecting
the public health, safety, and
welfare**)
**Not approved: Course content does not fall
under a continuing education category listed
in 18VAC135-20-101.2 and does not protect
the public health, safety, and welfare.**
26. 0214022860 Property Management (On-line), 4 hours
Real Estate Related, RealEstateCE.com
27. 0214022861 Managing Conflicts with Tenants,
Clients, and Employees (On-line), 4
hours Real Estate Related,
RealEstateCE.com
28. 0214022862 Building Green (On-line), 4
hours Real Estate Related,
RealEstateCE.com
29. 0214022863 Real Estate Tax Law Update, 1 hour
Real Estate Related, Academy of Real
Estate
30. 0214022864 Generation Buy (On-line), 6 hours Real
Estate Related, The CE Shop, Inc.
31. 0214022865 2018 Ethics Seminar, 3 hours Ethics
and Standards of Conduct, Champion
University
Not approved. Lacked a qualified instructor.
32. 0214022866 1031 Exchanges - By the Rules, 2 hours
Real Estate Related, Title Resources
Guaranty Company
33. 0214022867 1099-S, Cash Reporting, FIRPTA and
Federal Issues, 2 hours Real Estate
Related, Title Resources Guaranty
Company
34. 0214022868 FIRPTA - Closing the Foreign Seller, 2
hours Real Estate Related, Title
Resources Guaranty Company

35. 0214022869 Fraud Prevention, 2 hours Real Estate Related, Title Resources Guaranty Company
36. 0214022870 Introduction to Title Insurance, 3 hours Real Estate Related, Title Resources Guaranty Company
37. 0214022871 Real Estate Professional's Introduction to Title Insurance - An In-Depth Look, 4 hours Real Estate Related, Title Resources Guaranty Company
38. 0214022872 The REIN Contract, 4 hours Real Estate Related, Title Resources Guaranty Company
39. 0214022873 Virginia Decedent Estates, 2 hours Real Estate Related, Title Resources Guaranty Company
40. 0214022874 Update on Legislation and Property Management Issues, 3 hours Legal Updates and 3 hours Real Estate Related, FutureLaw, LLC
41. 0214022875 Rentals Application to Lease, 2 hours Real Estate Related, MAI Institute
42. 0214022876 Required Disclosures in Virginia, 2 hours Real Estate Related, MAI Institute
43. 0214022877 Association Disclosures, 2 hours Real Estate Related, MAI Institute
44. 0214022878 Residential Sales Contract, 2 hours Real Estate Related, MAI Institute
45. 0214022879 Contingencies of the Virginia Contract, 2 hours Real Estate Related, MAI Institute
46. 0214022880 Agency in Virginia, 1 hour Real Estate Agency, MAI Institute
47. 0214022883 Radon and Its effect on Real Estate, 2 hours Real Estate Related, GCAAR (**does course material meet Real Estate Related?**)
48. 0214022884 Basements, Foundation & Crawl Space Issues, 3 hours Real Estate Related, GCAAR (**does course material meet Real Estate Related?**)
49. 0214022885 The Code Of Ethics & Standards Of Practice For Real Estate Professionals, 3 hours Ethics and Standards of Conduct, The RGS Title Real Estate Academy (**teaching an NAR course do we need anything from NAR)(duplicate PLE #8)**)

50. 0214022886 Selling the Sun (On-line), 3 hours
Real Estate Related, Preferred
Systems, Inc. **(does course material
meet Real Estate Related?)**
51. 0214022887 Promoting Your Personal Business, 1
hour Real Estate Related, CVSRE
**(Does course material meet Real Estate
Related?)(Duplicate PLE #7)**
**Not approved: Course content does not fall
under a continuing education category listed
in 18VAC135-20-101.2 and does not protect
the public health, safety, and welfare.**
52. 0214022888 Basement, Foundation and Crawl Space
Issues, 4 hours Real Estate Related,
NVAR
53. 0214022889 Military Mortgage Bootcamp, 3 hours
Real Estate Related, Champion University
**Only Markita Woods approved to teach this
course.**
54. 0214022890 Credit Reporting and Scoring, 2 hours
Real Estate Related, GCAAR
55. 0214022891 Understanding the Mortgage Pre-
approval Process, 1 hour Real Estate
Related, GCAAR
56. 0214022892 Renovation Loan Options, 3 hours Real
Estate Related, DAAR
57. 0214022893 Virginia Home Loans, 1 hour Real
Estate Related, DAAR
58. 0214022894 Ethics for Real Estate Agents: Current
Industry Issues & Trends, 3 hours
Ethics and Standards of Conduct, MBH
Settlement Group, LC **(duplicate PLE # 2)**
59. 0214022895 Understanding the Private Well and/or
Septic Contingency Addendum, 1 hour
Real Estate Related, MBH Settlement
Group, LC
60. 0214022896 Practical Guide to FIRPTA and Foreign
Sellers, 1 hour Real Estate Related,
MBH Settlement Group, LC
61. 0214022897 Effective Real Estate Contracts, 2
hours Real Estate Contracts, MBH
Settlement Group, LC **(duplicate PLE #3)**
62. 0214022898 Bankruptcy and Foreclosure, 2 hours
Real Estate Related, MBH Settlement
Group, LC **(duplicate PLE # 4)**
63. 0214022899 Understanding the Conventional FHA and
VA Financing Addenda, 2 hours Real
Estate Contracts, MBH Settlement
Group, LC **(duplicate PLE # 5)**
64. 0214022908 Agency Law in Virginia: select issues
for Real Estate Professionals, 1 hour

- Real Estate Agency, The RGS Title Real Estate Academy
65. 0214022909 An Agency Law Analysis, 1 hour Real Estate Agency, The RGS Title Real Estate Academy
 66. 0214022911 VA Loan Certified (On-line), 4 hours Real Estate Related, Preferred Systems, Inc.
 67. 0214022912 Unconventional Transactions, 2 hours Real Estate Related, MBH Settlement Group, LC (**duplicate PLE #6**)
 68. 0214022913 Urban Plan Training, 8 hours Real Estate Related, VA Commonwealth University
 69. 0214022914 Escrow Requirements, 3 hours Real Estate Related, FAAR (**duplicate PLE #9**)
 70. 0214022917 Causes, Symptoms, and Solutions to Common Foundation Problems, 1 hour Real Estate Related, Virginia Realtors
 71. 0214022918 Surveys, 1 hour Real Estate Related, First American Title Insurance Company
 72. 0214022924 Military Relocation Professional Certification Core Course, 8 hours Real Estate Related, Alpha College of Real Estate (**duplicate CE # 73 and PLE # 13**)
 73. 0214022925 Military Relocation Professional Certification Core Course, 8 hours Broker Management, Alpha College of Real Estate (**duplicate CE # 72 and PLE# 13**)
 74. 0214022721 The Accredited Staging Professional, 4 hours Real Estate Related, Stagedhomes.com
- Not approved: Course content does not fall under a continuing education category listed in 18VAC135-20-101.2 and does not protect the public health, safety, and welfare.**

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

1.

VI. Post License Education Course Applications

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

1. 0214022825 2017 Ethics Seminar, 3 hours Ethics and Standards of Conduct, The Southside VA Association of Realtors **(Kimberly Porter, Carmen M. Martin, Mary Ann S. White, Douglas Compton, Patsy Rogers, Henry E. Duarte, Jr., Carl P. Arsenault, Joyce E. Navary, Alvin C. Wells Sr.)(duplicate CE #1)**
2. 0214022843 Risk Management, 3 hours Risk Management, PWAR **(Nicole E. Marucci)**
3. 0214022927 Virginia Residential Standard Agency V1.0 (On-line), 3 hours Virginia Agency Law, VA College dba Brightwood College **(F.A. Dan Daniels)**

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

1. 0214022808 Hang onto Your License, 2 hours Current Industry Issues and Trends, RAR **(duplicate CE # 3 & 4)**
2. 0214022900 Ethics For Real Estate Agents: Current Issues & Trends, 3 hours Ethics and Standards of Conduct, MBH Settlement Group, LC **(duplicate CE # 58)**
3. 0214022901 Effective Real Estate Contracts, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC **(duplicate CE # 61)**
4. 0214022902 Bankruptcy and Foreclosure, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC **(duplicate CE # 62)**
5. 0214022903 Understanding the Conventional FHA and VA Financing Addenda, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC **(duplicate CE #63)**
6. 0214022904 Unconventional Transactions, 2 hours Current Industry Issues and Trends, MBH Settlement Group, LC **(duplicate CE #67)**
7. 0214022905 Promoting Your Personal Business, 2 hours Current Industry Issues and Trends, CVSRE **(duplicate CE # 51)**
(Does course material meet Real Estate Related?)
8. 0214022910 The Code Of Ethics & Standards Of Practice For Real Estate Professionals, 3 hours Ethics and Standards of Conduct, The RGS Title

Real Estate Academy (**teaching an NAR course do we need anything from NAR?**)(duplicate CE #49)

9. 0214022915 Escrow Requirements, 3 hours Escrow Requirements, FAAR (**duplicate CE #69**)
10. 0214022916 Measure What Matters, 2 hours Current Industry Issues and Trends, FAAR (**please reference discussion item #5**)
11. 0214022919 Ethics, 3 hours Ethics and Standards of Conduct, GCAAR
12. 0214022920 Contract Writing, 6 hours Contract Writing, DAAR
13. 0214022926 Military Relocation Professional Certification Core Course, 2 hours Current Industry Issues and Trends (**duplicate CE # 72 and # 73**)

VII. Pre-License Education Instructors

1. 0230001516 - Jeanne Lynn Little - **waiver (Principles)**
2. 0230001506 - Andrew D. Park - **waiver (Principles) Not approved. Lacked qualifications.**
3. 0230001526 - Mark Mlakar - **Education and Experience (Principles, Finance, Brokerage, and Law)**
4. 0230001527 - Justin Nobles - **waiver (Principles) Not approved. Lacked qualifications.**
5. 0230001509 - John E. Morgan - **waiver (Principles)**
6. 0230001512 - Amy Denise Carder - **waiver (Principles) Not approved. Lacked qualifications.**
7. 0230001514 - Christine Lynn Sennott - **waiver (Principles)**
8. 0230001521 - Linda Anne Martin - **Education and Experience (Principles)**
9. 0230001536 - Rhonda Ann Johnson - **waiver (Principles)(no college education and no professional certificates) Not approved. Lacked qualifications.**
10. 0230001528 - Christopher Scott Baird - **Education and Teaching Credentials (Principles)**
11. 0230001530 - Reed Wilson - **Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage, and Law)**
12. 0230001531 - Claudine L. Ellis - **Education and Experience (Principles, Appraisal, Finance, Brokerage, and Law)**
13. 0230001533 - Karina Vanessa Badolato - **Education and Experience (Principles, Appraisal, Finance, Brokerage, and Law)**

14. 0230001534 - Robin Anne Marine - **Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage, and Law)**
15. 0230001539 - Anne Kyle Doughty - **Experience and Professional Designation (Principles, Appraisal, Finance, Brokerage, and Law)**
16. 0230001540 - Chance Harrison - **waiver (Principles, Appraisal, Finance, Brokerage, and Law) (Individual could not provide educational transcript)**
Not approved. Lacked qualifications.
17. 0230001541 - Alton Meade Butler - **waiver (Principles)**
Not approved. Lacked qualifications.
18. 0230001525 - Natalie Tamara Jones - **Education and Experience (Principles)**
19. 0230001535 - Anne Margaret Patterson - **waiver (Principles)**
Not approved. Lacked qualifications.

VIII. Pre-License Education Courses

1. 0214022816 45 hours Broker Real Estate Appraisal (Correspondence), Alpha College of Real Estate
2. 0214022850 60 hours Salesperson Principles and Practices of Real Estate (On-line), Real Estate U Online, LLC (**pending approval 0211001125 School and 0230001527 Instructor**)
3. 0214022851 45 hours Broker Real Estate Finance (Correspondence), Alpha College of Real Estate
4. 0214022928 60 hours Salesperson Principles and Practices of Real Estate (Classroom), Alpha College of Real Estate

IX. Additional Continuing/Post License Education Instructors

1. **ROBERT SCOTT HARVEY**
0214022216 - Managing the Home Inspection
0214022218 - Lead Safety: For Real Estate Agents
0214022220 - Radon and Real Estate Transactions
0214022219 - Mold: What You Need To Know and How to Read Air Samplings Report
0214022217 - Going Green: For Real Estate Agents
PREFERRED SYSTEMS INC
2. **TAMMY BJELLAND**
0214020871 - Standard Owner's Policy V. 2013
Homeowner's Policy

0214022041 - Descriptions and Surveys
0214019336 - What Is Title Insurance?
0214020224 - The New Loan Estimate and Closing
Disclosure Explained

FIDELITY NATIONAL TITLE INSURANCE COMPANY

**Not approved. Resume did not show experience in
the course subject areas.**

3. JOHN MAGHAMEZ

0214021777 - Crash Course in the Residential Sales
Contract in Virginia
0214019714 - Escalation Addendum
0214020112 - Fair Housing
0214020963 - Deeds in Virginia
0214020964 - The Virginia Uniform Power Of Attorney
0214022460 - How Can I Get Sued In Real Estate-A
Primer for Real Estate
0214022515 - Builder Contracts
0214022516 - Getting To Settlement-Top 20 FAQ and
Answers
0214022517 - Mortgage Basics
0214022544 - RESPA for Real Estate Agents
0214021131 - Real Estate Agency
0214020968 - Don't Get Caught Under Water-Legal
Updates W/Flood
0214022064 - A Crash Course in Title Insurance
0214022061 - Property Owner's Association &
Condominium Disclosures
0214022062 - Short Sale & REO's
0214022063 - Pre & Post Settlement Occupancy
Agreements

CHAMPION TITLE & SETTLEMENTS, INC

4. DERICK HUNGERFORD

0214021794 - Mortgage for Real Estate Taxation
0214021795 - Cash Flow Planning For Real Estate
Investors
0214021796 - Mortgage Math Camp

CMPS INSTITUTE, LLC

5. JEFF TUNSTALL

0214020169/0214020170 - Sticks and Bricks, **RAR**

6. TARA FURGES HOUSTON

0214017757 - Fair Housing
0214017758 - Current Industry Issues and Trends
0214017759 - Ethics Training For Today's Real Estate
Agent
021417922 - VA Agency Law
0214017926 - Risk Management
0214017957 - Contract Preparation
0214018003 - Escrow Requirements
0214021072 - Real Estate Laws and Board
Regulations

AMERICAN SCHOOL OF REAL ESTATE EXPRESS, LLC

7. **KELLY A. FOSTER**
 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
8. **JIM CROSON**
 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. **C. REGINALD COPELAND**
 0214019491 - Real Estate Brokerage
NVAR
10. **VAUGHN STEWART**
 0214022181 - Contracts - The Sale Process with Buyers
 0214021692/0214021670 - Escrow Requirements
 0214021671/0214021672 - Ethics and Standards of
 Conduct
 0214020825 - Legal Updates and Emerging Trends
 0214022157/0214022158 - Negotiation in the 21st
 Century
 0214022608 - Preparing and Pricing For Today's Market
 0214022508 - Real Estate Contracts
 0214022353 - Risk Management
 0214021689/0214021721 - VA Brokerage Relationships
 0214021673 - VA Law and VREB Regulations
 0214022532 - Don't Let Your Transactions Fall down The
 Drain
 0214022533 - FHA Loans
 0214022534 - VA Loans
 0214021655/0214021657 - Fair Housing
CBRB SCHOOL OF REAL ESTATE
11. **NANCY RIGOT**
 0214022181 - Contracts - The Sale Process with Buyers
 0214021692/0214021670 - Escrow Requirements
 0214021671/0214021672 - Ethics and Standards of
 Conduct
 0214020825 - Legal Updates and Emerging Trends
 0214022157/0214022158 - Negotiation in the 21st
 Century
 0214022608 - Preparing and Pricing For Today's Market
 0214022508 - Real Estate Contracts
 0214022353 - Risk Management
 0214021689/0214021721 - VA Brokerage Relationships
 0214021673 - VA Law and VREB Regulations

0214022532 - Don't Let Your Transactions Fall down The Drain

0214022533 - FHA Loans

0214022534 - VA Loans

0214021655/0214021657 - Fair Housing

CBRB SCHOOL OF REAL ESTATE

12. LISA ROSENBLUM

0214022181 - Contracts - The Sale Process with Buyers

0214021692/0214021670 - Escrow Requirements

0214021671/0214021672 - Ethics and Standards of Conduct

0214020825 - Legal Updates and Emerging Trends

0214022157/0214022158 - Negotiation in the 21st Century

0214022608 - Preparing and Pricing For Today's Market

0214022508 - Real Estate Contracts

0214022353 - Risk Management

0214021689/0214021721 - VA Brokerage Relationships

0214021673 - VA Law and VREB Regulations

0214022532 - Don't Let Your Transactions Fall down The Drain

0214022533 - FHA Loans

0214022534 - VA Loans

0214021655/0214021657 - Fair Housing

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13. JOSEPH SELLERS

0214022181 - Contracts - The Sale Process with Buyers

0214021692/0214021670 - Escrow Requirements

0214021671/0214021672 - Ethics and Standards of Conduct

0214020825 - Legal Updates and Emerging Trends

0214022157/0214022158 - Negotiation in the 21st Century

0214022608 - Preparing and Pricing For Today's Market

0214022508 - Real Estate Contracts

0214022353 - Risk Management

0214021689/0214021721 - VA Brokerage Relationships

0214021673 - VA Law and VREB Regulations

0214022532 - Don't Let Your Transactions Fall down The Drain

0214022533 - FHA Loans

0214022534 - VA Loans

0214021655/0214021657 - Fair Housing

CBRB SCHOOL OF REAL ESTATE

14. DEBORAH GOGUEN

0214022181 - Contracts - The Sale Process with Buyers

0214021692/0214021670 - Escrow Requirements

0214021671/0214021672 - Ethics and Standards of Conduct

0214020825 - Legal Updates and Emerging Trends

0214022157/0214022158 - Negotiation in the 21st Century
0214022608 - Preparing and Pricing For Today's Market
0214022508 - Real Estate Contracts
0214022353 - Risk Management
0214021689/0214021721 - VA Brokerage Relationships
0214021673 - VA Law and VREB Regulations
0214022532 - Don't Let Your Transactions Fall down The Drain
0214022533 - FHA Loans
0214022534 - VA Loans
0214021655/0214021657 - Fair Housing

CBRB SCHOOL OF REAL ESTATE

15. HEATHER WREATH

0214021670 - Escrow Requirements
0214021671/0214021672 - Ethics and Standards of Conduct
0214020825 - Legal Updates and Emerging Trends
0214021689/0214021721 - VA Brokerage Relationships
0214021673 - VA Law and VREB Regulations
0214022532 - Don't Let Your Transactions Fall down The Drain
0214022533 - FHA Loans
0214022534 - VA Loans
0214021655/0214021657 - Fair Housing

CBRB SCHOOL OF REAL ESTATE

16. KAREN DAILY

0214018792 - Details of a Real Estate Transaction
0214018791 - HOA and CONDO Resales
0214018793/0214017881 - Legal Implications of Short Sales & Foreclosures II
0214018794/0214017887 - AGENCY III
0214017231 - Ethics and Agency Primer
0214018844/0214018849 - Fair Housing Laws in Virginia II
0214017825 - Escalation Addenda & Back Up Contracts: Protecting your client in a Changing Market
0214017828 - Financing Addenda: Protecting your client in a Changing Market
0214017830/0214018720 Financing & Escalation Addenda: Protecting your client in a Changing Market
0214017254 - Code of Ethics II
0214018673/0214017885 - CODE OF ETHICS III

THE INSTITUTE OF CONTINUING EDUCATION

17. AMY TRUMBULL

0214022442/0214022443 - Contracts
0214022583/0214022584 - Social media & Internet Advertising
0214022546/0214022586 - Risk management
0214022527/0214022528 - VA Real Estate Law (with flood content)

0214022585 - Contract presentation & Negotiations
0214022519/0214022520 - VA Escrow Requirements
0214021580 - Offer to purchase

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18. DON TOMLINSON

0214022442/0214022443 - Contracts
0214022527/0214022528 - VA Real Estate Law (with flood content)
0214022585 - Contract presentation & Negotiations
0214021580 - Offer to purchase

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19. JONATHAN HALEY

0214021484/0214021483 - 2016 New Laws
021402138/021402139 - Advertising 2 Hours
0214021715/0214021716 - Advertising for Property Managers 1 Hour
0214021713/0214021790/0214021725-Advertising for Property Managers 2 Hours
0214020560 - Advertising: Promoting Your Business the Right Way
0214020637/0214020638 - Agency for Property Managers/Leasing Agents
0214021593/0214021594 - Agency: A Complicated Relationship 1 Hour
0214021825/0214021826 - Agency: A Complicated Relationship 2 Hours
0214020561/0214020595 - Broker Pitfalls and Resources
0214022509/0214022425 - Broker Supervision Case Studies and Best Practices
0214022423/0214022424 - Broker Supervision Requirements and Best Practices 1 Hour
0214021595/0214021596 - Broker Supervision Requirements and Best Practices 2 Hours
0214020562/0214020563 - Commissions: Being Paid the Right Way
0214020576/0214020577 - Common Legal Hotline Q and A 1 Hour
0214020579/0214020578/0214020587 - Common Legal Hotline Q and A 2 Hours
0214021562 - Critical Contract Issues 1 Hour
0214021563/0214021567 - Critical Contract Issues 2 Hour
0214020590/0214020596/0214021136 - Dilemmas Facing Real Estate Licensees
0214020565/0214020591 - Disclosure Shall Set You Free
0214020027/0214020589 - Earnest Money Deposits: Navigating Dangerous Waters
0214021467 - Good Intentions but Risky Results 1 Hour
0214020566/0214020582 - Good Intentions but Risky Results 2 Hours

0214020568/0214020569/0214020584 - New Real Estate Board Regulations
0214021134/0214021135 - New Real Estate Board Regulations: Advertising
0214021597/0214021599 - Property Management Forms for Beginners
0214022568 - Property Management Forms: Tips, Tricks, and Loopholes
0214019617/0214019618 - Property Management Forms and Issues
0214022566/0214022567 - Property Management Broker Office Policy Manual
0214020593/0214020597/0214020585 - Real Estate Laws You Need to Know!
0214021938 - Scams: If It Sounds Too Good To Be True...
0214020571/0214020572 - Sneaky Regs - Little Known but Important Real Estate Board Regulations!
0214021601/0214021602 - VAR Property Management Forms Update
0214019779/0214019780 - VAR's Purchase Contract: The Ins & Outs
0214020570/0214020592 - VAR's Suggested Office Policy Manual

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20. AUSTIN DUNN

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21. **SALLYE TROBAUGH**
0214022738 - 2018 Professional Standards Seminar
VIRGINIA REALTORS
22. **PATRICIA (TRISH) SZEGO**
0214022738 - 2018 Professional Standards Seminar
VIRGINIA REALTORS
23. **DEBORAH LESYSHYN**
0214022738 - 2018 Professional Standards Seminar
VIRGINIA REALTORS
24. **ALVIN WELLS**

- 0214022738 - 2018 Professional Standards Seminar
VIRGINIA REALTORS
25. **DONNA PATTON**
0214022738 - 2018 Professional Standards Seminar
0214021324/0214021332 - RI 501: Agency in Virginia
0214021325/0214021333 - RI 502: Sales Contracts
0214021327/0214021336/0214021337 - RI 506: Risk
Management
0214021328/0214021338/0214021339 - RI 507: Ethics and
Professional Responsibility
VIRGINIA REALTORS
26. **CARMEN MARTIN**
0214022738 - 2018 Professional Standards Seminar
VIRGINIA REALTORS
27. **CATHERINE BENNETT**
0214019234/0214019236 - The Code of Ethics: Our
Promise of Professionalism
VIRGINIA REALTORS
28. **Thomas Brockett**
0214022783 - CONTRACTS
0214022785 - VIRGINIA AGENCY LAW
0214022786 - REAL ESTATE LAW & BOARD REGULATIONS
0214022787 - RISK MANAGEMENT
0214022784/0214022782 - VIRGINIA ESCROW REQUIREMENTS
GCAAR
29. **Michael Guthrie**
0214018678/0214018645/0214018646 - Escrow Requirements
0214018295/0214018333 - VAR's Contract Writing
0214018303/0214018305 - Virginia Agency Law
CENTRAL VIRGINIA SCHOOL OF REAL ESTATE
30. **BRUCE DAVID MEYERS**
0214021794 - Mortgage for Real Estate Taxation
0214021795 - Cash Flow Planning For Real Estate
Investors
0214021796 - Mortgage Math Camp
CMPS INSTITUTE
31. **GREGORY SCOTT COX**
0214021794 - Mortgage for Real Estate Taxation
0214021795 - Cash Flow Planning For Real Estate
Investors
0214021796 - Mortgage Math Camp
CMPS INSTITUTE

There was no other business discussed. The meeting adjourned at 3:44 p.m.