



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, September 19, 2018, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

Committee Members present: Lee Odems, Committee Chair
Lynn Grimsley
Libby Gatewood
Candice Bower
Steve Hoover, Board Chair

Department Staff Members present: Jay DeBoer, Director
Jeffrey Williams, Board Administrator, Real Estate Board
Mia Quimpo, Licensing Specialist
Janice Toole, Licensing Specialist

Mr. Odems called the meeting to order at 2:13 p.m.

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

Public Comment.

An education provider asked the committee for guidance on what is acceptable documentation for a "notarized affidavit." After reviewing the applicable regulation, 18VAC135-20-360.E., the committee asked board staff to research the issue and report back to the committee at its next meeting.

Requiring the Timed Course Outline to be in 5 minute increments and not include course content.

Timed Course Outlines (TCO) submitted as part of a course application are often broken down into 1 minute increments. Board staff are concerned about the ability of an instructor to follow an outline that specific. Additionally, it is often very time consuming for staff to ensure the accuracy of the time and the total time for the course. Staff requested the committee approve modifying the course applications to require the TCO to be broken down into 5 minute segments. After discussing the issue with providers, the committee approved the

application edit. Staff will provide educations providers attending the next committee meeting examples of acceptable TCOs.

Timely course application submission.

For the current committee meeting, the board received 255 applications by the submission deadline. Of those, 165 (64%) were received during the last 4 days of the submission period. This places a great deal of stress on staff to process the applications so the committee can be provided the applications as quickly as possible. Because of the large volume of applications, staff strive to provide the committee members the application files at least 3 weeks before the committee meeting. The committee discussed ways to improve the submission process so that the committee can get the applications as quickly as possible. After sharing this information with the providers present at the meeting and discussing it amongst themselves, the committee decided to move the December 2018 deadline a week earlier. It also agreed that incomplete applications submitted the last day of the submission period would not be presented to the committee meeting at its next meet, but the following one. The committee chair emphasized to the education providers that they should always check the Education Committee's website to determine application submission deadlines.

Changing methods of presenting course content.

Staff have received calls asking if a course can be offered online if the board's list of approved courses states the course has been approved for correspondence, and vice versa. Staff have stated that a course's method of presentation cannot be changed without board approval, with the exception that classroom courses can be offered in a virtual classroom setting. The committee agreed with the staff's statements.

The committee and providers engaged in much discussion regarding statements from providers that some providers are offering 32 hours of instruction by an instructor for a 60 hour correspondence course. The committee stated that any instructor led hours of a correspondence course should be in addition to the board approved total number of correspondence hours.

Implementing regulatory changes.

Staff shared with the committee that plans for implementing the legislative changes were going well; however, it is unknown if the Department's information technology staff will be able to update the Department's website to reflect the data changes by January 1, 2019.

Course completion upload.

Board staff emphasized to the education providers that duplicate files or course completion data should not be uploaded unless specifically instructed to do so by a staff person. The Department recently had an external network problem that prevented uploaded data from showing correctly online. Several providers uploaded duplicate course completion files.

Instructor Qualifications: expertise and how to document.

Documentation of instructor qualifications in applications range from a single paragraph to 6 pages. It is often difficult for committee members to determine an instructor's qualifications based on what is included in applications. After discussing this issue with the providers, the committee asked staff to develop a model form for instructor qualifications for the committee and the education providers to review at the committee's next meeting. While on the subject of "qualifications," the committee also asked staff to draft some guidance for consideration at its next meeting to clarify the board's regulation regarding instructor experience.

Committee Minutes.

Board staff have been steadily combining years' worth of committee minutes into one document. After a discussion at the committee's last meeting regarding whether or not the board ever approved of a licensee receiving continuing education credit and pre-license credit for the same course, board staff combined all the minutes into one document and sent a draft to the committee chair. After reviewing the draft document, there doesn't appear to be any information regarding the board having ever addressed the issue of a person receiving credit for continuing education and pre-license education for the same course. Staff hope to have a final draft of the final document posted on the board's website soon.

In the meantime, the provider who brought this issue to the committee will submit a course in the future and request that the committee discuss this issue in more detail once the course is submitted. The committee agreed with this approach. The provider will email the Board Administrator when the course is submitted through the normal submission process.

Application Review.

The following applications were approved without stipulation unless noted otherwise.

Proprietary School Applications

1. 0211001245 Dexterity CE, LLC, Austin TX.
Contact Person: Zeb Lowe
2. 0211001246 Sirmon Training and Consulting Group,
Boone, NC
Contact Person: Jason Sirmon
3. 0211001247 FutureLaw Real Estate School, LLC.
Richmond, VA
Contact Person: John G. "Chip" Dicks
4. 0211001243 FutureLaw II, LLC. Richmond, VA
Contact Person: Barrie B. Bowers
5. 0211001249 Hardiman Law PLLC, Richmond, VA
Contact Person: Helen Hardiman
6. 0211001250 Valerie Becker, Manassas, VA
Contact Person: Valerie Becker
7. 0211001251 Double Eagle Title Academy, Manassas, VA
Contact Person: Gina Clough
8. 0211001252 Georgetown Sana, LLC, Silver Springs, MD
Contact Person: Pramedai Reed

Continuing Education Course Applications

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

1. 0214023288 Business Management in Real Estate Office (On-line), 8 hours Broker Management, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
2. 0214023289 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
3. 0214023290 Prequalifying Your Buyer in Today's Market (On-line), 4 hours Real Estate Related, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
4. 0214023291 Tax Free Exchanges (On-line), 4 hours Real Estate Related, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
5. 0214023292 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, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
6. 0214023509 Risk Management V5.0 (On-line), 4 hours Real Estate Related CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell**)
7. 0214023517 Understanding Credit & Improving Credit Scores: What You Need to Know V3.0 (On-line), 3 hours Real Estate Related, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell**)
8. 0214023518 Understanding 1031 Tax-Free Exchanges V3.0 (On-line), 4 hours Real Estate Related, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell**)
9. 0214023519 Scams, Scoundrels, and Real Estate (On-line), 4 hours Real Estate Related, **CHC, Inc./dba REMAX (Charles B "Chuck Cornwell)**
10. 0214023520 Houses: Buy, Fix, Sell! v1.1 (On-line), 4 hours Real Estate

- Related, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell"**)
11. 0214023521 All Under One Roof OnDemand Course v1.0 (On-line), 4 hours Real Estate Related, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell"**)
 12. 0214023522 Red Flags: Property Inspection Guide v5.0 (On-line), 4 hours Real Estate Related, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell"**)
 13. 0214023523 Real Estate Finance Today v8.0 (On-line), 4 hours Real Estate Related, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell"**)
 14. 0214023524 Virginia Mandatory Topics V3.1(On-line), 2 hours Fair Housing, 3 hours Ethics, 1 hour Legal Updates, 1 hour Real Estate Agency, and 1 hours Real Estate Contracts, CHC, Inc./dba REMAX (**Charles B "Chuck Cornwell"**)

Original Continuing Education Course Applications, Approved schools:

1. 0214023257 Cyber Security in Real Estate Transactions, 1 hour Real Estate Related, FAAR
2. 0214023258 Drama and the Code of Ethics (On-line), 3 hours Ethics and Standards of Conduct, McKissock LLC
3. 0214023259 Escrow Management, 3 hours Broker Management, RAR (**duplicate CE#4 and PLE #1**)
4. 0214023260 Escrow Management, 3 hours Real Estate Related, RAR (**duplicate CE#3 and PLE #1**)
5. 0214023273 Contract Conundrums, 2 hours Broker Management, RAR (**duplicate CE #6 and PLE #2**)
6. 0214023274 Contract Conundrums, 2 hours Real Estate Contracts, RAR (**duplicate CE #5 and PLE #2**)
7. 0214023301 RESPA and Online Marketing (On-line), 2 hours Real Estate Related, Amplify LLC Old Towne Title Company LLC
8. 0214023305 Top Ten Red Flags: Conditions to look for while showing a House, 2 hours Real Estate Related, National Property Inspections, Inc.

9. 0214023309 Preparation of Commercial Contracts, 2 hours Real Estate Related, Old Dominion Real Estate Institute
10. 0214023312 Foundations of Law, 6 hours Legal Updates, RAR (**duplicate PLE #3**)
APPROVED PENDING REMOVAL OF THE TERM "GRACE PERIOD."
11. 0214023315 Property Management Forms for Beginners, 2 hours Real Estate Related, Virginia REALTORS® (**duplicate PLE #4**)
12. 0214023321 Virginia Real Estate Agency (On-line), 1 hour Real Estate Agency, 360training.com, Inc.
13. 0214023326 Real Estate Laws and Board Regulations, 6 hours Real Estate Related, Alpha College of Real Estate (**duplicate PLE #5**)
14. 0214023328 Agency, 1 hour Real Estate Agency, Long and Foster Institute of Real Estate
15. 0214023329 Representing New Home Construction, 2 hours Real Estate Related, FAAR Academy (**duplicate PLE #6**)
16. 0214023331 Fundamentals of the Financial Calculator for the Commercial Realtor, 3 hours Real Estate Related, FAAR (**duplicate PLE #8**)
17. 0214023332 Finance Classroom Course, 2 hours Real Estate Related, Alpha College of Real Estate (**duplicate PLE #7**)
18. 0214023334 Virginia Legal Updates and Emerging Trends including Flood Instructions (On-line), 1 hour Legal Updates, 360training.com, Inc.
19. 0214023338 Update on Unlawful Detainer Actions under Virginia Law, 3 hours Legal Updates; Virginia Realtors (**duplicate CE # 19, 20 and PLE #9**)
20. 0214023339 Update on Unlawful Detainer Actions under Virginia Law, 3 hours Broker Management, Virginia Realtors (**duplicate CE # 19,20 and PLE #9**)
21. 0214023341 Real Estate Management w/ 2 hour Broker Supervision Laws & Regulations, 6 hours Broker Management, and 2 hours Broker Supervision, Alpha College of Real Estate (**duplicate CE #47**)

22. 0214023342 Selling Homes Other Agents Don't Want to Sell: Understanding the difference between Hoarding VS. Chronic Disorganization, 2 hours Real Estate Related, Preferred Systems, Inc.
23. 0214023343 Current Industry Issues, Legal Updates, 1 hour Legal Updates, Montague Miller Real Estate Academy
24. 0214023344 Listing-How to Help Sellers be Successful, 3 hours Other-Real Estate Related, Montague Miller Real Estate Academy
25. 0214023345 Ethics, 3 hours Ethics and Standards of Conduct, Cindy Bishop Worldwide, LLC **(duplicate PLE #10)**
26. 0214023347 Code of Ethics & Standards of Conduct, 3 hours Ethics and Standards of Conduct, Peninsula Real Estate School **(duplicate PLE #13)**
27. 0214023349 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct NVRE University
28. 0214023350 The Power of Strategy, 3 hours Broker Management, Stewart Title and Escrow, Inc.
29. 0214023351 The Power of Strategy, 1 hour Broker Management, Stewart Title and Escrow, Inc.
30. 0214023352 The Power of Strategy, 2 hours Broker Management, Stewart Title and Escrow, Inc.
31. 0214023353 How Lenders and Title Companies Communicate for a Smooth Transaction, 1 hour Real Estate Related, Prince William Association of Realtors
32. 0214023354 Manufactured Housing, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC **(duplicate PLE #11)**
33. 0214023356 Contracts-Addendums 2, 6 hours Broker Management, Cindy Bishop Worldwide, LLC **(duplicate CE #33, 34 and PLE # 12)**
34. 0214023357 Contracts-Addendums 2, 6 hours Real Estate Contracts, Cindy Bishop Worldwide, LLC **(duplicate CE #33, 34 and PLE # 12)**
35. 0214023360 VA Agency Law, 3 hours Real Estate Agency, Montague Miller Real Estate Academy **(duplicate PLE #14)**

36. 0214023362 Overview of Broker Supervision Laws and Regulations, 2 hours Broker Supervision, Alpha College of Real Estate
37. 0214023363 Real Estate Law and Board Regulations (On-line), 6 hours Real Estate Related, Alpha College of Real Estate **(duplicate PLE #15)**
38. 0214023365 Ethics-Acting with Integrity (On-line), 3 hours Ethics and Standard of Conduct, Alpha College of Real Estate **(duplicate PLE #16)**
39. 0214023367 Fair Housing, 2 hours Fair Housing, NVRE University
40. 0214023368 CE Mandatory - AM Session, 2 hours Fair Housing, 1 hour Legal Updates, and 1 hour Real Estate Contracts, RAR
41. 0214023369 CE Mandatory - PM Session, 3 hours Ethics and Standards of Conduct, and 1 hour Real Estate Agency, RAR
42. 0214023370 Fair Housing, 2 hours Fair Housing, RAR **(duplicate PLE #17)**
43. 0214023372 Advertising for Property Managers, 2 hours Legal Updates, Virginia Realtors **(duplicate PLE #18)**
44. 0214023374 Property Management Broker Supervision: Case Studies and Best Practices, 2 hours Broker Supervision, Virginia Realtors
45. 0214023375 Property Management Forms Update 2018, 2 hours Real Estate Contracts, Virginia Realtors **(duplicate PLE #19)**
46. 0214023377 Real Estate Related Finance (On-line), 2 hours Real Estate Related, Alpha College of Real Estate **(duplicate PLE #20)**
47. 0214023379 Real Estate Management with 2-Hour Overview of Broker Supervision Laws and Regulations (On-line), 6 hour Broker Management, and 2 hours Broker Supervision, Alpha College of Real Estate **(duplicate CE #21)**
48. 0214023380 Legal Updates & Emerging Trends, 1 hour Legal Updates, NVRE University
49. 0214023381 Assisting First Time Buyers, 2 hours Real Estate Related, Cindy Bishop Worldwide LLC **(duplicate PLE #21)**
50. 0214023383 Real Estate Law & Board Regulations, 6 hours Broker Management, Cindy Bishop

- Worldwide LLC (**duplicate CE #50, #51 and PLE #22**)
51. 0214023385 Real Estate Law & Board Regulations, 6 hours Legal Updates, Cindy Bishop Worldwide LLC (**duplicate CE #50, #51 and PLE #22**)
 52. 0214023386 Contracts 1 hour, Real Estate Contracts, Long and Foster Institute of Real
 53. 0214023387 "VREB Rules and Regulations Require Comprehensive Broker Supervision of Real Estate Licensees Here's how you do it." 2 hours Broker Supervision, The Settlement Group Inc
 54. 0214023388 Advocating for Short Sale Clients (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 55. 0214023389 Anatomy of Commercial Building (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 56. 0214023390 Client Advocacy in Commercial Real Estate (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 57. 0214023391 Diversity: Your Kaleidoscope of Clients (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 58. 0214023392 Hot Market Strategies (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 59. 0214023393 Investment Strategies in Commercial Real Estate (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 60. 0214023394 Sign Here: Contract Law on E-Signatures (On-line), 1 hour Real Estate Contracts, and 2 hours Broker Management, The CE Shop, Inc.
 61. 0214023395 The Fundamentals of Commercial Real Estate (On-line), 3 hours Real Estate Related, The CE Shop, Inc.
 62. 0214023396 Title and Escrow: Two Families, One Transaction (On-line), 4 hours Real Estate Related, The CE Shop, Inc.
 63. 0214023397 Supervision Requirements and Board Regulations in Virginia (On-line), 2 hours Broker Supervision
 64. 0214023398 Keeping it Honest: Understanding Real Estate & Mortgage Fraud (On-line), 3 hours Real Estate Related, The CE Shop, Inc.

- 65. 0214023402 Real Estate Agency, 1 hour Real Estate Agency, NVRE University
- 66. 0214023403 Real Estate Contract, 1 hour Real Estate Contracts, NVRE University
- 67. 0214023404 Broker Office Policy Update, 2 hours Broker Management, and 2 hours Broker Supervision, RAR
- 68. 0214023405 Broker Supervision AM Session, 2 hours Broker Management, and 2 hours Broker Supervision, RAR
- 69. 0214023406 Broker Management PM Session, 4 hours Broker Management, RAR
- 70. 0214023407 Virginia Agency Law, 3 hours Real Estate Agency, RAR **(duplicate PLE #26)**
- 71. 0214023409 Bankruptcy Basics, 1 hour Real Estate Related, Fidelity National Title Insurance Company
- 72. 0214023410 Agency for Property Managers/Leasing Agents, 1 hour Broker Management, Virginia Realtors
- 73. 0214023411 Agency for Property Managers/Leasing Agents, 1 hour Real Estate Agency, Virginia Realtors
- 74. 0214023412 Property Management Q&A, 3 hours Legal Updates, Virginia Realtors **(duplicate CE #75 and PLE # 27)**
- 75. 0214023413 Property Management Q&A, 3 hours Broker Management, Virginia Realtors **(duplicate CE #74 and PLE #27)**
- 76. 0214023415 Introduction to 203K & Rehab Financing, 3 hours Real Estate Related, FAAR Academy **(duplicate PLE #28)**
- 77. 0214023417 Legal Updates (w/ Flood Content), 1 hour Legal Updates, Long and Foster Institute of Real Estate
- 78. 0214023418 Overview of Broker Supervision Laws and Regulations (On-line), 2 hours Broker Supervision, Alpha College of Real Estate
- 79. 0214023419 Environmental Issues, 3 Real Estate Related, GCAAR
- 80. 0214023420 Condo Underwriting Update, 1 hour Real Estate Related, GCAAR
- 81. 0214023421 FIRPTA for Residential Real Estate, 2 hours Real Estate Related, GCAAR
- 82. 0214023422 Mortgage Basics, 3 hours Real Estate Related, GCAAR

ONLY APPROVED FOR 2 HOURS

83. 0214023423 Anti-Trust & the Real Estate Professional, 1 hour Real Estate Related, GCAAR
84. 0214023424 Understanding Credit Reports, Scoring Models and How to Improve Your Credit, 3 hours Real Estate Related, GCAAR
ONLY APPROVED FOR 2 HOURS
85. 0214023425 203K, 3 hours Real Estate Related, GCAAR
ONLY APPROVED FOR 2 HOURS
86. 0214023426 Advanced FHA Financing, 3 hours Real Estate Related, GCAAR
87. 0214023427 Unclear Title, 3 hours Real Estate Related, GCAAR
NOT APPROVED. NOT ENOUGH VIRGINIA SPECIFIC INFORMATION.
88. 0214023428 Basics of Digital Closings, 1 hour Real Estate Related, GCAAR
DOES NOT PROTECT THE HEALTH, SAFETY OR WELFARE OF THE PUBLIC.
89. 0214023429 Creating Value Through Renovation Loans, 1 hour Real Estate Related, GCAAR
90. 0214023430 Home Innovations & Trends: What's Hot & What's Really Cool, 3 hours Real Estate Related, GCAAR
ONLY APPROVED FOR 1 HOUR
91. 0214023431 Going Green for Realtors, 3 hours Real Estate Related, GCAAR
ONLY APPROVED FOR 1 HOUR
92. 0214023432 Buyer Beware Foreclosed & Neglected Properties, 3 hours Real Estate Related, GCAAR
ONLY APPROVED FOR 1 HOUR
93. 0214023433 Comparison Difference Between the GCAAR & NVAR Contracts, 2 hours Real Estate Related, GCAAR
APPROVED PENDING RECEIPT OF UPDATED FORMS
94. 0214023434 Representing the Seller, 3 hours Real Estate Related, GCAAR
95. 0214023435 Serving the First Time Homebuyer, 3 hours Real Estate Related, GCAAR
96. 0214023436 Red Flags in Property Inspections, 3 hours Real Estate Related, GCAAR
97. 0214023437 Reverse Mortgage, 1 hour Real Estate Related, GCAAR

98. 0214023438 Commercial Lease, 2 hours Real Estate Related, Old Dominion Real Estate Institute
99. 0214023439 Introduction to Teams & Business Entities, 1 hour Broker Management, Virginia Realtors
100. 0214023440 Determining Value of Commercial Properties (On-line), 3 hours Real Estate Related, The CE Shop
APPROVED PENDING MAKING THE REFERENCE SUBJECT MATTER EXPERT THE INSTURCTOR.
101. 0214023441 Trust Based Leadership, 2 hours Broker Management, Virginia Realtors
102. 0214023442 Trust Based Success, 2 hours Real Estate Related, Virginia Realtors
103. 0214023451 Designing and Sustaining Successful Teams, 6 hours Broker Management, FAAR
(duplicate CE #104)
104. 0214023452 Designing and Sustaining Successful Teams, 6 hours Real Estate Related, FAAR
(duplicate CE #103)
105. 0214023453 Basic Financing, Grants and DSELPs, 3 hours Real Estate Related, FAAR
(duplicate PLE #31)
106. 0214023456 VA Broker Supervision Requirements (Correspondence), 2 hours Broker Supervision, Moseley Flint Schools of Real Estate
107. 0214023457 VA Broker Management & Supervision Requirements (Correspondence), 6 hours Broker Management, 2 hours Broker Supervision, Moseley Flint Schools of Real Estate
108. 0214023458 VA Broker Management & Supervision Requirements, 6 hours Broker Management, 2 hours Broker Supervision, Moseley Flint Schools of Real Estate
109. 0214023460 Name the Price-Get it Sold, 1 hour Real Estate Related, PWAR
110. 0214023461 Environmental Issues Impacting Real Estate, 3 hours Real Estate Related, PWAR
111. 0214023462 Mortgage Financing, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage
(duplicate PLE # 33)

112. 0214023464 2018, A Year in Review, 2 hours Legal Updates, MBH Settlement **(duplicate PLE #34)**
113. 0214023466 Broker Management/Agent Supervision, 6 hours Broker Management, Peninsula Real Estate School
114. 0214023467 History of Homes & Product Recognition, 2 hours Real Estate Related, Tidewater Real Estate Education School
115. 0214023468 History of Homes & Product Recognition, 1 hour Real Estate Related, Tidewater Real Estate Education School
116. 0214023470 POA, Act & Disclosure Packets: Contractual & Fiduciary Obligations, 2 hours Real Estate Related, Top Producer Academy of Real Estate **APPROVED PENDING SEPARATING THE TIMED COURSE OUTLINE MATERIAL AND ADDING IT TO THE SYLABUS.**
117. 0214023471 Understanding 1031 Tax- Free Exchanges, 4 hours Real Estate Related, NVRE University **APPROVED FOR 2 HOURS**
118. 0214023472 Real Estate Finance Today, 4 hours Real Estate Related, NVRE University **APPROVED FOR 2 HOURS**
119. 0214023473 8 Hr. Required Continuing Education Class, 2 hours Fair Housing, 3 hours Ethics & Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, & 1 hour Real Estate Contracts, Chesapeake Bay & Rivers School Of Real Estate
120. 0214023474 Broker Management/Agent Supervision, 6 hours Broker Management, Chesapeake Bay & Rivers School Of Real Estate
121. 0214023475 Broker Supervision Requirements, 2 hours Broker Supervision, Chesapeake Bay & Rivers School Of Real Estate
122. 0214023477 Contracts, 3 hours Real Estate Contracts, Academy of Real Estate
123. 0214023479 Legal Update with Flood Content, 1 hour Legal Updates, Highland Ace, LLC
124. 0214023480 Silver Bullet Solutions-RS 183, 7 hours Real Estate Related, Council Residential Specialist

- 125. 0214023481 Real Estate Negotiation Expert, 14 hours Real Estate Related, CHC, Inc. dba/REMAX Regency
APPROVED FOR 6 HOURS.
- 126. 0214023482 Realtor Code of Ethics Training (Online), 3 hours Ethics & Standards of Conduct, The CE Shop, Inc.
- 127. 0214023483 Breaking Barriers-Fair Housing (Online), 3 hours Real Estate Related, The CE Shop, Inc.
- 128. 0214023484 Realtor-Lender Relationships, 2 hours Real Estate Related, DAAR
- 129. 0214023525 Real Estate Law & Board Regulations, 6 hours Real Estate Related, DAAR
APPROVED FOR 4 HOURS
- 130. 0214023527 VA Real Estate Agency, 1 hour Real Estate Agency, and 2 hours Real Estate Related, DAAR (**duplicate PLE #30**)

Original Continuing Education Course Application, pending School application:

- 1. 0214023335 Property Management Questions & Answers-Course 1, 3 hours Real Estate Related, FutureLaw Real Estate School, LLC
- 2. 0214023336 Property Management Questions & Answers-Course 2, 3 hours Real Estate Related, FutureLaw Real Estate School, LLC
- 3. 0214023444 The Earnest Money Deposit & Related Issues, 1 hour Real Estate Contracts, Double Eagle Title Academy
- 4. 0214023445 Pre and Post Settlement Occupancy Agreement, 1 hour Real Estate Contracts, Double Eagle Title Academy
- 5. 0214023446 Navigating Special Situations, 2 hours Real Estate Contracts, Double Eagle Title Academy
- 6. 0214023447 How to Handle Buyer or Seller Default, 1 hour Real Estate Contracts, Double Eagle Title Academy
- 7. 0214023448 Mastering the Regional Sales Contract, 2 hours Real Estate Contracts, Double Eagle Title Academy
- 8. 0214023449 Safe Showings Workshop: Real Estate Safety School & Warrior Workshop, 2 hours RE Related, Valerie Becker

NOT APPROVED. DOES NOT PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC.

9. 0214023476 Foundations of Fair Housing, 3 hours
Fair Housing, Hardiman Law, PLLC.

Post License Education Course Applications

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

1. 0214023293 Real Estate Law and Board Regulations (On-line), 8 hours Real Estate Law and Boards Regulations, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
2. 0214023294 Contract Writing (On-line), 6 hours Contract Writing, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
3. 0214023295 0214023295 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
4. 0214023296 Escrow Requirements (On-line), 3 hours Escrow Requirements, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
5. 0214023297 Risk Management (On-line), 3 hours Risk Management, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
6. 0214023298 Virginia Agency Law (On-line), 3 hours VA Agency Law, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)- **need more information (TCO missing)**
7. 0214023299 Current Industry Issues & Trends-Short Sales (On-line), 2 hours Current Industry Issues & Trends, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
8. 0214023300 Fair Housing (On-line), 2 hours Fair Housing, Integrity Real Estate School, LLC (**Life Aquarian Schneider**)
9. 0214023511 Fair Housing (On-line), 2 hours Fair Housing, CHC, Inc./dba REMAX (**Charles "Chuck" Cornwell**)
- 10.0214023512 Ethics & Standards of Conduct (On-line), 3 hours Ethics & Standards of Conduct, CHC, Inc/dba REMAX (**Charles "Chuck" Cornwell**)
- 11.0214023513 Escrow Requirements V2.0 (On-line), 3 hours Escrow Requirements, CHC, Inc/dba REMAX (**Charles "Chuck" Cornwell**)

- 12.0214023514 Current Industry Issues & Trends (On-line), 2 hours Current Industry Issues & Trends, CHC, Inc/dba REMAX (**Charles "Chuck Cornwell**)
- 13.0214023515 Contract Writing V3.0 (On-line), 6 hours Contract Writing, CHC, Inc/dba REMAX (**Charles "Chuck Cornwell**)
- 14.0214023516 VA Agency Law (On-line), 3 hours VA Agency Law, CHC, Inc/dba REMAX (**Charles "Chuck Cornwell**)

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

- 1. 0214023261 Escrow Management, 3 hours Escrow Management, RAR (**duplicate CE#3 and #4**)
- 2. 0214023275 Contract Conundrums, 2 hours Current Industry Issues & Trends , RAR (**duplicate CE #5 and #6**)
- 3. 0214023313 Foundation of Law, 6 hours Real Estate Law and Board Regulations, RAR (**duplicate CE #10**)
APPROVAL PENDING REMOVAL OF "GRACE PERIOD."
- 4. 0214023316 Property Management Forms For Beginners, 2 hours Current Industry Issues & Trends, Virginia REALTORS® (**duplicate CE #11**)
- 5. 0214023327 Real Estate Law and Board Regulations, 6 hours Real Estate Law and Board Regulations, Alpha College of Real Estate (**duplicate CE #13**)
- 6. 0214023330 Representing New Home Construction, 2 hours Current Industry Issues and Trends, FAAR (**duplicate CE #15**)
- 7. 0214023333 Finance Classroom Course, 2 hours Real Estate Related-Finance, Alpha College of Real Estate (**duplicate CE #17**)
- 8. 0214023337 Fundamentals of the Financial Calculator for the Commercial Realtor, 2 hours Current Industry Issues and Trends, FAAR (**duplicate CE #16**)
- 9. 0214023340 Update on Unlawful Detainer Actions Under Virginia Law, 2 hours Current Industry Issues and Trends, Virginia Realtors (**duplicate CE # 19 and #20**)

10. 0214023346 Ethics, 3 hours Ethics and Standards of Conduct, Cindy Bishop Worldwide, LLC **(duplicate CE #25)**
11. 0214023355 Manufactured Housing, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE #32)**
12. 0214023358 Contracts-Addendums 2, 6 hours Contract Writing, Cindy Bishop Worldwide, LLC **(duplicate CE #33,& #34)**
13. 0214023359 Code of Ethics & Standards of Conduct, 3 hours Ethics & Standards of Conduct, Peninsula Real Estate School **(duplicate CE #26)**
14. 0214023361 VA Agency Law, 3 hours VA Agency Law, Montague Miller Real Estate School **(duplicate CE #35)**
15. 0214023364 Real Estate Law and Board Regulations (On-line), 6 hours Real Estate Law and Board Regulations, Alpha College of Real Estate **(duplicate CE #37)**
16. 0214023366 Ethics-Acting with Integrity (On-line), 3 hours Ethics & Standards of Conduct, Alpha College of Real Estate **(duplicate CE #38)**
17. 0214023371 Fair Housing, 2 hours Fair Housing, RAR **(duplicate CE #42)**
18. 0214023373 Advertising for Property Managers, 2 hours Current Industry Issues and Trends, Virginia Realtors **(duplicate CE #43)**
19. 0214023376 Property Management Forms Update 2018, 2 hours Current Industry Issues and Trends, Virginia Realtors **(duplicate CE #45)**
20. 0214023378 Real Estate-Related Finance (On-line), 2 hours Real Estate-Related Finance, Alpha College of Real Estate **(duplicate CE #46)**
21. 0214023382 Assisting First Time Buyers, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE #49)**
22. 0214023384 Real Estate Law & Board Regulations, 6 hours Real Estate Law & Board Regulations, Cindy Bishop Worldwide, LLC **(duplicate CE #50 and #51)**

23. 0214023399 Current Issues & Trends in Real Estate (On-line), 2 hours Current Industry Issues and Trends, The CE Shop, Inc.
24. 0214023400 Real Estate Law and Board Regulations (On-line), 6 hours Real Estate Law & Board Regulations, The CE Shop, Inc.
25. 0214023401 Financing (On-line), 2 hours Real Estate-Related Finance, The CE Shop, Inc.
26. 0214023408 Virginia Agency Law, 3 hours VA Agency Law, RAR **(duplicate CE #70)**
27. 0214023414 Property Management Q&A, 2 hours Current Industry Issues and Trends, Virginia Realtors **(duplicate CE # 74 & #75)**
28. 0214023416 Introduction to 203K and Rehab Financing, 2 hours Current Industry Issues & Trends, FAAR **(duplicate CE # 76)**
29. 0214023443 Trust Based Success, 2 hours Current Industry Issues and Trends, Virginia Realtors **(duplicate CE #102) course does not appear to have any real estate related specific information)**
30. 0214023450 Virginia Agency Law, 3 hours VA Agency Law, DAAR **(duplicate CE#130)**
31. 0214023454 Basic Financing, Grants and DSELPs, 2 hours Current Industry Issues & Trends, FAAR **(duplicate CE #105)**
32. 0214023459 Real Estate-Related Finance, 2 hours Real Estate-Related Finance, Moseley Flint Schools of Real Estate
33. 0214023463 Mortgage Financing, 2 hours Real Estate Related-Finance, Coldwell Banker Residential Brokerage **(duplicate CE 111)**
34. 0214023465 2018, A Year in Review, 2 hours Current Industry Issues and Trends, MBH Settlement Group, L.C. **(duplicate CE # 112)**
35. 0214023526 Real Estate Law & Board Regulations, 6 hours Real Estate Law & Board Regulations, DAAR **(duplicate CE #129) APPROVED FOR 4 HOURS**

Pre-License Education Instructors

1. 0230001553 Tina Ritchie Hunt - Experience and Professional Designation - (Principles, Appraisal, Law, Brokerage and Finance)
2. 0230001562 Shelly Gale - waiver (Principles)
NOT APPROVED. NOT ENOUGH EXPERIENCE.
3. 0230001571 Katherine L. Davis - Experience and Professional Designation (Principles)
4. 0230001395 Ronald Wayne Burnham waiver (Appraisal, Brokerage, Law and Finance)
5. 0230001581 Beth Anne Pretty - Experience and Professional Designation - (Principles, Appraisal, Law, Brokerage and Finance)
6. 0230001576 Richard Lindsey Van Hecke - Experience and Professional Designation - (Principles, Appraisal, Law, Brokerage and Finance)
7. 0230001578 Patricia Ann LaMarr - Education & Experience(Principles, Appraisal, Law, Brokerage and Finance)
8. 0230001575 Keesha Wells-Croom - waiver (Principles, Appraisal, Law, Brokerage and Finance)
NOT APPROVED. NOT ENOUGH EXPERIENCE.
9. 0230001559 Sherry L. Young - Experience and Professional Designation - (Principles)
10. 0230001573 Karen Kryzanowsky - waiver ((Principles, Appraisal, Law, Brokerage and Finance)
NOT APPROVED. NOT ENOUGH EXPERIENCE.
11. 0230001561 James Alan Vincent - waiver (Principles)

Pre-License Education Courses

1. 0214023278 60-hours Salesperson Principles and Practices of Real Estate (Classroom), Four Pillars Education, Inc.
2. 0214023348 60-hours Salesperson Principles and Practices of Real Estate (Classroom), CHC, Inc. dba RE/MAX Regency
3. 0214023485 60-hours Salesperson Principles and Practices of Real Estate (Classroom), The Long and Foster Institute of Real Estate
4. 0214023486 45-hours Broker Property Management (Classroom), Tidewater Real Estate Educ. School
5. 0214023487 45-hours Broker Real Estate Law (Classroom), Tidewater Real Estate Educ. School

6. 0214023488 45-hours Broker Real Estate Finance (Classroom), Tidewater Real Estate Educ. School
7. 0214023490 60-hours Salesperson Principles and Practices of Real Estate (Classroom), Advanced School of Real Estate
8. 0214023492 45-hours Broker Real Estate Brokerage, (Classroom), Refocus Real Estate School, LLC
9. 0214023493 45-hours Broker Real Estate Brokerage (Correspondence), Refocus Real Estate School, LLC
10. 0214023494 45-hours Broker Real Estate Brokerage (Virtual Classroom), Refocus Real Estate School, LLC
11. 0214023495 45-hours Broker Property Management, (Classroom), Refocus Real Estate School, LLC
12. 0214023496 45-hours Broker Property Management, (Correspondence), Refocus Real Estate School, LLC
13. 0214023497 45-hours Broker Property Management, (Virtual Classroom), Refocus Real Estate School, LLC
14. 0214023498 45-hours Broker Real Estate Law (Classroom), Refocus Real Estate School, LLC
15. 0214023499 45-hours Broker Real Estate Law (Correspondence), Refocus Real Estate School, LLC
16. 0214023500 45-hours Broker Real Estate Law (Virtual Classroom), Refocus Real Estate School, LLC
17. 0214023501 45-hours Broker Real Estate Finance (Classroom), Refocus Real Estate School, LLC
18. 0214023502 45-hours Broker Real Estate Finance (Correspondence), Refocus Real Estate School, LLC
19. 0214023503 45-hours Broker Real Estate Finance (Virtual Classroom), Refocus Real Estate School, LLC
20. 0214023504 60-hours Principles & Practices of Real Estate (On-line), Refocus Real Estate School, LLC
21. 0214023505 60-hours Principles & Practices of Real Estate (Virtual Classroom), Refocus Real Estate School, LLC

- 22. 0214023506 45-hours Broker Real Estate Appraisal (Virtual Classroom), Refocus Real Estate School, LLC
- 23. 0214023507 45-hours Broker Real Estate Appraisal (Classroom), Refocus Real Estate School, LLC
- 24. 0214023508 45-hours Broker Real Estate Appraisal (Correspondence), Refocus Real Estate School, LLC

Additional Continuing/Post License Education Instructors

- 1. **Jonathan Haley**
 0214021564/0214021458 - Agency for Property Managers/:
 Leasing Agents
 0214023023/0214023025 - Common Legal Hotline Q and A for
 Property Managers
 0214020594 - Earnest Money Deposits: Navigating Dangerous
 Waters
Virginia REALTORS®
- 2. **Steven Gray Hall**
 0214020045 - Professional Property Management
 0214020166 - Real Estate Appraisal
Peninsula Real Estate School
- 3. **Andrew F. Waldo**
 0214020712 - Brokerage 1: Managing the Firm
 0214019144 - Brokerage Management 2: Managing Risk & Agent
 Supervision
Charles H. Dunlap
 0214020712 - Brokerage 1: Managing the Firm
 0214019144 - Brokerage Management 2: Managing Risk & Agent
 Supervision
Peninsula Real Estate School
- 4. **Andrew F. Waldo**
 0214022659 - 8-Hour Elective Continuing Education
Charles H. Dunlap
 0214022659 - 8-Hour Elective Continuing Education
Peninsula Real Estate School
- 5. **Andrew F. Waldo**
 0214020163 - Real Estate Brokerage
 0214019985 - Real Estate Law
Peninsula Real Estate School
- 6. **Christianna Pyo**
 0214021922/0214021923 - Ethics
 0214021896/0214021897 - Fair Housing
 0214021967/0214021968 - Agency
 0214022583/0214022584 - Social media & Internet
 Advertising

- 0214022519/0214022520 - VA Escrow Requirements
- 0214022546/0214022586 - Risk management
- 0214022442/0214022443 - Contracts
- 0214022527/0214022528 - VA Real Estate Law (with flood content)
- 0214022735/0214022740 - Rental Certification
- Long and Foster Institute of Real Estate**
- 7. **Bryon Smith**
 - 0214020189/0214020190 - Discovering Commercial Real Estate, **RAR**
- 8. **Elizabeth Selph**
 - 0214021922/0214021923 - Ethics
 - 0214021896/0214021897 - Fair Housing
 - 0214021967/0214021968 - Agency
 - 0214022583/0214022584 - Social media & Internet Advertising
 - 0214022519/0214022520 - VA Escrow Requirements
 - 0214022546/0214022586 - Risk management
 - 0214022442/0214022443 - Contracts
 - 0214022527/0214022528 - VA Real Estate Law (with flood content)
 - 0214022735/0214022740 - Rental Certification
 - Long and Foster Institute of Real Estate**
- 9. **James Mason Walker**
 - 0214022044 - Understanding Mold in The Restoration Industry (2017)
 - SERVPRO Industries Inc**
- 10. **Patrick Daly**
 - 0214022871 - Real Estate Professional-S Introduction To Title Insurance
 - 0214022869 - Fraud Prevention
 - 0214022873 - VA Decedents Estates
 - 0214022872 - REIN Contract
 - 0214022870 - Introduction To Title Insurance
 - 0214022866 - 1031 Exchanges - By The Rules
 - 0214022867 - 1099-S, Cash Reporting, FIRPTA and Federal Issues
 - 0214022868 - FIRPTA-Closing the Foreign Seller
 - Title Resources Guaranty Company**
- 11. **Matthew J. Lynch**
 - 0214022871 - Real Estate Professional-S Introduction To Title Insurance
 - 0214022869 - Fraud Prevention
 - 0214022873 - VA Decedents Estates
 - 0214022872 - REIN Contract
 - 0214022870 - Introduction To Title Insurance
 - 0214022866 - 1031 Exchanges - By The Rules
 - 0214022867 - 1099-S, Cash Reporting, FIRPTA and Federal Issues

- 0214022868 - FIRPTA-Closing the Foreign Seller
Title Resources Guaranty Company
12. **Kevin McGrath**
 0214018126 - Strategies in a Multiple Offer Market
JoAnn Kokindo
 0214018126 - Strategies in a Multiple Offer Market
Kevin Hagan
 0214018126 - Strategies in a Multiple Offer Market
Anita Lasansky
 0214018126 - Strategies in a Multiple Offer Market
Fatima Pereira-Shepherd'
 0214018126 - Strategies in a Multiple Offer Market
Long and Foster Institute of Real Estate
13. **Susan "Jill" Malloy**
 0214018126 - Strategies in a Multiple Offer Market
 0214022585 - Contract Presentation & Negotiations
Long and Foster Institute of Real Estate
14. **Helen Krause**
 0214022133 - Surveys: The Basics and Beyond
 0214021754 - Divorce, Bankruptcy & Real Estate Settlements
New World Title & Escrow
15. **Christina Burton**
 0214019466/0214019488 - Fair Housing
MBH Settlement Group, L.C.
16. **Shannon Minarik**
 0214018647 - 203(K) Education for Renovation
 0214020031/0214020039 - 2015 Residential Sales Contract
 (VA) Addenda
 0214019089/0214019097 - A Mock Settlement
 0214020797/0214020826 - Advanced Title Insurance Issues
 0214017988- Agency Demystified
 0214022898/0214022902 - Bankruptcy and Foreclosure
 0214018663 - Clearing Title to A Commission Check
 0214020035/0214020042 - Compulsory 2015 Contract Crash
 Course
 0214019851 - Congratulations You Got The Listing!
 0214020803/0214020824 - Contracts with Escalators
 0214020798/0214020827 - Death, Divorce and Bankruptcy
 0214020278 - Earnest Money Deposits
 0214022897/0214022901 - Effective Real Estate Contracts
 0214018768/0214018727 - Escrow Requirements
 0214022894/0214022900 - Ethics for Real Estate Agents
 0214020801 - Excellence in Profession
 0214019466/0214019488 - Fair Housing
 0214018684/0214018665 - Foreclosures, REOS and Short
 Sales-A Primer
 0214021195/0214021209 - General Escrow
 0214019829/0214019838 - HOA Restrictive Covenants & the VA
 Property Owners Association Act (2015 Contract)

0214020802 - Legal Updates and Emerging Trends with Flood Content
0214018965/0214018901 - Let's Inspect This A Little More Closely
0214018606/0214019094 - Lien on Me
0214020822 - Living the Dream-Simple Steps to Avoiding Problem Settlements
0214022896 - Practical Guide to FIRPTA and Foreign Sellers
0214018651 - Property Condition Disclosures in Sale Transactions
0214019679/0214019669 - Real Estate Disclosure Law in VA
0214020120/0214020137 - Real Estate Fraud
0214021199/0214021208 - Real Estate Law
0214018512/0214020034 - Risk Management
0214018766 - Ten Helpful Legal Cases
0214020116/0214020136 - The 2015 Loan Estimate and Closing
0214019815/0214019836 - The New 2015 Residential Sales Contract
0214018620/0214018640 - The Power of Exchange: 1031s
0214020040 - Title Insurance and Surveys
0214020622 - To Survey or Not To Survey
0214018653 - Transactional Red Flags-Authority to Sell
0214020805 - Transactional Involving FHA and VA Financing
0214020648/0214020649 - TRID-ICULOUS (TILA-RESPA INTEGRATED DISCLOSURE
0214022912/0214022904 - Unconventional Transactions
0214022053 - Understanding Agent Duties and Disclosure
0214022049/0214022050 - Understanding Environmental Issues Which Impact Real Estate
0214022047/0214022048 - Understanding the Loan Assumptions
0214022899/0214022903 - Understanding the Conventional, FHA and VA Financing Addenda
0214022895 - Understanding the Private Well and/or Septic Contingency Addendum
0214020627/0214020629 - Understanding the Residential Sales Contract
0214022045/0214022046 - Understanding the Sales Contract for Unimproved Land
0214022051/0214022052 - Understanding Title Insurance and Surveys
0214021199/0214021208 - VA Real Estate Law and Board Regulations
0214020650 - Real Estate Law with Flood Content
0214017614 - Why Didn't My Short Sale Close

MBH Settlement Group, L.C.

NOT APPROVED. NOT ENOUGH DOCUMENTATION SHOWING THE APPLICANT HAS ENOUGH EXPERIENCE IN ALL THE SUBJECT AREAS FOR WHICH THE APPLICANT IS SEEKING APPROVAL TO TEACH.

17. **Ryan Obermeier**
0214022533 - FHA Loans
0214022534 - VA Loans
0214022535 - What Is Credit Scoring?
0214022542 - Understanding the Ups & Downs of Mortgage
Real Estate
NRT MID-ATLANTIC LLC

There was no new business, so the meeting adjourned at 5:04 p.m.