



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Ralph S. Northam
Governor

Brian Ball
Secretary of
Commerce and Trade

VIRGINIA REAL ESTATE BOARD EDUCATION COMMITTEE MEETING REPORT

The Real Estate Board Education Committee met on Wednesday, January 23, 2019, at 2:00 p.m., at the Department of Professional & Occupational Regulation in Richmond, Virginia.

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

Department Staff Members present: Jay DeBoer, Director
 Jeffrey Williams, Board Administrator
 Jim Chapman, Board Administrator
 Janice Toole, Licensing Specialist

Mr. Odems called the meeting to order at 2:08 p.m.

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

Public Comment

There was no public comment.

The Board is considering a résumé template in order to standardize information and streamline application processing.

Since there is a great variety in the content of résumés received with applications, the Committee asked staff to draft a résumé template for the members to review. The goal is to ensure the members receive only information relevant to evaluating an instructor's education and experience. Staff and Committee members reviewed the draft form and discussed changes. Staff will revise the template and request additional feedback from the education providers. The feedback will be shared at the next Committee meeting. Initially, the form will be used for Pre-License Education Instructor applications and will later be modified for Post-License and Continuing Education Instructor applications.

Board staff is creating new forms in order to streamline application processing for courses seeking continuing education and post-license approval, as well updating applications for instructors.

Staff is working on a combined Continuing Education/Post-License Education course application and an updated Additional/Instructor application. These new forms will reduce the number of applications the Committee has to review, reduce the size of the agenda file sent to the Committee, and streamline the application process for providers and the review process for the Committee. The record-breaking volume for education and licensing over the last several months has prevented staff from completing the drafting process.

Course completion certificates must match the format originally submitted with the initial course application.

Staff has received numerous course completion certificates that do not match the completion certificate approved in the initial application. The information on the certificates should not be modified without the Board's permission. This is especially true regarding the course number, and it is extremely important that the licensee's legal name be printed on the certificate.

Course completion upload data should only be submitted once, even if a licensee has multiple concurrent broker licenses.

Course completion upload data in the Department's computer system is tied to an individual, not to a specific license number. Therefore, it is important that education providers only upload course completion data once per licensee, regardless of whether a licensee has more than one broker license.

The Committee will ask the Board to consider whether and how the public could be educated regarding real estate agency.

The Committee discussed whether the Board should and could be more proactive in educating the public on real estate agency. The Committee decided to present the issue to the Board for further discussion.

The Committee requested education providers suggest CE topics that should be added to or removed from 18 VAC 135-20-101.2.

The Committee Chair asked education providers if there are any Continuing Education (CE) topics that need to be added to or removed from the list of acceptable CE topics in the Board regulation 18 VAC 135-20-101.2. After some discussion, the Committee decided to have education providers email Board staff a list of topics to be added/removed and the reasoning behind the request. Staff will compile the suggestions and submit the list to the Committee at its next meeting.

Board Staff updated the Committee on implementation of the new laws affecting education. The new laws became effective January 1, 2019.

The Department's IT staff were able to make some technological changes to the EAGLES system in order to implement the education changes that went into effect on January 1, 2019.

However, IT staff need to make manual changes in order to ensure that licensees who completed all of their Post-Licensing education or required Broker Management education prior to January 1, 2019, receive proper credit. Staff has prioritized the manual fixes according to when a licensee might be placed on inactive status because of a problem. The scheduled fixes are going according to plan and, with only a few exceptions, the vast majority of individuals will not experience any issues renewing their license or remaining active. The fixes will be an ongoing process for the next several months.

Application Review.

The following applications were approved without stipulation unless noted otherwise:

SUMMARY:

A. **Two** proprietary school applications were reviewed and approved.

B. **Ninety-four** continuing education course applications were reviewed, of which:

Seven previously-approved continuing education courses offered by an approved school were considered. All were approved.

Eight-seven original applications for continuing education courses offered by approved schools were considered. Eight-four were approved. Of those, six were approved with at least one stipulation.

There were no continuing education course applications offered by a pending school applicant were considered.

One Timed Course Outline of a previously approved course was reviewed to determine if the course met the Broker Supervision requirement. The course was approved for Broker Supervision.

C. **Fifty-seven** post-license education course applications were reviewed, of which:

Seventeen previously-approved post-license education course applications for an approved school were considered. All were approved.

Forty applications for post-license education courses offered by approved schools were considered. Thirty-eight were approved. Of the approved application, three were approved with at least one stipulation.

No previously-approved post-license education course applications for a pending school were considered.

No Timed Course Outlines of previously approved courses were considered to determine if the courses met the Real Estate Finance requirement.

D. **Three** pre-license instructor applications were considered. All were approved.

- E. **Five** pre-license education course applications offered by an approved school were reviewed. All were approved.
- F. **Sixteen** continuing and post-license education instructor applications to teach previously-approved continuing and post-license education courses were reviewed. All were approved. Of the approved applications, two were approved with at least one stipulation.

DETAIL:

IV. Proprietary School Applications

- 1. 0211001257 Remine, Inc. Fairfax, VA
Contact Person: Christopher Forward
- 2. 0211001259 Gralynn Inc. Winchester, VA
Contact Person: Wendy Twigg

V. Continuing Education Course Applications

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

- 1. 0214023768 Scams, Scoundrels and Real Estate Stings v1.1 (On-line), 4 hours Real Estate Related, Refocus Real Estate School, LLC **(Frank M. Durnett Wilson, Reed Ashley Ronald Burnham Smith, Romilda Pierce) (pending approval CE #3 0214023838)**
- 2. 0214023842 Foreclosures, Short Sales, REO's and Auctions v2.1 (On-line), 4 hours Real Estate Related, Refocus Real Estate School, LLC **(Frank M. Durnett Wilson, Reed Ashley, Ronald Burnham Smith, Romilda Pierce) (pending approval CE #5 0214023840)**
- 3. 0214023843 Environmental Issues in Your Real Estate Practice V5.1 (On-line), 4 hours Real Estate Related, Refocus Real Estate School, LLC **(Frank M. Durnett, Wilson, Reed Ashley Ronald Burnham, Smith Romilda Pierce) (pending approval CE #4 0214023839)**
- 4. 0214023851 Va Mandatory Brokerage Management & Agent Supervision V1.0 (On-line), 6 hours Broker Management and 2 hours Broker supervision) American Institute of Real Estate, LLC **(Abraham Halaw)**
- 5. 0214023858 Introduction to Commercial Real Estate Sales (On-line), 4 hours Real Estate Related, Academy of Real Estate **(William B. Frost)**

- 6. 0214023859 Understanding Credit and Improving Credit Scores (On-line), 3 hours Real Estate Related, Academy of Real Estate **(William B Frost)**
- 7. 0214023875 Real Estate and Taxes: What Every Agent Should Know V7.0 (On-line), 4 hours Real Estate Related, Brightwood College **(F.A. Dan Daniels) – pending approval CE #17- 0214023874**

B. Original Continuing Education Course Applications,
Approved schools:

- 1. 0214023836 Mortgage Fraud and Predatory Lending: What Every Agent Should Know v2.0 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc., d.b.a. REcampus.com
- 2. 0214023837 Selling HUD Homes: Increase Your Clients Options v1.0 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc., d.b.a. REcampus.com
- 3. 0214023838 Scams, Scoundrels and Real Estate Stings v1.1 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc., d.b.a. REcampus.com
- 4. 0214023839 Environmental Issues in Your Real Estate Practice V5.1 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc., d.b.a. REcampus.com
- 5. 0214023840 Foreclosures, Short Sales, REO's and Auctions v2.1 (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc., d.b.a. REcampus.com
- 6. 0214023841 Transactions Involving FHA & VA Financing, 1 hour Real Estate Related, MBH Settlement Group, L.C.
- 7. 0214023844 Broker Management & Broker Supervision, 2 hours Broker Supervision, NVAR
- 8. 0214023854 Brokerage 2 Broker Supervision Requirements, 2 hours Broker Supervision, Peninsula Real Estate School
NOT APPROVED. NOT ENOUGH CONTENT.
- 9. 0214023855 E&O Coverage for Real Estate Agents, 1 hour Real Estate Related, Alpha College of Real Estate
- 10. 0214023856 The Broker's Toolkit: Case Studies, 2 hours Broker Management, FAAR Academy
- 11. 0214023861 New Member Orientation-Ethics and VA Agency, 3 hours Ethics and Standards of Conduct, and 3 hours Real Estate Agency, RAR
- 12. 0214023866 Road Rules of CVR MLS, 1 hour Legal Updates and 1 hour Real Estate Related, RAR **(duplicate PLE #5)**

13. 0214023868 Educating Sellers (On-line), 2 hours Real Estate Related, McKissock, LLC
14. 0214023869 Broker Supervision Requirements, 2 hours Broker Supervision, Moseley-Dickinson Academy of Real Estate
15. 0214023870 Ethical behavior in a Wired World, 3 hours Ethics & Standards of Conduct, Virginia Realtors **(duplicate PLE # 6)**
16. 0214023873 Contracts and Real Estate, 1 hour Real Estate Contracts, Hunter Hanger & Associates
17. 0214023874 Real Estate and Taxes: What Every Agent Should Know V7.0 (Online), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
18. 0214023876 ABC's of Deeds, 2 hours Real Estate Related, Coldwell Banker Residential Brokerage
19. 0214023881 Signing Authority-POAs, Estates, Trusts. & Guardianships, 1 hour Real Estate Agency, Title Resources
ONLY APPROVED AS "REAL ESTATE RELATED."
20. 0214023882 Working with Buyers-Helping them Meet their Goals, 3 hours Real Estate Related, Montague Miller Real Estate Academy
21. 0214023883 VA Broker Supervision & Management of Real Estate, 6 hours Broker Management and 2 hours Broker Supervision, Henderson Professional Development Seminars
22. 0214023884 VA the Insider's Guide to Commercial Real Estate, 8 hours Real Estate Related, Henderson Professional Development Seminars
23. 0214023885 Professional Enforcement of The Code, 3 hours Ethics and Standards of Conduct, RAR **(duplicate PLE #10)**
24. 0214023887 Ready for Renovation, 2 hours Real Estate Related, RAR **(duplicate PLE #11)**
25. 0214023888 6-Hour Online Real Estate Management with 2-Hour Overview of Broker Supervision Laws and Regulations (Correspondence), 6 hours Broker Management and 2 hours Broker Supervision, Alpha College of Real Estate
26. 0214023889 Reverse Mortgage, 1 hour Real Estate Related, DAAR
27. 0214023890 Reverse Mortgage, 3 hours Real Estate Related, DAAR
28. 0214023891 Credit Essentials, 4 hours Real Estate Related, DAAR
29. 0214023901 Estates & Wills, 1 hour Real Estate Related, DAAR

30. 0214023904 Loans & Financing 101, 2 hours Real Estate Related, WAAR **(duplicate PLE #13)**
31. 0214023906 Senior Real Estate Specialist, 8 hours Real Estate Related, DAAR **(duplicate PLE #14)**
32. 0214023911 CMA vs Appraisals, 2 hours Real Estate Related, FAAR **(duplicate PL #15)**
33. 0214023922 Qualifying the Buyer Under New Regulations, 3 hours Real Estate Related, Dexterity CE, LLC
34. 0214023923 Contract Writing for Sales Contracts, 1 hour Real Estate Contracts and 2 hours Real Estate Related, Town Realty School of Real Estate
35. 0214023924 Contract Writing for Listings, 1 hour Real Estate Contracts and 2 hours Real Estate Related, Town Realty School of Real Estate
36. 0214023925 Risk Management for Technology, 2 hours Real Estate Related, Town Realty School of Real Estate
37. 0214023926 Agency Law, 1 hour Real Estate Agency, and 2 hours Real Estate Related, Town Realty School of Real Estate
38. 0214023927 Pricing in a Competitive Market – CMA, 2 hours Real Estate Related, Town Realty School of Real Estate
39. 0214023928 Business Planning – Real Estate Economics, 2 hours Real Estate Related, Town Realty School of Real Estate
40. 0214023931 The VR Contract of Purchase, 1 hour Real estate Contracts, and 5 hours Real Estate Related, WAAR
41. 0214023932 Buyer Counseling – The Sales Process, 1 hour Real Estate Agency and 1 hour Real Estate Contracts, Town Realty School of Real Estate
42. 0214023933 Buyer Counseling – The Sales Process, 2 hours Broker Management, Town Realty School of Real Estate
43. 0214023934 Sticking Points in the REIN Contract, 1 hour Real Estate Contracts, Hunter Hanger & Associates PC
44. 0214023935 Wills, Trusts & Estates, 1 hour Real Estate Related, Highland Ace, LLC
45. 0214023940 At Home with Diversity, 7 hours Real Estate Related, DAAR **(duplicate PLE #16)**
46. 0214023942 Overcoming Consumer Fears in the Midst of a Housing Shortage, 3 hours Real Estate Related, Long and Foster Institute of Real Estate
47. 0214023943 Septic System, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC **(duplicate PLE # 17)**
48. 0214023947 Professional Standards Education Seminar 2019, 6 hours Real Estate Related, WAAR
49. 0214023949 The Supervising Broker, 2 hours Broker Supervision, WAAR

50. 0214023950 Broker Management, 6 hours Broker Management, PWAR
51. 0214023951 Broker Supervision Requirements, 2 hours Broker Supervision, PWAR
52. 0214023953 Productive Agents and Profitable Offices, 4 hours Broker Management, NVAR
53. 0214023954 Estate & Business Succession Planning, 2 hours Real Estate Related, DAAR
54. 0214023955 Estate & Business Succession Planning, 2 hours Broker Management, DAAR
55. 0214023956 Credit Essentials Course, 2 hours Real Estate Related, DAAR **(duplicate PLE # 19)**
56. 0214023958 No Down Payment Assistant Programs, State, County, Federal, 3 hours Real Estate Related, PWAR **(duplicate PLE # 20)**
57. 0214023961 Military Relocation Professional, 2 hours Real Estate Related, PWAR
58. 0214023967 Short Sales REO Sales and Some Related Tax Issues, 2 hours Real Estate Related, The RGS Title Real Estate Academy
FIVE INSTRUCTORS WERE NOT APPROVED TO TEACH THIS COURSE.
59. 0214023968 Finance, 2 hours Real Estate Related, The RGS Title Real Estate Academy **(duplicate PLE # 24)**
NOT APPROVED. NO QUALIFIED INSTRUCTOR.
60. 0214023971 Myth Busters-Busting Myths in Real Estate, 2 hours Real Estate Related, The RGS Title Real Estate Academy
61. 0214023972 Senior Real Estate Specialist, 6 hours Real Estate Related, Towne Realty School of Real Estate
62. 0214023973 Avoiding a Violation-Brokers Management for Brokers & Salesperson, 2 hours Broker Management, Class Act Real Estate Education Center
63. 0214023977 Ethics and Standards of Conduct (On-line), 3 hours Ethics and Standards of Conduct, OnCourse Learning
64. 0214023979 Home Inspection & Radon Testing, 1 hour Real Estate Contracts, Capital Area Title, LLC
APPROVED PENDING RECEIPT OF UPDATED CONTENT. ONE INSTRUCTOR WAS NOT APPROVED TO TEACH THIS COURSE.
65. 0214023980 What to Expect at Closing, 1 hour Real Estate Related, Capital Area Title, LLC
66. 0214023981 Essentials of Mortgage Lending, 2 hours Real Estate Related, Granite Street Training, LLC **(duplicate PLE # 30)**

67. 0214023983 NAR Realtor Code of Ethics, 3 hours Ethics and Standards of Conduct, Granite Street Training, LLC **(duplicate PLE # 31)**
68. 0214023985 2019 Professional Standards Seminar, 3 hours Ethics & Standards of Conduct and 1 hour Real Estate Related, Virginia Realtors
69. 0214023986 Virginia Agency Law Review, 1 hour Real Estate Agency, CVSRE
70. 0214023987 Ethics and Standards of Conduct, 3 hours Ethics & Standards of Conduct, CVSRE **(duplicate PLE # 32)**
71. 0214023989 Legal Updates and Emerging Trends with Flood Content, 1 hour Legal Updates, CVSRE
72. 0214023990 Elements of a Contract, 1 hour Real Estate Contracts, CVSRE
73. 0214023991 Title Insurance – Basic or Enhanced Coverage, 1 hour Real Estate Related, Virginia Legal Education, LLC
74. 0214023992 Survey Says? 1 hour Real Estate Related, Virginia Legal Education, LLC
75. 0214023993 Title Insurance Explained, 1 hour Real Estate Related, Virginia Legal Education, LLC
76. 0214023994 VA Ethics & Standards of Conduct, 3 hours Ethics and Standards of Conduct, Henderson Professional Development Seminars **(duplicate PLE # 33)**
77. 0214023996 Virginia Agency Law, 1 hour Real Estate Agency and 2 hours ~~Broker Supervision~~, Henderson Professional Development Seminars **(duplicate PLE # 34)**
NOT APPROVED FOR BROKER SUPERVISION
78. 0214023999 Property Management, 8 hours Real Estate Related, Henderson Professional Development Seminar
79. 0214024000 Sales and Marketing 101 for Real Estate Professionals, 8 hours Real Estate Related, Henderson Professional Development Seminar
80. 0214024001 VA Real Estate Law and Board Regulations, 6 hours Real Estate Related, MBH Settlement Group, L.C. **(duplicate PLE # 36)**
81. 0214024005 Real Estate Related Financing, 2 hours Real Estate Related, MBH Settlement Group, L.C. **(duplicate PLE # 39)**
82. 0214024007 Risk Management, 3 hours Real Estate Related, MBH Settlement Group, L.C. **(duplicate PLE # 37)**
SIX INSTRUCTORS WERE NOT APPROVED.
83. 0214024008 Why Didn't My Short Sale Close, 2 hours Real Estate Related, MBH Settlement Group, L.C. **(duplicate PLE # 38)**
ONE INSTRUCTOR WAS NOT APPROVED.

- 84. 0214024009 Ten Helpful Legal Cases, 1 hour Real Estate Related, MBH Settlement Group, L.C.
NOT APPROVED. NOT ENOUGH CONTENT.
- 85. 0214024010 NVAR'S 2018 Residential Sales Contract - Part 1, 1 hour Real Estate Related, Capital Area Title LLC
APPROVED PENDING RECEIPT OF UPDATED CONTENT.
- 86. 0214024011 NVAR'S 2018 Residential Sales Contract, 2 hours Real Estate Related, Capital Area Title LLC
APPROVED PENDING RECEIPT OF UPDATED CONTENT.
- 87. 0214024012 HOA Rules For Real Estate Transactions, 1 hour Real Estate Contracts and 1 hour Real Estate Related, Institute Of Continuing Education, LC
(duplicate PLE # 40)

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

- 1.
- 2.

D. Timed Course Outline review for updated Broker Supervision requirements

- 1. 0214022619 Staging to Sell What Every Agent Should Know, 3 hours Real Estate Related, Real Estate Staging Association Inc.

D1. New Broker Supervision Courses:

VI. Post License Education Course Applications

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

- 1. 0214023853 Virginia Post Licensing: Real Estate Finance V1.0 (On-line), 2 hours Real Estate-Related Finance, Brightwood College **(F.A. Dan Daniels) (pending approval PLE #2 0214023852)**
- 2. 0214023880 Virginia Post Licensing: Ethics and Standards of Conduct V3.0 (On-line), 3 hours Ethics and Standards of Conduct, Brightwood College **(F.A. Dan Daniels) (pending approval PLE #9 0214023879)**
- 3. 0214023893 Virginia Post Licensing: Real Estate Law And Board

4. 0214023903 Regulations V1 (On-line), 6 hours Real Estate Law and Board Regulations, College (**F.A. Dan Daniels**)
Virginia Post Licensing: Agency Law V3.0 (On-line), 3 hours VA Agency Law, Brightwood College (**F.A. Dan Daniels**) (**pending approval PLE #12 0214023902**)
5. 0214023913 Real Estate-Related Finance (Correspondence), 2 hours Real Estate-Related Finance, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
6. 0214023914 Virginia Current Industry Issues, 2 hours Current Industry Issues and Trends, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
7. 0214023915 Contract Writing, 6 hours Contract Writing, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
8. 0214023916 Ethics and Standards of Conduct , 3 hours Ethics and Standards of Conduct, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
9. 0214023917 Real Estate Law & Board Regulations, 6 hours Real Estate Law and Board Regulations, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
10. 0214023918 Risk Management, 3 hours Risk Management, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
11. 0214023919 VA Agency Law, 3 hours VA Agency Law, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
12. 0214023920 Escrow Requirements, 3 hours Escrow Requirements, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
13. 0214023921 Fair Housing, 2 hours Fair Housing, Moseley-Dickinson Academy of Real Estate (**John R. Dickinson**)
14. 0214023945 Virginia Post Licensing: Real Estate Finance V1.0 (On-line), 2 hours Real Estate-Related Finance, NVRE (**Azmi Al-kurd**) (**pending approval PLE #2 0214023852**)
15. 0214023946 Real Estate Law & Board Regulations V2.1 (On-line), 6 hours Real Estate Law & Board Regulations, NVRE
16. 0214023962 Virginia Post Licensing: Real Estate Finance V1.0 (On-line), 2 hours Real Estate-Related Finance, Academy of Real Estate (**William B. Frost**) (**pending approval PLE #2 0214023852**)
17. 0214023963 Virginia Post Licensing: Real Estate Law & Board Regulations V2.1 (On-line), 6 hours Real Estate Law

& Board Regulations, **Academy of Real Estate
(William B. Frost)**

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

1. 0214023845 Real Estate Finance Today: Residential Commercial & Land Purchase, 2 hours Real Estate-Related Finance, NVAR
2. 0214023852 Virginia Post Licensing: Real Estate Finance V1.0 (On-line), 2 hours Real Estate-Related Finance, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
3. 0214023862 New Member Orientation-VA Agency Law, 3 hours Va Agency Law, RAR
4. 0214023863 New Member Orientation-Ethics, 3 hours Ethics and Standards of Conduct, RAR
5. 0214023867 Road Rules of CVR MLS, 2 hour Current Industry Issues and Trends, RAR **(duplicate CE #12)**
6. 0214023871 Ethical behavior in a Wired World, 3 hours Ethics & Standards of Conduct, Virginia Realtors **(duplicate CE # 15)**
7. 0214023872 Fair Housing (On-line), 2 hours Fair Housing, Oncourse Learning Real Estate
NOT APPROVED. NO QUALIFIED INSTRUCTOR.
8. 0214023877 Real Estate Related-Finance, 2 hours Real Estate-Related Finance, Moseley Flint Schools of Real Estate Inc.
9. 0214023879 Virginia Post Licensing: Ethics and Standards of Conduct V3.0 (On-line), 3 hours Ethics and Standards of Conduct, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
10. 0214023886 Professional Enforcement of The Code, 3 hours Ethics and Standards of Conduct, RAR **(duplicate CE # 23)**
11. 0214023892 Ready for Renovation, 2 hour Current Industry Issues and Trends, RAR **(duplicate CE #24)**
12. 0214023902 Virginia Post Licensing: Agency Law V3.0 (On-line), 3 hours VA Agency Law, Dearborn Financial Publishing, Inc. d.b.a. REcampus.com
13. 0214023905 Loans & Financing 101, 2 hours Real Estate-Related Finance, WAAR **(duplicate CE #30)**
14. 0214023907 Senior Real Estate Specialist, 2 hours Current Industry Issues and Trends, DAAR **(duplicate CE #31)**
15. 0214023910 CMA vs Appraisals, 2 hours Current Industry Issues and Trends, FAAR **(duplicate CE #32)**

16. 0214023941 At Home with Diversity, 2 hours Current Industry Issues and Trends, DAAR **(duplicate CE # 45)**
17. 0214023944 Septic System, 2 hours Current Industry Issues and Trends, Cindy Bishop Worldwide, LLC **(duplicate CE # 7)**
18. 0214023948 Financing Workshop 3, 2 hours Real Estate – Related Finance, Cindy Bishop Worldwide, LLC
19. 0214023957 Credit Essentials Course, 2 hours Current Industry Issues and Trends, DAAR **(duplicate CE # 55)**
20. 0214023959 No Down Payment Assistant Programs, State, County, Federal, 2 hours Current Industry Issues and Trends, PWAR **(duplicate CE # 56)**
21. 0214023960 The Code of Ethics, 3 hours Ethics and Standards of Conduct, PWAR
22. 0214023964 Real Estate – Related Finance, 2 hours Real Estate- Related Finance, Henderson Professional Development Seminars
23. 0214023965 Current Industry Issues & Trends, 2 hours Current Industry Issues & Trends, Henderson Professional Development Seminars
24. 0214023969 Finance, 2 hours Real Estate-Related Finance, The RGS Title Real Estate Academy **(duplicate CE # 59)**
NOT APPROVED. NO QUALIFIED INSTRUCTOR.
25. 0214023970 Real Estate Law and Board Regulations, 6 hours Real Estate Law & Board Regulations, The RGS Title Real Estate Academy
FOUR INSTRUCTORS WERE NOT APPROVED.
26. 0214023974 Agency Law (On-line), 3 hours Virginia Agency Law, OnCourse Learning Corp.
27. 0214023975 Contract Writing (On-line), 6 hours Contract Writing, OnCourse Learning Corp.
28. 0214023976 Current Industry Issues and Trends (On-line), 2 hours Current Industry Issues and Trends, OnCourse Learning, Corp
29. 0214023978 Risk Management (On-line), 3 hours Risk Management, OnCourse Learning, Corp.
30. 0214023982 Essentials of Mortgage Lending, 2 hours Real Estate-Related Finance, Granite Street Training, LLC **(duplicate CE # 66)**
31. 0214023984 NAR Realtor Code of Ethics, 3 hours Ethics and Standards of Conduct, Granite Street Training, LLC **(duplicate CE # 67)**
32. 0214023988 Ethics and Standards of Conduct, 3 hours Ethics and Standards of Conduct, CVSRE **(duplicate CE # 70)**
33. 0214023995 VA Ethics & Standards of Conduct, 3 hours Ethics and Standards of Conduct, Henderson Professional Development Seminars **(duplicate CE # 76)**

- 34. 0214023997 Virginia Agency Law, 3 hours VA Agency Law, Henderson Professional Development Seminars **(duplicate CE # 77)**
- 35. 0214023998 Real Estate Law and Board Regulations, 6 hours Real Estate Law and Board Regulations, Henderson Professional Development Seminars
- 36. 0214024002 VA Real Estate Law and Board Regulations, 6 hours VA Real Estate Law and Board Regulations, MBH Settlement Group, L.C. **(duplicate CE # 80)**
- 37. 0214024003 Risk Management, 3 hours Risk Management, MBH Settlement Group, L.C. **(duplicate CE # 82)**
- 38. 0214024004 Why Didn't My Short Sale Close, 2 hours Current Industry Issues & Trends, MBH Settlement Group, L.C. **(duplicate CE # 83)**
- 39. 0214024006 Real Estate Related Financing, 2 hours Real Estate-Related Finance, MBH Settlement Group, L.C. **ONE INSTRUCTOR WAS NOT APPROVED.**
- 40. 0214024013 HOA Rules For Real Estate Transactions, 2 hours Current Industry Issues and Trends, Institute of Continuing Education, LC **(duplicate CE # 87)**

C. Original Post Licensing Education Course Application, Pending School application:

D. Timed Course Outline review for updated Real Estate Related – Finance:

1.

VII. Pre-License Education Instructors

- 1. 0230001589 - Theresa F. Cooksley – Experience and Professional Designation (Principles) – **applicant provided a book about “Guide to Selling Your Inherited House” it’s available if needed.**
- 2. 0230001390 – William Paul Berens – Education and Experience (Brokerage)
- 3. 0230001592 – Nancy Bittman - Education and Experience (Brokerage, Appraisal, Finance, Law and Principles) **APPLICATION WITHDRAWN.**
- 4. 0230001590 – Jonathan David Coles – waiver (Brokerage, Appraisal, Finance, Law and Principles)

VIII. Pre-License Education Courses

- 1. 0214023908 45-hours Broker Real Estate Law (Correspondence), RAR
- 2. 0214023909 45-hours Broker Real Estate Finance (Correspondence),

- | | | |
|----|------------|--|
| | | RAR |
| 3. | 0214024016 | 60-hours Salesperson Principles and Practices of Real Estate (On-line), Michael J. Bond Realty, Inc. |
| 4. | 0214024017 | 15-hours Salesperson Principles and Practices of Real Estate (Classroom), The Long and Foster Institute of Real Estate |
| 5. | 0214024018 | 15-hours Salesperson Principles and Practices of Real Estate (Virtual Classroom), The Long and Foster Institute of Real Estate |

IX. Additional Continuing/Post License Education Instructors

(INSTRUCTORS ARE APPROVED TO TEACH THE COURSES LISTED UNLESS THE COURSE HAS A STRIKETHROUGH)

1. **David Hamil**
0214023405 & 0214023406 – Broker Supervision AM & PM session
RAR
2. **Juan Jimenez**
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 Sampling Reports
0214022217 - Going Green: For Real Estate Agents
Preferred Systems Inc
3. **Richard Beard**
0214022683 - Real Estate Contracts
0214022724 - How to Have a Smooth Settlement: How to Prevent Issues you can avoid, and How to Address Those You Can't
0214022725 - Title Insurance: What It Is & Why Your Buyers Should Purchase It
0214023086 - Real Estate Agency
0214023185 - Fair Housing
0214023479 - Legal Updates with Flood Content
Highland Ace LLC
4. **Mark Stevenson**
0214023067 - Short Sales
0214023068 - Estate Issues in Real Estate Transactions
0214023069 - Corporate Entities and Real Estate
Hunter Hanger and Associates PC
5. **Hunter D. Hanger**
0214023068 - Estate Issues in Real Estate Transactions
0214023069 - Corporate Entities and Real Estate
Hunter Hanger and Associates PC
6. **John M. Napier**
0214023067 - Short Sales
0214023068 - Estate Issues in Real Estate Transactions

- 0214023069 - Corporate Entities and Real Estate
Hunter Hanger and Associates PC
7. **Steven Gray Hall**
 0214020163 - Real Estate Brokerage
 0214019985 – Real Estate Law
Peninsula Real Estate School
8. **Thomas Eugene Stewart**
 0214022733 & 0214023666 – Mortgage Financing
 0214023667 - Explaining Credit to your Clients
Long & Foster Institute of Real Estate
9. **J. Nicholas D’ambrosia**
 0214021727 - Broker Supervision from A to Z
 0214023417 - VA Legal Updates (With Flood Content)
 0214022519 & 0214022520 - VA Escrow Requirements
Long & Foster Institute of Real Estate
10. **Stephanie Brewer**
 0214023477 – Contracts
Frank Goldenberg
 0214023477 – Contracts
Academy of Real Estate
11. **Theresa Dalman**
 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
 0214023783 & 0214023782 - VA Real Estate Law (with flood content)
 0214022735 & 0214022740 - Rental Certification
Long and Foster Institute of Real Estate
12. **Candice Priest**
~~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)~~
~~0214022581 & 0214022582 - Introduction to Commercial Real Estate~~
Tom Holloway
 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)
0214022581 & 0214022582 – Introduction to Commercial Real Estate

Rae Nunnally

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)
0214022581 & 0214022582 – Introduction to Commercial Real Estate

Long and Foster Institute of Real Estate

13. **Chris Hopkins**

0214023381 & 0214023382 - Assisting First Time Buyers
0214022934 & 0214022935 - Broker/Ce Financing Workshop 2
0214020555 & 0214020556 - Understanding Credit Repair
0214020471 & 0214020472 - Listing Tools Masters Use
0214020509 & 0214020510 - The Power of VA Lending

Cindy Bishop Worldwide LLC

14. **Steven Gray Hall**

0214023466 – Broker Management/Agent Supervision

Peninsula Real Estate School

15. **John Mayfield**

0214018701 - VA Agency Law
0214018700 - Risk Management – PLE
0214018739 - Contract Writing – PLE
0214018703 - Current Industry Issues & Trends – PLE
0214018736 - Escrow Requirements - PLE
0214018762 & 0214018696 - Ethics And Standards Of Conduct

Oncourse Learning Real Estate

16. **Sarah Anderson**

0214022065 - 1031 Tax Deferred Exchange Basics
0214022199 - Basic Introduction To The Foreign Investment In Real Estate
Properly Tax Act Of 1980
0214021738 - Decedent's Estates
0214019138 - Introduction to Short Sales
0214022198 - NVAR Contract Addenda
0214022200 - Property Disclosures In Virginia Sale Transactions
0214021737 - The Earnest Money Deposits And The Wet Settlement Act
0214021742 - Understanding Deed And Tenancy-Effectively Transferring Title

0214021740 - Why Title Insurance?

Kristen Fischer

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Shanna Glatz

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Pamela Godfrey

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Jordan Kozik

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Komal Patel

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Kelly Satterwhite

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Sarah Tozer

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Capital Area Title LLC

There was no new business.

The meeting adjourned at 4:38 p.m.