



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Terence R. McAuliffe
Governor

Maurice Jones
Secretary of
Commerce and Trade

Jay W. DeBoer
Director

VIRGINIA REAL ESTATE BOARD

EDUCATION COMMITTEE MEETING MINUTES

The Real Estate Board Education Committee met on Wednesday, July 8, 2015, at 2:00 p.m. at the Department of Professional & Occupational Regulation in Richmond.

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

Board Member present: Joe Funkhouser

Staff Members present: Jay DeBoer, Director
Mark Courtney, Senior Director
Kevin Hoeft, Education Administrator
Jeffrey Williams, Board Administrator
Reagan Davis, DPOR Intern

The meeting was called to order by Chairman Hoover at 2:10 p.m.

A motion was made and approved unanimously to approve the agenda at 2:11 p.m.

The first item on the meeting agenda was:

Broker Management and Agent Supervision Continuing Education Course Credit for Experienced Salespersons

Board staff received an inquiry from an education provider requesting that experienced salespersons (Salespersons who have renewed their salesperson license at least one time and need to complete continuing education (CE) to renew their license) receive Real Estate Related (RER) CE credit for completing a Board-approved Broker Management and Agent Supervision (BMAS) CE course. Currently, experienced salespersons who complete an approved BMAS course receive no CE credit for that course. Board staff explained that this has been the case since the eight-hour BMAS course

requirement was added by the General Assembly because the requirement is designed to ensure that Virginia brokers have ongoing training to meet their obligations to manage real estate firms and supervise the licensees under their authority. Salespersons do not have these obligations.

The Committee received input from the audience, discussed this matter, and came up with the following main points: 1) Experienced salespersons who are involved with teams in real estate firms would benefit from BMAS instruction; 2) BMAS instruction would benefit experienced salespersons now and in the future as potential brokers by providing leadership training; and 3) The Code of Virginia and the Board's regulations appear to allow the Board to grant RER CE credit to experienced salespersons who complete BMAS CE courses.

After discussion, the Committee recommended that the Board grant RER CE credit to experienced salespersons that complete BMAS CE courses.

Next, Senior Director Mark Courtney informed the Committee that the Board's Examination Vendor (PSI Exams) is going to start this summer its job analysis for updating the real estate salesperson and broker license examinations. This will be done by PSI Exams sending a survey to selected real estate licensees and then collecting and evaluating the responses. Mr. Hoover requested that a member of the Education Committee serve on the PSI Exams' panel that evaluates the responses.

Third, Barbara Castillo of the Fredericksburg Area Association of Realtors® informed the Committee that recent changes to DPOR License Look-up are causing her to spend much more time to look-up real estate licensee information on the License Look-up website. Jeffrey Williams explained that DPOR Information Systems recently implemented a security question program to License Look-up to prevent unauthorized data mining by outside entities through License Look-up. Board staff will bring this matter to the attention of DPOR Information Systems.

Fourth, several education providers inquired as to how much time of instruction in Flood Hazard Areas and the National Flood Insurance Program is required as part of the one hour of Legal Updates CE course. The Committee indicated that approximately five minutes of instruction will be sufficient, but education providers may decide to spend more or less time on this subject. The Committee will review each Legal Updates CE course application to determine if the subject is covered adequately.

There being no further discussion, Mr. Hoover recessed the meeting for a break at 2:55 p.m.

At 3:05 p.m., the Committee reconvened to consider the education applications on the meeting agenda.

The following actions were taken:

A. One proprietary school application was reviewed and approved:

1. General Land Title & Escrow Corporation, Ashburn, VA
Contact Person: Kipling K. Hurley

B. Fifty-nine continuing education course applications were reviewed; of these courses:

Two previously-approved applications for continuing education courses offered by approved schools were considered and approved. (**Review for Instructor Only**)

1. 20319 Sustainable Housing and Building Green (On-line), 4 hours Real Estate Related, Kaplan Real Estate Schools (**Dan Daniels**)
2. 20400 Virginia 8-hour Mandatory Topics (On-line), 2 hours Fair Housing, 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, 1 hour Real Estate Agency, 1 hour Real Estate Contracts, Kaplan Real Estate School (**Dan Daniels**)

Fifty-seven original applications for continuing education courses offered by approved schools were considered. Forty-nine of these course applications were approved. One application was approved with reduced hours. Two courses were approved pending the final approval of the Board's updated Regulations. One application was approved pending correction of one item. One application was approved with retroactive approval to May 6, 2015. Three applications were not approved because of content error.

1. 20161 Home Energy Score for Real Estate Professionals (On-line), 2 hours Real Estate Related, International Association of Certified Home Inspectors
2. 20162 Home Energy Efficiency for Real Estate Professionals (On-line), 4 hours Real Estate Related, International Association of Certified Home Inspectors
3. 20292 Financing Issues, 2 hours Real Estate Related, Real Estate Empower, Inc.
4. 20293 Commercial Real Estate from A to Z, 7 hours Real Estate Related, NBI, Inc.

5. 20298 All Under One Roof (On-line), 4 hours Real Estate Related, Dearborn Financial Publishing, Inc.
6. 20299 Demystifying Appraisals (On-line), 3 hours Real Estate Related, McKissock LLC (**Not approved - content error**)
7. 20300 The Power of Exchange: Discover the Value of 1031 Tax Deferred Exchanges (On-line), 3 hours Real Estate Related, McKissock LLC
8. 20301 Mortgages, Loans and Laws - How They Help Your Client (On-line), 3 hours Real Estate Related, McKissock LLC
9. 20302 Common Mistakes Every Agent Should Avoid (On-line), 3 hours Real Estate Related, McKissock LLC
10. 20303 Commercial Real Estate: From the Beginning (On-line), 4 hours Real Estate Related, McKissock LLC
11. 20304 A New Look at Contract Law (On-line), 3 hours Real Estate Related, McKissock LLC
12. 20305 Essential Closing Strategies, 8 hours Real Estate Related, Alpha College of Real Estate
13. 20308 DPOR Investigations & Broker Responsibility 1 hour Broker Management, VAR
14. 20309 DPOR Investigations & Broker Responsibility 1 hour Legal Updates, VAR
15. 20310 STDB - 6 Hour Training Course, 6 hours Real Estate Related, CCIM of VA
16. 20313 Sealing and Insulating a Home (On-line), 2 hours Real Estate Related, McKissock LLC
17. 20314 What Real Estate Professionals Need to Know about FHA (CRP), 4 hours Real Estate Related, McKissock LLC (**Not approved - content error**)
18. 20315 Real Estate Investing Beyond the Basics (On-line), 4 hours Real Estate Related, McKissock LLC
19. 20316 Listing Agreements (CRP), 3 hours Real Estate Related, McKissock LLC
20. 20317 Virginia Agency, 1 hour Real Estate Agency, The Settlement Group, Inc.
21. 20318 Position Your Team for Profit, 8 hours Broker Management, CBRB
22. 20320 Understanding Credit and Improving Credit Scores (On-line), 2 hours Real Estate Related, Kaplan Real Estate Schools (**Approved with reduced hours**)

- 23. 20321 CFPB Closing Disclosure Requirements Workshop, 1 hour Legal Updates, 1 hour Real Estate Contracts, RAR
- 24. 20323 CFPB Closing Disclosure Requirements Workshop, 2 hours Broker Management, RAR
- 25. 20324 Virginia Legal Updates, Emerging Trends and Ethics (CRP), 3 hours Ethics & Standards of Conduct, 1 hour Legal Update, McKissock LLC
- 26. 20327 Know Before You Owe: New Industry Forms, 2 hours Legal Updates, Long and Foster Institute of Real Estate
- 27. 20328 Virginia Legal Update, Emerging Trends and Ethics (On-line), 3 hours Ethics and Standards of Conduct, 1 hour Legal Updates, McKissock, LLC **(Not approved - content error)**
- 28. 20329 Certified Negotiation Expert 3, 8 hours Real Estate Related, PWAR
- 29. 20330 Commercial Documents Workshop, 1 hour Legal Updates, 1 hour Real Estate Contracts, RAR
- 30. 20332 It's 2 AM, Do You Know What Your Data is Doing? 2 hours Real Estate Related, Blue Ridge Real Estate School
- 31. 20333 It's 2 AM, Do You Know What Your Data is Doing? 2 hours Broker Management, Blue Ridge Real Estate School
- 32. 20341 Running Property Management as a Business, 8 hours Real Estate Related, Millennium School of Real Estate
- 33. 20342 Running Property Management as a Business, 8 hours Broker Management, Millennium School of Real Estate
- 34. 20349 Crawl Space Science, 1 hour Real Estate Related, RAR
- 35. 20353 What & Why Real Estate Professionals Need to Know about FIRPTA and Knowing Who Their Clients Are, 1 hour Real Estate Related, The Settlements Group, Inc. R. E. School
- 36. 20354 Septic Systems, 1 hour Real Estate Related, RAR
- 37. 20355 Mechanic's Liens, 1 hour Real Estate Related, RECA
- 38. 20360 Powerful Presentations for Buyers and Sellers, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC
- 39. 20361 FEMA Flood Maps and Elevation Certificates, 1 hour Real Estate Related, Harrisonburg Rockingham Association of Realtors

- 40. 20362 TILA-RESPA Integrated Disclosure - Countdown to Implementation, 2 hours Legal Updates, ICE, LC
- 41. 20364 CFPB Best Practices: What Real Estate Agents Need to Know, 3 hours Real Estate Related, Old Dominion Settlements, Inc.
- 42. 20372 Advertising Rules for Real Estate Agents, 2 hours Real Estate Related, NVAR
- 43. 20373 Anatomy of a House, 2 hours Real Estate Related, VAR
- 44. 20374 Advertising Rules for Real Estate Agents, 2 hours Broker Management, NVAR
- 45. 20375 Certified Negotiation Expert 2, 8 hours Real Estate Related, PWAR
- 46. 20376 CFPB & VREB Regulatory Update for Real Estate Professionals, 2 hours Legal Updates, NVAR **(Approved pending approval of Board's updated regulations)**
- 47. 20377 CFPB & VREB Regulatory Update for Real Estate Professionals, 2 hours Broker Management, NVAR **(Approved pending approval of Board's updated regulations)**
- 48. 20378 The CFPB's TILA RESPA Integrated Disclosure Rule: A New Way of Closing a Real Estate Transaction, 1 hour Legal Updates, NVAR
- 49. 20379 The CFPB's TILA RESPA Integrated Disclosure Rule: A New Way of Closing a Real Estate Transaction, 1 hour Broker Management, NVAR
- 50. 20381 Anatomy of an Appraisal, 2 hours Real Estate Related, VAR
- 51. 20383 When Price Meets Preparation, 2 hours Real Estate Related, GCAAR
- 52. 20384 How to Become an Effective Coach, 2 hours Broker Management, VAR **(Approved with retroactive approval to May 6, 2015)**
- 53. 20386 TILA-RESPA Integrated Disclosure, 1 hour Real Estate Related, GCAAR
- 54. 20394 Commercial Real Estate Overview, 2 hours Real Estate Related, Cindy Bishop Worldwide, LLC **(Approved pending content correction)**
- 55. 20401 CFPB Integrated Mortgage Disclosure-Are You Ready to Close Transactions..., 2 hours Real Estate Related, Hometown Title & Escrow, LLC
- 56. 20408 Safety Matters: Safe Business=Smart Business, 1 hour Real Estate Related, CVSRE
- 57. 20409 Safety Matters: Safe Business=Smart

Business, 3 hours Real Estate Related,
CVSRE

C. Twelve original applications for post license education courses offered by approved schools were considered. Ten of these course applications were approved. One course was approved pending the final approval of the Board's updated Regulations. One application was approved pending correction of one item.

1. 20306 Essential Closing Strategies, 2 hours
Current Industry Issues and Trends, Alpha
College of Real Estate
2. 20322 CFPB Closing Disclosure Requirements
Workshop, 2 hours Current Industry Issues
and Trends, RAR
3. 20331 Commercial Documents Workshop, 2 hours
Current Industry Issues and Trends, RAR
4. 20334 It's 2 AM, Do You Know What Your Data is
Doing? 2 hours Current Industry Issues and
Trends, Blue Ridge Real Estate School
5. 20365 Powerful Presentations for Buyers and
Sellers, 2 hours Current Industry Issues
and Trends, Cindy Bishop Worldwide, LLC
6. 20366 TILA-RESPA Integrated Disclosure -
Countdown to Implementation, 2 hours
Current Industry Issues and Trends, ICE, LC
7. 20388 Anatomy of a House, 2 hours Current
Industry Issues and Trends, VAR
8. 20389 Advertising Rules for Real Estate Agents,
2 hours Current Industry Issues and Trends,
NVAR
9. 20390 Anatomy of an Appraisal, 2 hours Current
Industry Issues and Trends, VAR
10. 20395 Commercial Real Estate Overview, 2 hours
Current Industry Issues and Trends, Cindy
Bishop Worldwide, LLC (**Approved pending
content correction**)
11. 20405 Safety Matters: Safe Business=Smart
Business, 2 hours Current Industry Issues
and Trends, CVSRE
12. 20411 CFPB & VREB Regulatory Update for Real
Estate Professionals, 2 hours Current
Industry Issues & Trends, NVAR (**Approved
pending approval of Board's updated
regulations**)

D. Seventeen pre-licensing instructor applications were reviewed and approved:

1. Gwendolyn M. Walton
2. James K. Sonnhalter
3. Bradley M. Boykin
4. Angela M. Sherrill
5. Joseph M. Mallory
6. Peggy H. Yee
7. Ann M. Yanagihara
8. Mary E. Covell
9. Shelly L. Sullivan - expert (Principles)
10. Garrett T. Baker - expert (Brokerage, Finance, Law, Principles)
11. Lucy Michaud - expert (Law and Principles)
12. Latedra S. Jones - expert (Principles)
13. Elaine Molina - expert (Principles)
14. Agnes E. Selph - expert (Principles)
15. John D. Vickery, Jr. - expert (Principles)
16. Dawn A. Dodson - expert (Principles)
17. Mahama G. Grayson - expert (Principles)

E. Fifteen applications for pre-license education courses offered by approved schools were considered and approved:

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| 1. | 20343 | 45-hour Broker Real Estate Brokerage (CRP),
Shaffer Realty, LLC |
| 2. | 20344 | 45-hour Broker Real Estate Appraisal (CRP),
Shaffer Realty, LLC |
| 3. | 20345 | 45-hour Broker Real Estate Finance (CRP),
Shaffer Realty, LLC |
| 4. | 20346 | 45-hour Broker Property Management (CRP),
Shaffer Realty, LLC |
| 5. | 20347 | 45-hour Broker Real Estate Law (CRP),
RAR |
| 6. | 20348 | 60-hour Principles & Practices of Real
Estate (CRP), RAR |
| 7. | 20352 | 45-hour Broker Real Estate Appraisal (CRP),
RAR |
| 8. | 20359 | 60-hour Principles & Practices of Real
Estate (On-line), Dearborn Financial
Publishing, Inc. |
| 9. | 20370 | 45-hour Broker Real Estate Finance (CRP),
RAR |
| 10. | 20371 | 45-hour Broker Real Estate Brokerage (CRP),
RAR |
| 11. | 20387 | 60-hour Principles & Practices of Real
Estate (Classroom), John Hicks |
| 12. | 20397 | 45-hour Broker Real Estate Finance (On-
line), Moseley Real Estate Schools, Inc. |
| 13. | 20398 | 45-hour Broker Real Estate Property Law |

- (On-line), Moseley Real Estate Schools, Inc.
14. 20399 45-hour Broker Real Estate Law (On-line), Moseley Real Estate Schools, Inc.
 15. 20410 45-hour Broker Real Estate Brokerage (On-line), Moseley Real Estate Schools, Inc.

F. Twenty-three continuing and post license education instructor applications to teach previously-approved continuing and post license education courses were considered and approved:

1. **Paul K. Campsen, John M. Ryan Jr. and William R. Baldwin III** - 13153 (VA Foreclosures and Workouts), **NBI, Inc.**
2. **Larry Anderson** - 17991 (Advertising Real Estate in VA), 18574 (Agency Law Review), 14642 (Seller Prep Session), 14975 (Realtor Property Resource (RPR)), 15742 (Fair Housing Opens Doors), 15743 (Contracts and Contract Writing), 15747 (Real Estate Law and Legal Updates), 15821 (Risk Management-What are a Brokers Duties), 15829 (For Your Eyes Only-RE Brokers), 17755 (The Code is Good Business), 17917 (Code of Ethics Cycle - 4), 17918 (Code of Ethics Cycle - 4), 18007 (Broker Price Opinion), 18009 (Broker Price Opinion), 18053 (Fair Housing: It's Not An Option It's The Law), 18075 (Fair Housing: It's Not An Option It's The Law), 18093 (E-PRO), 18094 (Generational Buy), 18096 (Real Estate Marketing Reboot), 18117 (E-Pro), 18118 (Generational Buy), 18121 (Real Estate Marketing Reboot), 18171 (Real Estate Law VREB Regulations), 18204 (Risk Marketing), 18283 (Military Relocation Professional), 18284 (Global Real Estate Local Markets), 18285 (Green 100), 18286 (Green 200), 18287 (Green 300), 18295 (VAR Contract Writing Class), 18301 (CRB: The Art of Recruiting Day 1), 18302 (CRB: The Art of Recruiting Day 2), 18303 (VA Agency Law), 18305 (VA Agency Law), 18317 (Effective Negotiating for RE Professionals), 18333 (VAR Contract Writing Class), 18395 (Senior Residential Specialist Day 1), 18396 (Senior Residential Specialist Day 2), 18515 (Supervision & Management of Real Estate Agents), 18516 (Management of R.E. Brokerage Firm), 18565 (Real Estate Legal Update), 18626 (Elements of a Contract), 18645 (Escrow Requirements), 18678 (Escrow Requirements), 17737 (The Code is Good Business), 18646 (Escrow Requirements), **CVSRE**
3. **Gary E. Duda** - 18574 (Agency Law Review), 14642 (Seller Prep Session), 15743 (Contracts and Contract Writing), 15747 (Real Estate Law and Legal Updates), 15821 (Risk Management-What are a Brokers Duties), 15829 (For Your Eyes Only-RE Brokers), 17755 (The Code is Good

- Business), 17917 (Code of Ethics Cycle - 4), 17918 (Code of Ethics Cycle - 4), 18093 (E-PRO), 18094 (Generational Buy), 18096 (Real Estate Marketing Reboot), 18117 (E-Pro), 18118 (Generational Buy), 18121 (Real Estate Marketing Reboot), 18171 (Real Estate Law VREB Regulations), 18204 (Risk Marketing), 18295 (VAR Contract Writing Class), 18303 (VA Agency Law), 18305 (VA Agency Law), 18317 (Effective Negotiating for RE Professionals), 18333 (VAR Contract Writing Class), 18515 (Supervision & Management of Real Estate Agents), 18516 (Management of R.E. Brokerage Firm), 18565 (Real Estate Legal Update), 18626 (Elements of a Contract), 18645 (Escrow Requirements), 18678 (Escrow Requirements), 17737 (The Code is Good Business), 18646 (Escrow Requirements), **CVSRE**
4. **Patsy Rodgers** - 19469 (8 HR Real Estate Management and Agent Supervision), **Alpha College of Real Estate**
 5. **Amy Trumbull** - 17991 (Advertising Real Estate in Virginia), 18574 (Agency Law Review), 14975 (Realtor Property Resource), 15742 (Fair Housing Opens Doors), 15743 (Contracts and Contract Writing), 15747 (Real Estate Law and Legal Updates), 15821 (Risk Management-What are a Brokers Duties), 15829 (For Your Eyes Only-RE Brokers), 17755 (The Code is Good Business), 17917 (Code of Ethics Cycle - 4), 17918 (Code of Ethics Cycle - 4), 18053 (Fair Housing: It's Not an Option It's the Law), 18075 (Fair Housing: It's Not an Option It's the Law), 18171 (Real Estate Law VREB Regulations), 18204 (Risk Marketing), 18295 (VAR Contract Writing Class), 18303 (VA Agency Law), 18305 (VA Agency Law), 18333 (VAR Contract Writing Class), 18515 (Supervision & Management of Real Estate Agents), 18516 (Management of R.E. Brokerage Firm), 18565 (Real Estate Legal Update), 18626 (Elements of a Contract), 18645 (Escrow Requirements), 18678 (Escrow Requirements), 17737 (The Code is Good Business), 18646 (Escrow Requirements), **CVSRE**
 6. **Robert Pizzimenti** - 15764 (Certified Negotiation Expert) **PWAR**
 7. **David L. Arnold, F. Adam Cherry, III, Allen G. Dorin, Jeffrey H. Geiger, D. Rossen S. Greene, Dennis W. Gruelle, Robert L. Hodges, Ashley P. Holmes, Bryan W. Horn, Henry E. Howell, and Jack Wilson III** - 18504 (Advanced Eminent Domain and Valuation), **NBI**
 8. **Dawn Jarvis** - 19877/19867 (Closing the Gap), 19812/19813 (Targeting & Servicing 1st Time Buyers), **Cindy Bishop Worldwide**
 9. **Michael Guthrie** - 18574 (Agency Law Review), 18565 (Real Estate Legal Update), 18626 (Elements of a Contract), **CVSRE**

10. **Keith Barrett, Sean Everhart, and Scott Mozingo** - 18947 (Fair Housing), 18946 (Agency), 19162 (Risk Management), 18989 (Escrow Management), 18990 (Real Estate Law), **DAAR**
11. **Sean Everhart and Scott Mozingo** - 20015 (Fair Housing), 20014 (Contracts), **DAAR**
12. **Carl Mazzan Sr.** - 19293 (Credit History, Analysis and Loan), 19320 (Credit History, Analysis and Loan), **Alltech Title**
13. **Scott Mozingo** - 20029 (Real Estate Law, Legal Updates & Emerging Trends), **DAAR**
14. **Todd Mitchell** - 19010 (Agency Demystified), 17294 (Agency Demystified), **Piedmont School of Real Estate**
15. **Jennifer Du Plessis** - 19277 (Business Planning), **DAAR**
16. **William A. Roth and Gina Parello** - 18947 (Fair Housing), 20015 (Fair Housing), **DAAR**
17. **Mary Roth** - 18989 (Broker Supervision & Escrow Management), 18992 (Broker Risk Management), **DAAR**
18. **Daniel Watson** - 20029 (Legal Updates), 20015 (Fair Housing), 20014 (Contracts), 20013 (Agency), **DAAR**
19. **Larry Anderson, Gary Duda, Michael Guthrie, Barbara McMurry, Virginia Nelson, Donna Patton and Amy Trumbull** - 20363 (2015 Ethics Seminar), 20367 (2015 Ethics Seminar) **CVSRE**
20. **A. Christopher Parks** - 19867/0214019877 (Closing the Gap), **Cindy Bishop Worldwide**
21. **Daniel Watson** - 18947 (Fair Housing), 18946 (Agency), 19162 (Risk Management), 18989 (Escrow Management), 18990 (Real Estate Law), **DAAR**
22. **James F. Perkins, David J. Olivero, and A. Christopher Parks** - 19812/19813 (Targeting & Services First Time Buyers), **Cindy Bishop Worldwide**
23. **Gary Duda and Rachel Reynolds** - 18549 (Instanet Forms/Transaction Desk), 18551 (Transaction Desk), 18552 (Instanet Forms/Transaction Desk), **CVSRE**

G. There being no other business or public comment, the meeting adjourned at 3:50 p.m.