

VIRGINIA FAIR HOUSING BOARD
EDUCATION COMMITTEE MEETING REPORT

April 13, 2005

The Fair Housing Board Education Committee met on Wednesday, April 13, 2005, at the Department of Professional and Occupational Regulation, Richmond, Virginia.

Committee Members present: Cynthia Clare
 Robert Ruais
 David Rubenstein
 Martin Maples

Staff Members present: Tammie Hall, Education Administrator

- I. The meeting was called to order at 9:50a.m.
- II. Motion was made and seconded to approve the agenda.
- III. Education Administrator's Report

The following actions were taken:

Two (2) proprietary school applications were approved:

- 1. The Mark Winkler Company, Alexandria, VA
- 2. Southern Management Corporation, Vienna, VA; contact:
Linda Farnsworth

IV. Two (2) courses offered by a pending school were approved:

- 1. 53205 Fair Housing - Understanding and Compliance, 2 hrs,
Mark Winkler Company
- 2. 53536 Fair Housing, 6 hrs, Southern Management Corporation

V. Three (3) Instructor Applications were approved:

- 1. Cynthia Clare, Alexandria, VA
- 2. Patricia BremPELL, Alexandria, VA
- 3. Shirley Ann Robertson, Vienna, VA

VI. Other Business

Criteria for Application Review

- 1. Accept certificate of good standing from the Virginia Secretary of State's Office as evidence of financial responsibility.

2. Revise #9 Field of Expertise, on the instructor application, which currently states, *Proof of the applicant's expertise must include, but not be limited to educational transcripts, professional certificates, and letters of reference*, to include the following: Applicants should identify how many fair housing courses they have taken, when and who provided the course; and Applicants should identify how many courses they have taught, to whom, when, where and course content; and must have taken 8 hrs of fair housing training, with 2 hrs in the last 12 months and must have taught 8 hrs of fair housing training, with 2 hrs in the last 12 months.

VII. Public Comment

VIII. Adjourn – 9:55a.m.