



CANNON BUILDING  
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**STATE OF DELAWARE**  
**REAL ESTATE COMMISSION**

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<b>PUBLIC MEETING NOTICE:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, April 3, 2014 at 9:30 a.m.</b>
<b>PLACE:</b>	<b>Division of Professional Regulation</b> 861 Silver Lake Boulevard, Cannon Building <b>Second Floor Conference Room A</b> Dover, Delaware
<b>MINUTES APPROVED:</b>	5/1/14

**MEMBERS PRESENT**

Donna Klimowicz, New Castle County, Professional Member, Chairperson  
Tim Riale, Sussex County, Professional Member, Vice Chairperson  
Danielle Benson, New Castle County, Professional Member  
Barbara Brodoway, New Castle County, Public Member  
Tom Burns, Kent County, Professional Member  
Doug Doyle, Kent County, Professional Member  
Casey Price, Sussex County, Professional Member  
Tammy Reagan, Sussex County, Professional Member (9:43 a.m. – 11:51 p.m.)  
Elaine Woerner, New Castle County, Professional Member

**DIVISION STAFF**

Eileen Kelly, Deputy Attorney General  
Jessica Williams, Administrative Specialist II

**MEMBER ABSENT**

Michael Rushe, Kent County, Public Member

**ALSO PRESENT**

Karen Alleva, New Castle County Board of Realtors

**CALL TO ORDER**

Ms. Klimowicz called the meeting to order at 9:35 a.m.

**REVIEW OF MINUTES**

Mr. Doyle moved, seconded by Ms. Price, to approve the March 6, 2014 minutes as presented. Motion unanimously carried.

**NEW BUSINESS**

Review of Course Provider Applications

Ms. Woerner moved, seconded by Ms. Benson, to recommend approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Course Provider: Council of Residential Specialists

Course Title: CRS 204: Buying and Selling Income Properties  
Credit Hours: 16.0  
Module: 6 & 7

**Approved for 6 Hours Total for  
Modules 6 & 7**

Course Provider: Jack Lingo, Inc., REALTOR

Course Title: DE Case Law Regarding Rule 8.1.1 of the Delaware Real Estate Commission  
Credit Hours: 3.0  
Module: 5

**Approved**

Course Provider: Kent County Association of Realtors

Course Title: Delaware Case Law Regarding Rule 8.1.1 of the DE Real Estate Commission  
Credit Hours: 3.0  
Module(s): 5 or 6 or 7

**Approved**

Course Title: What's Under Your House  
Credit Hours: 3.0  
Module: 7

**Approved**

Course Provider: McKissock, LP

Course Title: Give Your Clients the Green Light: Simple Ways to Green a Home  
Credit Hours: 3.0  
Module: 7

**Approved**

Course Provider: The CE Shop, Inc.

Course Title: At Home with Diversity  
Credit Hours: 6.0  
Module: 7

**Approved for Module 7 Only, Not Module 6 as Requested**

Course Title: e-Pro Certification Program: Day 1  
Credit Hours: 3.0  
Module: 7

**Approved**

Course Title: e-Pro Certification Program: Day 2  
Credit Hours: 3.0  
Module: 6

**Approved**

Course Title: Real Estate Marketing Reboot: Innovate>Relate>Differentiate  
Credit Hours: 6.0  
Module: 7

**Approved**

Course Title: RPR: Real-Time Data, Market Knowledge, Informed Customers  
Credit Hours: 3.0  
Module: 7

**Approved**

Course Title: Seniors Real Estate Specialist Designation Course  
Credit Hours: 6.0

**Approved for Modules 6 or 7**

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Modules: 6 or 7  
Course Title: Delaware Office Management      **Approved**  
Hours: 3.0  
Module: 4

Course Provider: New Castle County Board of REALTORS  
Course Title: Delaware Statutes for Real Estate Professionals      **Approved**  
Credit Hours: 3.0  
Module: 5

Course Provider: Ward & Taylor, LLC  
Course Title: Home Inspection – Major Defects      **Approved for Module 6 or 7**  
Credit Hours: 3.0  
Module: 3 or 6 or 7

Course Title: Stucco – The Nitty Gritty      **Approved for Module 7 Only, Not Modules 3 or 6 as Requested**  
Credit Hours: 3.0  
Module: 7

Review of Instructor Applications

Ms. Woerner moved, seconded by Ms. Benson, to recommend approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Jaelyn Cramer      **Approved**  
Continuing Education: New Licensee Modules 2 & 3; Continuing Education Modules 1, 3, 5 & 6

Pre-Licensing Course: Real Estate Law

Broker's Course: Real Estate Documents

Michael DeSimone      **Approved**  
Pre-Licensing Course: Real Estate Mathematics

Broker's Course: Mathematics

Oliver Millwood, II      **Approved**  
Continuing Education: New Licensee Module 2

Pre-Licensing Course: Orientation; Real Estate Sales

Mark Randolph      **Approved for Financing & Mathematics Only, Not Orientation of Real Estate Sales**

Broker's Course: Financing & Mathematics

Review of Student Requests for Approval of Continuing Education

Ms. Woerner moved, seconded by Ms. Benson, to recommend approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Student Name: Paul Faulkner      **Approved**  
Course Title: Understanding the Agreement of Sale

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Course Provider: Ward & Taylor

Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Beth Harvey     **Denied – Course Outline & Instructor Resume Not Submitted**  
Course Title: Home Inspection – Blessing or a Curse?  
Course Provider: Ward & Taylor  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Charles C.K. Martin     **Approved**  
Course Title: Delaware Real Estate Commission Annual Seminar  
Course Provider: Delaware Real Estate Commission  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Andrea Thomas     **Denied – Maryland Specific**  
Course Title: GRI  
Course Provider: Maryland Association of Realtors  
Credit Hours: 9  
Requesting Approval for Modules: 1, 2, & 7

Student Name: Jan Thomas     **Denied – Course Did Not Address Agency**  
Course Title: DC Housing & Predatory Lending  
Course Provider: The Professional Development Institute  
Credit Hours 3.0  
Requesting Approval for Module: 1

Student Name: Jan Thomas     **Denied – Maryland Specific**  
Course Title: MD Mandatory Ethics, Flipping & Predatory Lending  
Course Provider: The Professional Development Institute  
Credit Hours 3.0  
Requesting Approval for Module: 2

Student Name: Jan Thomas     **Approved**  
Course Title: Understanding Foreclosures  
Course Provider: The Professional Development Institute  
Credit Hours 3.0  
Requesting Approval for Module: 7

Student Name: Jan Thomas     **Denied – Maryland Specific**  
Course Title: MREC - Supervision  
Course Provider: The Professional Development Institute  
Credit Hours 3.0  
Requesting Approval for Module: 2 or 4 or 6

Student Name: Jan Thomas     **Denied – Maryland Specific**  
Course Title: MREC – Agency - Residential  
Course Provider: The Professional Development Institute  
Credit Hours 3.0  
Requesting Approval for Module: 1 and/or 2 or 4 or 6

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Student Name: Janice Ward     **Approved**

Course Title: Delaware Agreement of Sale  
Course Provider: Century 21 Gold Key Realty  
Credit Hours 3.0  
Requesting Approval for Module: 7

Student Name: R. Carol Campbell-Hansen     **Approved**  
Course Title: Professional Processes – Grievance, Arbitration & Mediation  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Angelique Dennis     **Approved**  
Course Title: Home Inspection – Blessing or Curse  
Course Provider: Ward & Taylor, LLC.  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Tonya Gale     **Approved**  
Course Title: Real Estate Documents  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Timothy Lukk     **Approved**  
Course Title: Home Inspection – Blessing or Curse  
Course Provider: Ward & Taylor, LLC  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Sharyl Mossinger     **Approved**  
Course Title: Legislative Landmines  
Course Provider: Ward & Taylor, LLC  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Rose Marie Seibel     **Approved**  
Course Title: Ethics in Real Estate  
Course Provider: Career WebSchool  
Credit Hours: 3.0  
Requesting Approval for Module: 2

Student Name: Rose Marie Seibel     **Approved**  
Course Title: Methods of Residential Finance  
Course Provider: Career WebSchool  
Credit Hours: 3.0  
Requesting Approval for Module: 7

Student Name: Rose Marie Seibel     **Approved for Module 7 Only, Not Module 4 as Requested**  
Course Title: Using the Internet in Your Real Estate Practices  
Course Provider: Career WebSchool  
Credit Hours: 3.0

Requesting Approval for Module: 7

Ms. Woerner moved, seconded by Ms. Benson, to recommend table of the following item for proof that the courses will be held in a DOE approved facility, pursuant to Rule 4.15. Motion carried with Mr. Riale, Mr. Doyle, and Ms. Price opposed.

Course Provider: The Frederick Academy of Real Estate   **Tabled**  
Course Title: Delaware 99- Hour Broker/Associate Broker Licensing Course  
Credit Hours: 99

### **UNFINISHED BUSINESS**

#### Review Previously Tabled Instructor Application for Colin McGowan

The Committee reviewed the previously tabled instructor application submitted by Colin McGowan. Mr. Doyle moved, seconded by Ms. Price, to approve the application, for everything except the Broker's Pre-Licensing course, due to Mr. McGowan not being a Delaware licensed broker. It is the discretion of the Education Committee that the instructor of the Broker's Pre-Licensing Course should be a Delaware Broker. Motion carried with Ms. Benson, Ms. Woerner, and Mr. Burns opposed.

#### Review Correspondence from the Sussex County Association of Realtors Regarding Previously Tabled Course

The Education Committee reviewed the correspondence from the Sussex County Association of Realtors regarding the "Real Estate Professional's Tool Kit" application which was previously tabled. The correspondence addressed the reason why the provider was requesting three modules, as the course is a 9 hour, "blended" course.

#### Review Previously Tabled Course Provider Application from the Sussex County Association of Realtors for the Course Titled: "The Real Estate Professional's Tool Kit"

The Education Committee reviewed the tabled application for the course titled "The Real Estate Professional's Tool Kit" from the Sussex County Association of Realtors. Ms. Benson moved, seconded by Ms. Brodoway, to table the application for Sussex County Association of Realtors to identify the modules within the outline. Motion carried with Ms. Woerner opposed.

### **NEW BUSINESS**

#### Update from the Commission

Ms. Klimowicz advised the Committee that the Commission approved their recommendations regarding course providers, instructors and student CE requests. Commissioner Whitfield had requested that the Committee further discuss Colin McGowan's instructor application, regarding the Broker's Pre-Licensing course.

Ms. Kelly reported that the Commission sent letters to brokers regarding non-compliance of continuing education. The letter stated that broker's will be held responsible along with the salespersons concerning continuing education deficiencies. Ms. Kelly reminded the Committee that the Rules and Regulations hearing is scheduled for April 10, 2014. She will advise the Commission to make the rule change retroactive within the minutes.

#### Review Request for Instructor Modification to Include Approval for Modules 4, 6, & 7 for Gary Dodge

Mr. Riale moved, seconded by Mr. Doyle to amend Gary Dodge's instructor approval to include modules 4, 6, & 7. Motion unanimously carried.

#### Discussion Regarding Applications for Course Locations

Mr. Riale advised the Committee that Course Providers are starting to offer courses at different locations, which are not listed on the application. He reported that courses are being held in restaurants/bars, and that the Commission's mission is to protect the public and protection is not being provided when gaps are being left open or CE requirements are not being addressed. Mr. Burns suggested that the Committee create minimum requirements for locations in which continuing education courses are being held (such as ADA requirements, etc).

Mr. Burns stated that in order to create guidelines, the Committee needs bad examples, before they can make changes. It was suggested that "appropriate educational facility" be defined and that rule 8.2 should be expanded in order to address what should be a requirement for a continuing educational facility.

Mr. Riale stated that pre-licensing schools are required to obtain a certificate from the Department of Education prior to receiving approval. Ms. Kelly advised the Committee that it would be difficult and impractical to require all continuing education course providers to get a DOE certificate. She suggested that the Committee make specific guidelines such as writing surfaces, chairs, etc., as being a requirement for a continuing education location.

Mr. Riale will circulate suggestions at a future meeting.

#### Discussion Regarding 9 Hour Course Provider Requests

The Committee previously decided that the specific modules must be identified within the course outline.

#### Discussion Regarding Course Provider Evaluation Reporting Process from Long & Foster Institute of Real Estate

Ms. Williams informed the Committee that since the educational requirements have changed, Long and Foster Institute of Real Estate was having a difficult time not complying with the course provider evaluation reporting process. There have been several instances where the course provider has not calculated the average rating correctly, have submitted outdated forms, or have not followed the Education Guidelines. Ms. Williams has contacted Susan "Jill" Malloy, from Long and Foster several times regarding the correct processes, and has even provided examples of how to calculate the correct ratings. Ms. Malloy previously assured Ms. Williams that the correct process would be followed. Ms. Williams reported that she is still receiving incorrect/incomplete course provider evaluation reporting forms from this specific course provider. Mr. Riale moved, seconded by Ms. Price, to suspend Long and Foster Institute of Real Estate's teaching ability until they are in compliance. Motion unanimously carried.

#### **CORRESPONDENCE**

There was no correspondence.

#### **PUBLIC COMMENT**

There was no public comment.

#### **OTHER BUSINESS BEFORE THE COMMITTEE** (for discussion only)

Ms. Williams advised the Committee that their certificates for serving on the Committee will be available next month.

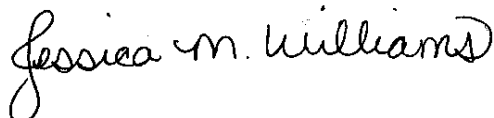
**NEXT SCHEDULED MEETING**

The next meeting will be held on Thursday, May 1, 2014 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. Woerner moved, seconded by Ms. Reagan, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:51 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jessica M. Williams". The signature is written in a cursive style with a large initial 'J'.

Jessica M. Williams  
Administrative Specialist II