



CANNON BUILDING  
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**STATE OF DELAWARE**  
**REAL ESATE COMMISSION**  
**REAL ESTATE EDUCATION COMMITTEE**

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<b>PUBLIC MEETING NOTICE:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, April 6, 2017 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 FOR APPROVAL:</b>	May 11, 2017

#### **MEMBERS PRESENT**

Barbara Brodoway, New Castle County, Public Member, Chairperson  
Michael Rushe, Kent County, Public Member, Vice-Chairperson  
Donna Klimowicz, New Castle County, Professional Member  
Elaine Woerner, New Castle County, Professional Member  
Chrissy Steele, Sussex County, Professional Member  
Tom Burns, Kent County, Professional Member  
Denise Tatman, Sussex County, Public Member  
Debbie Oberdorf, Kent County, Professional Member

#### **MEMBERS ABSENT**

Virgil Bullis, Sussex County Professional Member

#### **DIVISION STAFF**

Nicole Williams, Administrative Specialist III

#### **OTHERS PRESENT**

None

#### **CALL TO ORDER**

Ms. Brodoway called the meeting to order at 10:20 a.m.; however the Committee began reviewing course and instructor approval applications at 9:35 a.m.

#### **REVIEW OF MINUTES**

Ms. Tatman moved, seconded by r. Rushe, to approve the minutes from the March 2, 2017 meeting as written. By unanimous vote, the motion carried.

#### **UNFINISHED BUSINESS**

Review of Tabled Application(s) for Kent County School of Real Estate and Premier School of Real Estate  
The Committee reviewed the tabled applications for the Real Estate Pre-Licensing Course for Kent County School of Real Estate and Premier School of Real Estate. Ms. Brodoway moved, seconded by Mr. Burns, to approve both course providers. By unanimous vote, the motion carried.

Review of draft notification for NAR Ethics

Ms. Brodoway drafted a proposed notification, which the Committee reviewed. The Committee suggested minor changes to the proposed draft. After all changes were discussed and made, Ms. Steele moved to accept all changes for the draft notification regarding the NAR ethics approved courses. Ms. Klimowicz seconded. By unanimous vote, the motion carried.

**NEW BUSINESS**

UPDATE from the Commission

Ms. Brodoway provided the Commission update and stated that the Commission approved all of the Committee's actions. The Commission also stated that they were pleased with all the proposed updates to the Sellers Disclosures forms.

**Review of Course Provider Application(s)**

Ms. Klimowicz moved, seconded by Ms. Oberdorf, to recommend approval, denial, or tabling, of the following course provider applications as noted below. By unanimous vote, the motion carried.

CMPS Institute, LLC

Cash Flow Planning for Real Estate Investors      **Tabled**  
Module(s): 7  
Credit Hours: 3.0

Course Title: Mortgage Math Camp      **Tabled**  
Module(s): 7  
Credit Hours: 3.0

Course Title: Mortgage & Real Estate Taxation      **Tabled**  
Module(s): 7  
Credit Hours: 3.0

Long & Foster Institute of Real Estate

Course Title: Agency & Fair Housing      **Approved**  
Module(s): 1  
Credit Hours: 3.0

Course Title: NAR Biennial Code of Ethics      **Approved**  
Module(s): 2  
Credit Hours: 3.0

Course Title: Understanding the Addenda and When to Use      **Approved**  
Module(s): 3 or 7  
Credit Hours: 3.0

Course Title: Renovation Lending      **Approved**  
Module(s): 7  
Credit Hours: 3.0

Course Title: How to Have a Smooth Settlement      **Approved**  
Module(s): 7  
Credit Hours: 3.0

Course Title: How to Sell a Short Sale      **Approved**  
Module(s): 7  
Credit Hours: 3.0

Course Title: Negotiating      **Approved**  
Module(s): 7  
Credit Hours: 3.0

Course Title: Ultimate Real Estate Professionalism      **Approved**  
Module(s): 7  
Credit Hours: 3.0

Sussex County Board of REALTORS®  
Course Title: Bridging the Generation Gap      **Approved**  
Module(s): 7  
Credit Hours: 3.0

McKissock, LLC  
Course Title: A Day in the Life of a Buyer Agent      **Approved**  
Module(s): 7  
Credit Hours: 3.0

Servpro Industries, Inc.  
Course Title: Understanding Mold in the Restoration Industry (2017)      **Approved**  
Module(s): 7  
Credit Hours: 99.0

The CE Shop, In.c  
Course Title: Anatomy of Commercial Building      **Approved**  
Module(s): 6  
Credit Hours: 3.0

Course Title: Residential Property Management Essentials      **Denied**  
Module(s): 7  
Credit Hours: 3.0

Course Title: The Fundamentals of Commercial Real Estate      **Approved**  
Module(s): 6  
Credit Hours: 3.0

International Right of Way Association (IRWA)  
Course Title: Residential Relocation Assistance, C-501      **Approved**  
Module(s): 6 or 7  
Credit Hours: 6.0

Course Title: Non-Residential Relocation Assistance, C-502      **Approved**  
Module(s): 6 or 7  
Credit Hours: 6.0

New Castle County Board of REALTORS®  
Course Title: Practical Tips for Listing Agents      **Approved**  
Module(s): 6  
Credit Hours: 3.0

Delaware Real Estate Education Committee

April 6, 2017

Page 4

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Course Title: Managing Online Transactions      **Approved**

Module(s): 7

Credit Hours: 3.0

Association of REALTORS® School

Course Title: Commercial Real Estate Valuation Principles and Procedures      **Approved**

Module(s): 6 or 7

Credit Hours: 3.0

Course Title: Millennial Generation and the Retail and Housing Markets      **Approved**

Module(s): 7

Credit Hours: 3.0

Course Title: Stucco      **Approved**

Module(s): 7

Credit Hours: 3.0

Course Title: New-Home Construction & Buyer Representation: Professionals,  
Product, Process      **Approved**

Module(s): 6 or 7

Credit Hours: 6.0

Course Title: Fundamentals of Commercial Real Estate      **Approved**

Module(s): 6 or 7

Credit Hours: 6.0

Course Title: Zoning and Land Use      **Approved**

Module(s): 6 or 7

Credit Hours: 3.0

### **Review of Instructor Applications**

Ms. Klimowicz moved, seconded by Ms. Oberdorf, to recommend approval, denial, or tabling, of the following instructor applications as noted below. By unanimous vote, the motion carried.

George Dunsten      **Approved**

Continuing Education: Modules 6, 7 (Bridging the Generation Gap)

Pre-Licensing Course(s): Real Estate Sales

William Lucks      **Approved**

Continuing Education: New Licensee Modules 1-4; Modules 1-7 (Finance, Mortgage Finance)

Pre-Licensing Course(s): Orientation, Real Estate Sales

Broker's Course(s): Brokerage (Sales Management), Real Estate Documents, Valuing Real Property, Financing, Ethics, Legal and Governmental Aspects of Real Estate, Real Estate Investment, Mathematics

Girbran Nicholas      **Tabled**

Continuing Education: Module 7 (Taxation; Real Estate Investment Planning; Cash Flow Planning; Mortgage and Debt Planning)

Delaware Real Estate Education Committee

April 6, 2017

Page 5

Lisa Garrison      **Approved**

Continuing Education: Module 7 (IRWA Courses: 105-The Uniform Act; 207-Practical Negotiations for US Federal Funded Land Acquisitions; IRWA Relocation Courses: 501, 502, 503, 504, 505, 506)

Evette Morrow      **Approved**

Continuing Education: Module 7 (Practical Property Management)

Elizabeth Krug      **Tabled**

Continuing Education: Module 7 (Government Financing)

Pre-Licensing Course(s): Real Estate Mathematics

Robert Fleck      **Approved**

Continuing Education: Module 7 (A Day in the Life of a Buyer Agent)

Travis Martinez      **Approved**

Continuing Education: Module 7 (A Day in the Life of a Buyer Agent)

Brian Funk      **Approved**

Continuing Education: Modules 3, 5, 6

Pre-Licensing Course(s): Real Estate Law

Arlene Benton      **Approved**

Continuing Education: New Licensee Modules 1-4; Modules 1-7 (TRID Regulations)

Pre-Licensee Course(s): Orientation; Real Estate Law

Broker's Course(s): Real Estate Documents; Ethics, Legal and Governmental Aspects of Real Estate; Real Estate Investment

Alvin Monshower, Jr.      **Approved**

Continuing Education: New Licensee Module 1; Modules 1-7 Short Sales Done the Right Way; Real Estate Hot Buttons & Issues; Foreclosures)

George Brancati      **Tabled**

Pre-Licensee Course(s): Real Estate Law

Gregory West      **Approved**

Continuing Education: Modules 6, 7 (All Commercial Topics, Land Use, Real Estate Valuation, Property Management)

Deval Patel-Lennon      **Approved**

Continuing Education: New Licensee Modules 1-4; Modules 2, 3, 5, 6

Michael Haritos      **Approved**

Continuing Education: New Licensee Modules 1-4; Modules 1-6

Pre-Licensee Course(s): Orientation; Real Estate Sales

Broker's Course(s): Brokerage (Sales Management), Real Estate Documents, Ethics

Nicholas Quercetti      **Approved**

Continuing Education: Module 7 (Reverse Mortgage for Purchase)

Pre-Licensee Course(s): Orientation, Real Estate Sales, Real Estate Law, Real Estate Mathematics

**CORRESPONDENCE**

There was no correspondence for the Committee to review or discuss.

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

The committee discussed reaching out to Mr. Bullis regarding his current attendance. The Committee suggested having Ms. Williams contact Mr. Bullis regarding his attendance. Ms. Williams will send a formal attendance letter.

**PUBLIC COMMENT**

There was no public comment.

**NEXT SCHEDULED MEETING**

The next meeting will be held on Thursday May 4, 2017 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, Mr. Rushe moved, seconded by Ms. Klimowicz, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 11:12 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Nicole M. Williams" with a long horizontal flourish extending to the right.

Nicole M. Williams  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*