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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	REAL ESTATE EDUCATION COMMITTEE
MEETING DATE AND TIME:	Thursday, October 4, 2012 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A
MINUTES APPROVED	11/01/2012

MEMBERS PRESENT

Doug Doyle, Kent County, Professional Member, Chairperson
Dee Henderson Hake, Kent County, Professional Member, Vice Chairperson
Barbara Brodoway, New Castle County, Public Member
Danielle Benson, New Castle County, Professional Member
Tom Burns, Kent County, Professional Member
Al Hause, Kent County, Public Member
Donna Klimowicz, New Castle County, Professional Member
Casey Price, Sussex County, Professional Member
Tim Riale, Sussex County, Professional Member
Elaine Woerner, New Castle County, Professional Member

DIVISION STAFF

Jessica Williams, Administrative Specialist II

MEMBERS ABSENT

Tammy Reagan, Sussex County, Professional Member

ALSO PRESENT

Angela Emerson, SCAOR
Regina Lundeen, DAR
Sal Sedita, Delaware School of Real Estate

CALL TO ORDER

Mr. Doyle called the meeting to order at 9:35 a.m.

NEW BUSINESS

Review Requests for Amendments to Course Approvals

The Committee reviewed the request to amend previously approved course approvals. Mr. Riale stated that online course providers cannot comply with the Education Guidelines as a whole and believes that online courses should be considered for module 7 only. Mr. Riale stated that he felt as though it was not the

Commission's intent to allow all required modules to be completed online. Mr. Burns disagreed with Mr. Riale, stating that the guidelines do not prohibit online courses, and it is the Education Committee's responsibility to ensure that all online courses meet the requirements as stated in section 6.3 of the Education Guidelines.

A motion was made by Mr. Burns, seconded by Ms. Hake, to recommend approval of the request to amend the previously approved courses as submitted. Motion carried with Mr. Riale opposing and Ms. Brodoway abstaining.

Sterling Education Services Inc.

- Landlord Tenant Law – Beyond the Basics (Approval # 07311161, Expiring 07/31/13): Module 7

OnCourse Learning Corporation d.b.a. Career WebSchool **Approved**

- Tax Free Exchanges (Approval # 0311253, Expiring 3/31/14): Module 7
- Ethics in Real Estate (Approval # 03311251, Expiring 3/31/14): Module 2
- RESPA Reform (Approval # 07311173, Expiring 7/31/13): Module 7
- Green Home Features (Approval # 01311241, Expiring 1/31/14): Module 7

Sussex County Association of Realtors **Approved**

- Train the Trainer (Approval # 11301151, Expiring 11/30/13): Module 7
- How to Create your Powerful Online Marketing Strategy (Approval # 11301152, Expiring 11/30/13): Module 7
- e-Pro Day 1: (Approval 07311192, Expiring 7/31/13): Module 7
- CRS 201 – Listing Strategies (Approval # 04301144, Expiring 4/30/13): Modules 6 & 7
- Marketing Technology – Part 1 – Getting Started (Approval # 02281123, Expiring 02/28/13): Module 6
- Marketing Technology – Part 2 – Working Smarter (Approval # 02281124, Expiring 02/28/13): Module 7
- Running Your RE Career as a Business (Approval # 02281121, Expiring 2/28/13): Module 7
- Legislative Update: Contract Law for Rental Agents (Approval # 01311145, Expiring 01/31/13): Module 6
- (Sussex County) Planning & Zoning (Approval # 01311141, Expiring 01/31/13): Module 6
- Blueprint for Success (Approval # 12311023, Expiring 12/31/12): Module 7
- Perfecting Your Listing Presentation (Approval #(12311025, Expiring 12/31/12): Module 7

Review of Instructor Applications

A motion was made by Ms. Klimowicz, seconded by Ms. Hake, to recommend approval of the following item as noted below. Motion unanimously carried.

Michael McAllister **Approved**

Continuing Education:

New Licensee Modules: 1, 2, 3, 4

Modules, 1, 2, 3, 4, 5, 6, 7

Review of Course Provider Applications

A motion was made by Mr. Burns, seconded by Ms. Hake, to recommend to the Real Estate Commission approval of the following items, noting that the courses are approved for reinstatement purposes only. Motion unanimously carried.

Course Provider: Sussex County Association of Realtors

Course Title: Broker's Core Course (for reinstatement purposes only) **Approved**

Credit Hours: 6.0

Course Title: Salesperson Core/Real Estate Concepts (for reinstatement purposes only) **Approved**

Credit Hours: 3.0

Review of Student Requests for Approval of Continuing Education Activities

Ms. Williams advised the Committee that under the guidance of the Commission's deputy attorney general, module 1 must cover agency *and* fair housing.

A motion was made by Mr. Riale, seconded by Ms. Brodoway, to recommend to the Real Estate Commission approval of the following item as noted below. Motion carried with Ms. Hake and Ms. Klimowicz opposing.

Student Name: James A Gevurtz

Approved for Module 7 Only, Not Module 1 as Requested; Course did not Cover Agency

Course Title: Compliance with Fair Housing Requirements

Course Provider: A. J. Johnson Consulting Services Inc.

Credit Hours: 3.0

Module(s): 7

Review of Course Provider Applications

A motion was made by Ms. Klimowicz, seconded by Ms. Hake, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Course Provider: Delaware School of Real Estate

Course Title: Real Estate Documents & Seller Representation

Approved

Credit Hours: 3.0

Module: New Licensee Module 3

Course Title: Differences Between DE & PA Transactions

Approved

Credit Hours: 3.0

Module: 3

Course Title: Risk Management

Approved

Credit Hours: 3.0

Module: 4

Course Title: Quirks in Real Estate

Approved

Credit Hours: 3.0

Module: 7

Course Title: Short Sales & Foreclosures

Approved

Credit Hours: 3.0

Module: 7

Course Title: Disclosures

Approved

Credit Hours: 3.0

Module: 5

Course Title: Delaware Uniform Common Interest Ownership Act

Approved

Credit Hours: 3.0

Module: 5

Course Title: Navigating 2012 and Beyond **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Understanding the Agreement of Sale **Approved**

Credit Hours: 3.0

Module: 3

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

Course Provider: The CE Shop, Inc.

Course Title: Foundations of Real Estate Finance **Approved**

Credit Hours: 6.0

Module: 7

Course Title: From Contract to Keys: The Mortgage Process **Approved**

Credit Hours: 6.0

Module: 7

Course Title: Keeping it Honest: Understanding Real Estate & Mortgage Fraud **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Real Estate Technology: The Professional's Guide to Success **Approved**

Credit Hours: 7

Module: 3.0

Course Title: Selling to Your Sphere of Influence **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Title & Escrow: Two Families, One Transaction **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Cracking the Code of Ethics **Approved**

Credit Hours: 3.0

Module: 2

Course Title: Basics of Real Estate Taxation **Approved**

Credit Hours: 6.0

Module: 7

Course Title: Breaking Barriers: Fair Housing **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Diversity: Your Kaleidoscope of Clients **Approved**

Credit Hours: 3.0

Module: 7

A motion was made by Mr. Riale, seconded by Mr. Burns, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Course Provider; Sussex County Association of Realtors

Course Title: Commercial Leasing Contracts **Approved**

Credit Hours: 3.0

Module: 6

Course Title: Legislative Review **Approved**

Credit Hours: 3.0

Module: 5.0

Review of Instructor Applications

A motion was made by Ms. Hake, seconded by Mr. Burns, to recommend to the Real Estate Commission approval of the following items as noted below. Motion unanimously carried.

Michael Morton **Approved**

Continuing Education:

New Licensee Module 4

Modules 1, 2, 3, 4, 5, 6, 7

Pre-Licensing Course:

Real Estate Law

Broker's Course:

Ethics; Legal & Governmental Aspects of Real Estate

Thomas Schoenbeck **Approved**

Pre-Licensing Course:

Real Estate Mathematics

Susan Woods **Approved**

Pre-Licensing Course:

Orientation; Real Estate Mathematics

Broker's Course:

Mathematics

Review of Student Requests for Approval of Continuing Education Activities

A motion was made by Mr. Riale, seconded by Mr. Burns, to recommend to the Real Estate Commission approval of the following item as noted below. Motion unanimously carried.

Student Name: Monica Le Blanc **Approved for Module 7 Only, Not Module 2 as Requested**

Course Title: Principles of Real Estate Appraisal

Course Provider: International Right of Way Association

Credit Hours: 3.0

Module(s): 7

A motion was made by Ms. Woerner, seconded by Ms. Hake, to recommend to the Real Estate Commission approval of the following items as noted below. Motion unanimously carried.

Student Name: Monica Le Blanc **Approved**
Course Title: The Valuation of Partial Acquisitions
Course Provider: International Right of Way Association
Credit Hours: 3.0
Module(s): 7

Student Name: Monica Le Blanc **Approved**
Course Title: Principles of Real Estate Appraisal
Course Provider: International Right of Way Association
Credit Hours: 3.0
Module(s): 7

Review Requests to Amend Previously Approved Course Titles From Jack Lingo, Inc.

A motion was made by Mr. Riale, seconded by Ms. Hake, to recommend to the Real Estate Commission approval of the request to amend a course title of a previously approved course as noted below. Motion unanimously carried.

Course Name: Core Module 2 – Professional Standards
Requested Course Name: NAR Code of Ethics **Approved**

Review Requests to Amend Previously Approved Instructor Approval

A motion was made by Ms. Hake, seconded by Ms. Woerner, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Janet Patrick **Approved**
Requesting Approval for Module: 7

Update from the Commission – Mr. Doyle

Mr. Doyle thanked the Committee members for assisting the Commission with the Annual Seminar. He advised the Committee that the Commission met after the Annual Seminar and some members of the Commission were unaware of the suggested course content guide that the Education Committee is using. Mr. Doyle advised the Committee that the application will be updated, topics will be removed for specific modules, except for module 7 and the application will not ask if applicants have been convicted of a crime. The Commission felt that the question should not be on an instructor application and requested that it be removed from the application. Mr. Doyle informed the Committee that the Chair of the Commission has received direct correspondence regarding business on the Commission's agenda, and was advised that all communication received by any member receives in regards to the agenda or problems, be forwarded to the Commission's administrative specialist, Sandy Wagner.

The Commission suggested that the Committee submit proposed revisions to the suggested course content for the modules.

Ms. Hake will be addressing the Commission regarding the Broker/Sales core courses not being approved as modules during their October 11, 2012 meeting.

UNFINISHED BUSINESS

Revise Suggested Course Content

Mr. Doyle circulated copies of a proposed module drafted by Phil McGinnis. The Committee reviewed the newly licensed salesperson suggested course content.

A motion was made by Ms. Brodoway, seconded by Mr. Burns to add the following language paragraph two of the suggested course content.

“This document summarizes the suggested course content for each required module. While all material on the outline should be covered, the instructor is allowed the flexibility in regard to how much time he or she needs to cover each topic completely. Each course must include a mandatory question and answer and review. For more information, see Section 6.0 of the Education Guidelines and Section 13.0 of the Real Estate Commission’s Rules and Regulations”.

Motion unanimously carried. The Committee inserted language stating that before teaching the course, “the course provider must...” in paragraph three of the newly licensed salesperson modules

A motion was made by Ms. Hake, seconded by Ms. Benson, to leave a question and answer portion in the modules and to remove the written review, just suggesting that a review be done at the end of each module. Motion unanimously carried.

The Committee observed a brief recess from 12:00 p.m. until 12:20 p.m.

The Committee revised the suggested module course content, making grammatical changes and adding additional language stating:

“While all material on these outlines may be covered the instructor is allowed flexibility in regard to how much time he or she needs to cover each topic. Module 1 must cover agency and fair housing. Each course must include a mandatory question and answer and review.”

Ms. Williams will e-mail the proposed drafts of the suggested course content to the Committee members for review prior to the November 1, 2012 meeting. It is anticipated that the final draft will be completed during the November 1, 2012 meeting and subsequently presented to the Commission.

REVIEW OF MINUTES

A motion was made by Ms. Woerner, seconded by Mr. Hause, to approve the September 6, 2012 minutes as presented. Motion carried with Ms. Klimowicz abstaining.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE COMMITTEE (for discussion only)

There was no other business before the Committee.

PUBLIC COMMENT

There was no public comment.

NEXT SCHEDULED MEETING

The next meeting will be held on Thursday, November 1, 2012 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

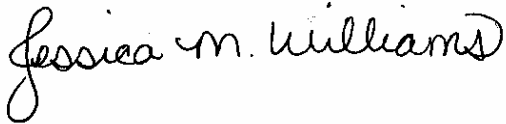
NEW BUSINESS

The Committee decided to conduct the continuing education audit review after the meeting adjourned.

Adjournment

There being no further business, Mr. Riale made a motion, seconded by Ms. Woerner, to adjourn the meeting to review the continuing education audits. Motion unanimously carried. The meeting adjourned at 1:11 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica M. Williams". The signature is written in black ink and is positioned above the typed name and title.

Jessica M. Williams
Administrative Specialist II