



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	REAL ESTATE EDUCATION COMMITTEE
MEETING DATE AND TIME:	Thursday, November 1, 2012 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A
MINUTES APPROVED	12/6/2012

MEMBERS PRESENT

Doug Doyle, Kent County, Professional Member, Chairperson
Danielle Benson, New Castle County, Professional Member
Barbara Brodoway, New Castle County, Public Member
Tom Burns, Kent County, Professional Member
Al Hause, Kent County, Public Member
Donna Klimowicz, New Castle County, Professional Member
Tammy Reagan, Sussex County, Professional Member (9:41 a.m. – 11:54 a.m.)
Elaine Woerner, New Castle County, Professional Member

DIVISION STAFF

Jessica Williams, Administrative Specialist II

MEMBERS ABSENT

Casey Price, Sussex County, Professional Member
Tim Riale, Sussex County, Professional Member
Dee Henderson Hake, Kent County, Professional Member, Vice Chairperson

ALSO PRESENT

Karen Alleva, NCCBOR
Angela Emerson, SCAOR
Regina Lundeen, DAR
Vincent White, Delaware Real Estate Commission
Christopher Whitfield, Delaware Real Estate Commission

CALL TO ORDER

Mr. Doyle called the meeting to order at 9:36 a.m.

REVIEW OF MINUTES

A motion was made by Ms. Woerner, seconded by Ms. Benson, to approve the October 4, 2012 minutes as presented. Motion unanimously carried.

UNFINISHED BUSINESS

Review Final Draft of Suggested Course Content

The Committee reviewed the final draft of the suggested course content which was prepared during the October 4, 2012 meeting. Minimal changes were made to the final draft. Mr. Whitfield addressed the Committee voicing his concern that the course applications should be construed liberally and by a case by case basis. The Committee advised Mr. Whitfield that the final draft of the suggested course content will provide more functionality. Ms. Lundeen addressed the Committee advising them that it is actually easier for course providers to have the suggested course content as a guideline to see what type of course would fall into each module.

Ms. Reagan made a motion, seconded by Mr. Burns, to forward the final draft of the suggested course content to the Commission for their review. Motion unanimously carried.

NEW BUSINESS

Reconsider Approval of Previously Denied Amendments for Modules

Mr. Whitfield advised the Committee that the Commission has requested that they reconsider the approval of previously denied amendments for the salesperson core course, broker core course and property management course to be approved as a module. Mr. Doyle stated that he was previously advised by the Commission that the courses should not be approved as modules, because the guidelines have changed regarding continuing education. There is no reason for the courses to be approved as modules, especially when the Commission has already determined which modules can be used for reinstatement purposes. The purpose of the continuing education changes is to expand the content of the courses; the Committee felt that it would not be beneficial to the licensees to take the same courses that have been required in the past with outdated regulations. Mr. Burns made a motion, seconded by Ms. Benson, to uphold their previous motion to deny the requests for the salesperson core course, broker core course, and property management course to be approved as modules. Motion unanimously carried.

Reconsider Previously Submitted Instructor Applications

The Committee is reviewing instructor applications more closely, due to the new requirements. Mr. Whitfield questioned the Committee in regards to applicants meeting the qualifications listed in the guidelines and not being approved to teach the modules in which they are requesting. Mr. Whitfield was advised by the Committee that although individuals may meet all of the qualifications to be eligible to teach all of the modules, they may not have demonstrated on the application that they are competent in the subject matter. The Committee explained to Mr. Whitfield, that although a salesperson who has 10 years of experience and a bachelor's degree meets the qualifications to become instructor, they may not be competent in teaching a broker's course. If an individual applies to teach all of the modules, the Committee may determine that they are only qualified to teach specific modules.

Mr. White addressed the Committee and stated that although it is not the intent prohibit individuals from teaching a course, it is important to for the licensees to have qualified competent instructors.

Ms. Benson made a motion, seconded by Mr. Burns, to uphold their previous decisions regarding Roberta Jones' and Mason McGill's instructor applications. Motion unanimously carried.

Mr. White addressed the Committee proposing that they host a mandatory informative session to course providers to clarify any questions or concerns with the new requirements. Mr. Doyle advised Mr. White that the Committee will discuss this proposal.

Review of Student Requests for Approval of Continuing Education Activities

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

Student Name: Don Clymer **Approved**
Course Title: Legislative Issues
Course Provider: Delaware Association of Realtors
Credit Hours: 3.0
Module(s): 7

Student Name: Beatrice Clymer **Approved**
Course Title: Legislative Issues
Course Provider: Delaware Association of Realtors
Credit Hours: 3.0
Module(s): 7

Review of Course Provider Applications

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

Course Provider: Association of Realtors School

Course Title: Environmental Disclosures **Approved**
Credit Hours: 3.0
Module: 7

Course Provider: Delaware Technical and Community College

Course Title: Real Estate Pre-Licensing Course **Tabled – Course Outline to Include Hours**
Credit Hours: 99.00

Course Provider: NBI, Inc., DBA National Business Institute

Course Title: How to Obtain Good Title in Real Estate Transactions **Approved**
Credit Hours: 6.0
Module: 6

Course Provider: Ward & Taylor, LLC

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

Course Title: Disclosures **Approved**
Credit Hours: 3.0
Module: 5

Course Title: Short Sales & Disclosures

Credit Hours: 3.0

Module: 7

Course Title: Practical Tips for Listing Agents **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Risk Management **Approved**

Credit Hours: 3.0

Module: 7

Course Provider: Keller Williams Realty

Course Title: Ethics & Arbitration: What You Should Know

Denied – Fair Housing Not Included in Course Outline

Credit Hours: 3.0

Module: New Licensee Module 1

Course Title: Basics of Buyer Representation **Approved**

Credit Hours: 3.0

Module: New Licensee Module 2

Course Title: Basics of Seller Representation **Approved**

Credit Hours: 3.0

Module: New Licensee Module 3

Course Title: Professionalism “Doing the Right Thing When No One is Looking” **Approved**

Credit Hours 3.0

Module: New Licensee Module 4

Course Provider: Sussex County Association of Realtors

Course Title: Perfecting Your Listing Presentation **Approved**

Credit Hours 3.0

Module: 7

Course Title: Blueprint for Success **Approved**

Credit Hours: 3.0

Module: 7

Course Title: The Code of Ethics – Your Promise to Professionalism **Approved**

Credit Hours: 3.0

Module: New Licensee Module 1

Course Title: Closing Techniques that Open the Door to Success **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Communication **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Real Property Long Term – Short Term Rentals **Approved**

Credit Hours: 3.0

Module: 6

Course Title: The CMA vs. the Appraisal **Approved** for Module 6, Not Module 7 as Requested

Credit Hours: 3.0

Module: 6

Course Title: Agreement of Sale & Listing Agreement for DE Residential Property **Approved**

Credit Hours: 3.0

Module: 3

Course Title: The Agony, Ecstasy & Ethics of Co-Broking **Approved**

Credit Hours: 3.0

Module: 2

Review Requests for Amendments to Course Approvals

A motion was made by Ms. Woerner, seconded by Ms. Benson, to recommend approval of the request to amend the previously approved course as noted below. Motion unanimously carried.

Partners Realty

- Buying & Selling HUD Homes (Approval # 06301111, Expiring 06/30/13): Module 7 **Approved**

A motion was made by Ms. Brodoway, seconded by Ms. Klimowicz, to recommend approval of the request to amend the previously approved courses as noted below. Motion unanimously carried.

Kent County Association of Realtors

- Disclosures (Approval # 0073111104, Expiring 7/31/13): Module 5 **Approved**
- What's Under Your House? (Approval # 12311141, Expiring 12/31/13): Module 7 **Approved**
- Understanding the Agreement of Sale (Approval # 073111102, Expiring 7/31/13):
Module 3 **Approved for Module 3, Not Module 7 as Requested**
- Salesperson Core Course (Approval # 073111103, Expiring 7/31/13): Module 1 **Denied**
- Mold to Sold (Approval 03311151, Expiring 3/31/13): Module 7 **Approved**
- Legislative Update – DREC- General Assembly (Approval # 06301131, Expiring
6/30/13): Module 5 **Approved**
- Getting, Enforcing & Collecting Judgments for Debt (Approval # 08311191, Expiring
8/31/13): Module 7 **Approved for Module 6, Not Module 7 as Requested**
- Embracing & Enhancing Professionalism to Increase Revenue (Approval #
073111101, Expiring 07/31/13): Module 7 **Approved**

Proposed 2013 Meeting Dates

The Committee reviewed and accepted the proposed 2013 meeting dates.

Review Requests to Amend Previously Approved Course Title from Sussex County Association of Realtors

A motion was made by Mr. Burns seconded by Mr. Hause, 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 5
Requested Course Name: Legislative Issues

Review of Instructor Applications

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

John E. Sullivan **Approved**

Continuing Education:
 Modules: 3 & 6

Pre-Licensing Course:
 Real Estate Law

Broker's Course:
 Real Estate Documents; Legal & Governmental Aspects of Real Estate

Brian Glancy **Approved**

Continuing Education:
 Module: 6

Pre-Licensing Course:
 Real Estate Law; Real Estate Mathematics

William Lucks **Approved**

Continuing Education:
 New Licensee Modules 1, 2, 3, 4

Continuing Education Modules: 1, 2, 3, 4, 5, 6, 7 – Finance 101 for REALTORS, Mortgage Financing Issues

Pre-Licensing Course:
 Orientation, Real Estate Sales

Broker's Course:
 Brokerage, Real Estate Documents, Valuing Real Property, Financing, Ethics, Legal & Governmental Aspects of Real Estate, Real Estate Investment

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE COMMITTEE (for discussion only)

There was no other business before the Committee.

PUBLIC COMMENT

Mr. Whitfield gave kudos to the Committee for approving courses for other modules instead of what the course provider requested.

NEXT SCHEDULED MEETING

The next meeting will be held on Thursday, December 6, 2012 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

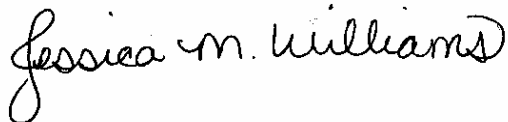
NEW BUSINESS

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

Adjournment

There being no further business, Mr. Burns made a motion, seconded by Mr. Hause, to adjourn the meeting to review the continuing education audits. Motion unanimously carried. The meeting adjourned at 11:54 p.m.

Respectfully submitted,



Jessica M. Williams
Administrative Specialist II