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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, December 6, 2012 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A
MINUTES APPROVED	01/03/2013

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
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
Tammy Reagan, Sussex County, Professional Member
Tim Riale, Sussex County, Professional Member (9:33 a.m. – 12:46 p.m.)
Elaine Woerner, New Castle County, Professional Member

DIVISION STAFF

Jessica Williams, Administrative Specialist II

MEMBER ABSENT

Danielle Benson, New Castle County, Professional Member

ALSO PRESENT

Karen Alleva, NCCBOR
Angela Emerson, SCAOR
Vincent White, 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. Reagan, seconded by Ms. Woerner, to approve the November 1, 2012 minutes as presented. Motion carried with Ms. Hake abstaining.

UNFINISHED BUSINESS

Continuing Education Audit

The Committee reviewed the continuing education audits off the record.

Review Previously Tabled Course Provider Application for Delaware Technical & Community College for Course Titled "Real Estate Pre-Licensing Course"

The Committee reviewed the previously tabled course provider application for Delaware Technical & Community College, which was tabled for a timed outline of the pre-licensing course. According to the documentation submitted, per the Committee's request, the course began prior to submitting the application. According to the outlines submitted, the course began on September 11, 2012 and was scheduled to end on December 18, 2012. The initial application was received on October 3, 2012. Mr. Riale made a motion, seconded by Ms. Brodoway to deny the application pursuant to section 7.1 of the Education Guidelines. Motion carried with Ms. Woerner, Mr. Hause, Ms. Klimowicz, and Ms. Hake opposing and Ms. Reagan abstaining.

NEW BUSINESS

Review of Instructor Applications

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission denial of the following instructor application as noted below. Motion unanimously carried.

Aaron Rice **Denied Due to Not Meeting the Minimum Qualifications for Instructors Pursuant to Section 9.0 of the Education Guidelines**

Continuing Education:

Module: 7 – Certified Distressed Property Expert (CDPE) – Short Sales

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

Susan Malloy **Approved to Teach New Licensee Modules 1 & 4 and Continuing Education Modules 2, 4, 6, & 7 Only**

Continuing Education:

Modules: New Licensee Modules 1 – 4

Continuing Education Modules 1 – 6, Module 7 – Communication Skills, Negotiation, Diversity, Seller Representation (SRS), Buyer Representation (ABR)

Pre-Licensing Course: **Denied Due to Not Meeting the Minimum Qualifications for Instructors Pursuant to Section 9.0 of the Education Guidelines**

Orientation

Real Estate Sales

Broker's Course: **Denied Due to Not Meeting the Minimum Qualifications for Instructors Pursuant to Section 9.0 of the Education Guidelines**

Brokerage (Sales Management)

Real Estate Documents

Valuing Real Property

Financing

Ethics

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

Brendan Erickson **Tabled for Resume**

Continuing Education:

Module: 7 – Investment Real Estate Analysis (REI Wise Fundamentals of Commercial RE Valuation)

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission denial of the following instructor applications as noted below. Motion unanimously carried.

Alex Charfen **Denied Due to Not Meeting the Minimum Qualifications for Instructors Pursuant to Section 9.0 of the Education Guidelines**

Continuing Education:

Module: 7 – Certified Distressed Property Expert (CDPE) – Short Sales

Branden Lowder **Denied Due to Not Meeting the Minimum Qualifications for Instructors Pursuant to Section 9.0 of the Education Guidelines**

Continuing Education:

Module: 7 – Certified Distressed Property Expert (CDPE) – Short Sales

Review of Course Provider Applications

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

Course Provider: The Commercial Real Estate School of TriState Realtors Commercial Alliance

Approved for Modules 6 & 7

Course Title: REI Wise Fundamentals of Commercial Real Estate Valuation

Credit Hours: 8.0

Module: 7

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

Course Provider: Sussex County Association of Realtors **Approved**

Course Title: Residential and Property Management Course

Credit Hours: 9.0

Modules: 1, 3, & 6

Review of Student Requests for Approval of Continuing Education Activities

A motion was made by Mr. Burns, seconded by Mr. Hause, to recommend approval, denial or tabling, of the following items as noted below. Motion carried with Mr. Doyle, Ms. Hake, and Mr. Riale opposing.

Student Name: M. Neil Kilian **Approved for Modules 2, 3, 6 or 7**

Course Title: Core Components of Commercial Brokerage

Course Provider: Society of Industrial and Office REALTORS

Credit Hours: 9.0

Module(s): 2, 3, 7

Review of Course Provider Applications

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

Course Provider: Distressed Property Institute, LLC

Course Title: CDPE- Certified Distressed Property Expert (Distance Learning) **Approved for Modules 6 & 7**
Credit Hours: 14.0
Module: 7

Course Title: CDPE- Certified Distressed Property Expert **Approved for Modules 6 & 7**
Credit Hours: 14.0
Module: 7

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

Course Provider: Association of Realtors School

Course Title: Short Sales & Foreclosures **Approved**
Credit Hours: 6.0
Modules: 6 & 7

Course Provider: Long & Foster Institute of Real Estate

Course Title: CRS 201: Listing Strategies for the Residential Specialist **Approved**
Credit Hours: 6.0
Modules: 6 & 7

Course Provider: Omega Real Estate School

Course Title: Office Management **Approved Contingent upon Receipt of New Course Title**
Credit Hours: 3.0
Module: 4

Course Provider: The CE Shop, Inc.

Course Title: Generation Buy **Approved**
Credit Hours: 6.0
Module: 7

Course Title: Green 100: Real Estate for a Sustainable Future **Approved**
Credit Hours: 6.0
Module: 7

Course Title: Green 200: The Science of Green Building **Approved**
Credit Hours: 6.0
Module: 7

Course Title: Green 300: Greening Your Real Estate Business **Approved**
Credit Hours: 6.0
Module: 7

Course Provider: Wooding Real Estate Group

Course Title: Today, Tomorrow & Yesterday **Approved**
Credit Hours: 3.0

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Module: 1

Course Title: The Gold Standard **Approved**

Credit Hours: 3.0

Module: 2

Course Title: Write it Right! Real Estate Docs Done Right **Approved**

Credit Hours: 3.0

Module: 3

Course Title: Understanding the Back Office: Overview of Office Management **Approved**

Credit Hours: 3.0

Module: 4

Course Title: Cool Tech Tools for Everyone **Approved**

Credit Hours: 3.0

Module: 7

Course Provider: Sussex County Association of Realtors

Course Title: Professional Standards and Real Estate Practices **Approved Contingent upon Receipt of New Course Title**

Credit Hours: 3.0

Module: 2

Course Provider: Keller Williams Realty

Course Title: Agency & Fair Housing **Approved**

Credit Hours: 3.0

Module: 1

Course Title: Real Estate Documents **Approved Contingent upon Receipt of New Course Title**

Credit Hours: 3.0

Module: 3

Course Title: Office Management **Approved Contingent upon Receipt of New Course Title**

Credit Hours: 3.0

Module: 4

Course Title: What's Under Your House? **Approved**

Credit Hours: 3.0

Module: 7

Course Provider: Central Delaware Real Estate Academy

Course Title: Fair Housing Do's and Don'ts **Approved**

Credit Hours: 3.0

Module: 1

Course Title: Customer or Client? **Approved**

Credit Hours: 3.0

Module: 1

Course Title: Clarifying the Code of Ethics (NAR Quadrennial Requirement) **Approved**

Credit Hours: 3.0

Module: 2

Course Title: Everything You Ever Wanted to Know About Rentals, but Were Afraid to Ask **Approved**
Credit Hours: 3.0
Module: 6

Course Title: Follow the Golden Rule **Approved**
Credit Hours: 3.0
Module: New Licensee Module 4

Review of Instructor Applications

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

Dolores Roth **Approved**
Continuing Education:
Module: 7 – Certified Distressed Property Expert

Henry Wooding **Approved**
Continuing Education:
Modules: New Licensee Modules 1 – 4
Continuing Education Modules 1 – 6, Module 7 – Short Sales; Running Your RE Business

Raymond Kyle **Approved to Teach Module 7 Only**
Continuing Education:
Modules: New Licensee Modules 1 – 4
Continuing Education Modules 1 – 6, Module 7 – Tech Skills Courses, Negotiation Courses, Communication Courses

Pre-Licensing Course:
Orientation
Real Estate Sales

Review of Student Requests for Approval of Continuing Education Activities

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

Student Name: Donald Dworkin **Denied – No Course Outline Submitted**
Course Title: Financing Issues & Update
Course Provider: The Professional Development Institute
Credit Hours: 3.0
Module(s): 7

Student Name: Michael S. Ray **Denied – No Course Outline Submitted**
Course Title: Professional Ethics in Practice
Course Provider: Maryland Association of Realtors
Credit Hours: 3.0
Module(s): 2

Student Name: Michael S. Ray **Denied – No Course Outline Submitted**
Course Title: Fair Housing

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Course Provider: Maryland Association of Realtors

Credit Hours: 1.5
Module(s): 1

Student Name: Laverne Simms **Denied – Not Applicable – Course Designation is for Health Care Anti-Fraud Associate**

Course Title: Fraud I – Introduction, Fraud II – Key Products, Fraud III – Legal Issues
Course Provider: Maryland Association of Realtors
Credit Hours: 450
Module(s): 2, 4, 5, 7
Proposed 2013 Meeting Dates

The Committee reviewed and accepted the proposed 2013 meeting dates.

Review Request for Amendment to Course Approval

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

ServPro – Approved for Module 7

Understanding Mold in the Restoration Industry (Approval # 02281231, Expiring 02/28/14): Module 7

Review Requests for Amendments to Instructor Approvals

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

Alvin Monshower Jr Approved

Requesting Approval for: New Licensee Module 1 & Continuing Education Module 2

Brenda Kasuva Approved for Module 7 Only

Requesting Approval for: Continuing Education Modules 6 & 7

Update from Commission – Mr. Doyle

Mr. Doyle informed the Committee that the Commissioner's who attended the previous Committee meeting benefited and has a greater understanding of the Committee since attending the meeting. The Commission approved the suggested course content with some changes to the proposed guidelines.

Mr. Doyle asked the Committee if they felt it would be beneficial to course providers to hold an informational workshop. Ms. Reagan moved, seconded by Ms. Klimowicz, to recommend to the Commission that they hold a free informational seminar to course providers regarding the new regulations and requirements. Motion unanimously carried.

Review of Negative Course Provider Evaluations

Mr. Doyle advised the Committee that the new guidelines address negative course provider evaluations. The guidelines define what a negative course provider evaluation is, but it does not address written comments from the students. He advised the Committee that Ms. Williams received some course evaluations that were

disturbing. While the instructor ratings were relatively high, the written comments were somewhat concerning. Mr. Doyle will inquire to the Commission as to how the Committee should address this issue.

Discussion Regarding Possible Change to Regulation 3.1 of the Education Guidelines

Mr. Doyle advised the Committee that Ms. Price has put her license on inactive status and has taken a position with the Sussex County Association of Realtors. According to the Commission's Deputy Attorney General, inactive status is considered a valid license pursuant to section 3.1 of the Education Guidelines.

The Committee discussed the criteria for becoming a member on the Committee, and according to the Education Guidelines, there is no criteria such as experience or license type. Mr. Doyle advised the Committee that the Commission has specific criteria which needs to be met in order for a Commissioner to be appointed to the Commission. The Committee discussed if requirements for appointment to the Committee should be added to the Education Guidelines to be more specific. Mr. Riale volunteered to create a draft proposal to Regulation 3.1 of the Education Guidelines for the Education Committee to review during their next regularly scheduled meeting.

CORRESPONDENCE

Review Correspondence from Central Delaware Real Estate Academy Requesting Approval to Use Broker's Pre-Licensing Course Hours towards Continuing Education Requirement

The Committee reviewed the correspondence from the Central Delaware Real Estate Academy requesting that the hours accumulated with completing the broker's pre-licensing course be counted towards the continuing education requirements.

Ms. Williams advised the Committee that the course is a requirement for licensure, not continuing education. Mr. Riale stated that since it is a required course for licensure, approval would need to be granted from the Department of Education to be able to use the hours for continuing education purposes. Ms. Klimowicz stated that if an individual wishes to complete the broker's pre-licensing course to further expand their education, the hours should be able to be used for continuing education.

Ms. Woerner moved, seconded by Ms. Klimowicz, to recommend to the Commission that the hours accumulated through the broker's pre-licensing course, be acceptable continuing education. Motion carried with Mr. Riale and Ms. Hake abstaining.

OTHER BUSINESS BEFORE THE COMMITTEE (for discussion only)

Mr. Doyle reminded the Committee members that Committee business is only to be discussed during the public meeting and that Committee members are not liaisons for the licensees or course providers.

PUBLIC COMMENT

There was no public comment.

NEXT SCHEDULED MEETING

The next meeting will be held on Thursday, January 3, 2013 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

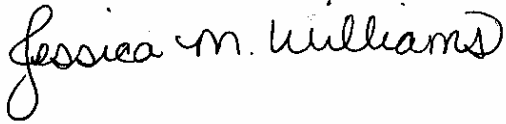
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There being no further business, Ms. Woerner made a motion, seconded by Ms. Reagan, to adjourn the meeting to review the continuing education audits. Motion unanimously carried. The meeting adjourned at 12:46 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jessica M. Williams". The signature is written in a cursive, flowing style.

Jessica M. Williams
Administrative Specialist II