



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, February 7, 2019 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>	March 7, 2019

#### **MEMBERS PRESENT**

Sal Sedita, Sussex County, Professional Member  
Christine Steele, Sussex County, Professional Member  
Michael Rushe, Kent County, Public Member, Chairperson  
Barbara Broadway, New Castle County, Public Member, Vice-Chairperson  
Juli Giles, New Castle County, Professional Member  
Judy Dean, Sussex County, Professional Member  
Maggie Scarborough, Kent County, Professional Member  
Debbie Oberdorf, Kent County, Professional Member

#### **MEMBERS ABSENT**

Denise Tatman, Sussex County, Public Member

#### **DIVISION STAFF**

Eileen Kelly, Deputy Attorney General  
Alison Warren, Administrative Specialist III

#### **OTHERS PRESENT**

Collena Hope

#### **CALL TO ORDER**

Mr. Sedita called the meeting to order at 9:39 a.m.

#### **REVIEW OF MINUTES**

The Committee reviewed the minutes from the January 3, 2019 meeting. Ms. Broadway moved, seconded by Ms. Giles, to approve the January minutes as written. By unanimous vote, the motion carried.

#### **UNFINISHED BUSINESS**

Additional review of Instructor Renewal Application for Robert Ross  
The renewal for Mr. Ross was submitted in June 2018. He requested to teach additional courses on his renewal form and they were not included on his instructor approval letter. The committee reviewed the renewal and determined that their previous approval was for the courses he was renewing and the new requested courses. An updated letter will be sent to Mr. Ross.

## **NEW BUSINESS**

### **Update from Commission**

The Committee was updated that several DAR recommendations reviewed by the Real Estate Subcommittee would be presented to them for their consideration at an upcoming meeting. These include: Continuing Education Flexibility – self-directed CE requests allowed after a standard number for renewal cycles. Commercial Real Estate – can commercial real estate agents have different CE requirements for mod, 2, 3 and 6?

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

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

#### **International Right of Way Association**

The Valuation of Partial Acquisitions, C421      **Denied – no outline included**  
Module(s): 6 and 7  
Credit Hours: 32

Easement Valuation, C402      **Denied – no outline included**  
Module(s): 6 and 7  
Credit Hours: 8

#### **Ward & Taylor, LLC**

Profits, Properties and Policies      **Approved**  
Module(s): 6  
Credit Hours: 3

#### **Sussex County Association of REALTORS**

Professional Standards – Professional Process/Grievance, ProStandards      **Approved**  
Module(s): 2  
Credit Hours: 3

#### **New Castle County Board of REALTORS**

The Delaware Statewide Listing Agreement      **Approved**  
Module(s): New Licensee Module 3  
Credit Hours: 3

#### **The Long and Foster Institute of Real Estate**

DE Real Estate Laws, Statutes, and Contracts      **Approved – Q&A needs to be added to outline**  
Module(s): 5  
Credit Hours: 3

Short Sales, Pre-Foreclosure and Distressed Property      **Approved**  
Module(s): 6 or 7  
Credit Hours: 3

Taking the Fear Out of Flood      **Approved**  
Module(s): 7  
Credit Hours: 3

Ms. Broadway moved, seconded by Ms. Dean to add Overcoming Consumer Fears course to the agenda. By unanimous vote, the motion carried.

Overcoming Consumer Fears in the Midst of a Housing Shortage **Approved**

Module(s): 7 **only**

Credit Hours: 3

The CE Shop, Inc.

Short Sales and Foreclosures: What Real Estate Professionals Need to Know **Approved**

Module(s): 7

Credit Hours: 3

Expanding Housing Opportunities **Approved**

Module(s): 7

Credit Hours: 3

New-Home Construction & Buyer Representation: Professionals, Products, Process **Approved**

Module(s): 6

Credit Hours: 6

Association of Realtors School

Real Estate Taxation and the Approval Process **Denied – PA course content**

Module(s): 7

Credit Hours: 3

Understanding Indoor Air Quality **Approved**

Module(s): 7

Credit Hours: 3

Understanding Specialty Inspections & the Results **Approved – Q&A needs to be added to outline**

Module(s): 7

Credit Hours: 3

A New Landscape: 1031 Exchanges and Tax Reform **Approved**

Module(s): 7

Credit Hours: 3

How Does CMA or BPO Compare to an Appraisal **Denied – PA course content**

Module(s): 7

Credit Hours: 3

Impact of New Tax Law on Real Estate **Approved – Q&A needs to be added to outline**

Module(s): 7

Credit Hours: 3

Keys to Successful Short Sales on Financially Distressed Property **Approved**

Module(s): 7

Credit Hours: 3

Home Equity Conversion Mortgages for Seniors      **Approved**  
Module(s): 7  
Credit Hours: 3

Investing in Real Estate      **Approved**  
Module(s): 7  
Credit Hours: 3

McKissock, LLC  
Educating Homebuyers      **Approved**  
Module(s): 7  
Credit Hours: 3

Real Estate Taxes      **Approved**  
Module(s): 7  
Credit Hours: 3

Intro to Property Management Market Analysis, Risk Management and Maintenance      **Approved**  
Module(s): 7  
Credit Hours: 3

Going Green: Elements of an Eco-Friendly Home      **Approved**  
Module(s): 7  
Credit Hours: 3

Wooding Real Estate School  
Professional Standards in Real Estate      **Approved**  
Module(s): New Licensee Module 1  
Credit Hours: 3

Buyer Representation      **Approved**  
Module(s): New Licensee Module 2  
Credit Hours: 3

Listing Agreements & Other Documents      **Approved**  
Module(s): New Licensee Module 3  
Credit Hours: 3

The Golden Standard Real Estate Professionalism      **Approved**  
Module(s): New Licensee Module 4  
Credit Hours: 3

Agency & Fair Housing      **Denied – course needs to include Fair Housing**  
Module(s): 1  
Credit Hours: 3

The Gold Standard – Professional Standards for Real Estate      **Approved**  
Module(s): 2  
Credit Hours: 3

Write it Right – Real Estate Docs Done Right      **Approved**  
Module(s): 3  
Credit Hours: 3

Understanding the Back Office Management of Real Estate Brokerage Operations **Approved**  
Module(s): 4  
Credit Hours: 3

Overview of Office Management in the Tech Age **Approved**  
Module(s): 4  
Credit Hours: 3

Chesapeake Watershed, FEMA Changes & Local Ordinances **Approved**  
Module(s): 5 or 7  
Credit Hours: 3

Chesapeake Watershed & FEMA Changes, **Approved**  
Module(s): 5 or 7  
Credit Hours: 3

Environmental Concerns Effecting Real Estate Transactions **Approved**  
Module(s): 6 or 7  
Credit Hours: 3

Understanding Generational Selling **Approved**  
Module(s): 7 **only**  
Credit Hours: 3

Cool Tech Tools for Real Estate **Approved**  
Module(s): 7  
Credit Hours: 3

Running Your Real Estate Career as a Business **Approved**  
Module(s): 7  
Credit Hours: 3

Pricing Property, Rental & Property Management, Commercial **Approved**  
Module(s): 6 or 7  
Credit Hours: 3

Keller Williams Realty  
Ethics & Arbitration: What You Should Know **Approved**  
Module(s): New Licensee Module 1  
Credit Hours: 3

Basics of Buyer Representation **Approved**  
Module(s): New Licensee Module 2  
Credit Hours: 3

Basics of Sellers Representation **Approved**  
Module(s): New Licensee Module 3  
Credit Hours: 3

Agency & Fair Housing **Approved**  
Module(s): 1  
Credit Hours: 3

NAR Quadrennia Ethics **Contingent Approval – course name cannot contain NAR Quadrennia**  
Module(s): 2  
Credit Hours: 3

The Paper Chase: The Ins & Outs      **Approved**  
Module(s): 3  
Credit Hours: 3

So You Want to be a Broker      **Approved**  
Module(s): 4  
Credit Hours: 3

Legislative Issues      **Denied – no module 5 guidelines included**  
Module(s): 5  
Credit Hours: 3

Commercial, Property Management & Land Use 101      **Approved**  
Module(s): 6  
Credit Hours: 3

Home Staging Ins & Outs      **Approved**  
Module(s): 7  
Credit Hours: 3

Stucco – The Nitty Gritty      **Approved**  
Module(s): 7  
Credit Hours: 3

Professionalism “ Doing the Right Thing When No One is Looking”      **Approved**  
Module(s): 7  
Credit Hours: 3

The Millionaire Real Estate Investor      **Approved**  
Module(s): 7  
Credit Hours: 3

Communication      **Approved**  
Module(s): 7  
Credit Hours: 3

Home Inspections 101      **Approved**  
Module(s): 7  
Credit Hours: 3

### **Review of Instructor Applications**

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

Gregory McDermott – New Application      **Approved**

Thomas Bartholetti – New Application      **Denied – no resume**

Craig Fernsler – New Application      **Denied – no resume**

Guy Matthews – New Application      **Approved**

Barry VanRensler – New Application      **Approved**

Richard Parsons - New Application      **Tabled – Mod 7 – needs to submit specific course**

Lewis Rodin – New Application

**Approved**

**CORRESPONDENCE**

Collena Hope – submitted additional documents that showed schooling and experience that was not sent with her original instructor license. Ms. Hope would like clarification from the Committee on what steps she needs to take for approval to teach the Pre-Licensing Course. Ms. Hope is currently approved to teach Orientation for the Pre-Licensing course and is asking if she has to submit feedback forms?

The Committee reviewed and discussed Ms. Hope’s original application and her additional documents. They said there was no set time frame before she could reapply, but did recommend that she submit feedback forms (not required but recommended) from 2-3 pre-licensing orientation classes and apply to teach a module 7 course(s).

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

There was no other business before the Committee

**PUBLIC COMMENT**

Ms. Hope thanked the Committee for their feedback and time, and followed up with several additional comments and questions concerning next steps for teaching the pre-licensing course.

**NEXT SCHEDULED MEETING**

The next meeting will be held on Thursday, March 7, 2019 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. Sedita adjourned the meeting at 11:46 a.m.

Respectfully submitted,

*Alison Warren*

Alison Warren  
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.*