

REAL ESTATE CAREER ACADEMY

Your Source for Real Estate Education!

2011 COURSE CATALOG

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ABOUT RECA

The Real Estate Career Academy (RECA) is the award winning education division of the Fredericksburg Area Association of REALTORS®. Overseen by the FAAR Education Working Group, this program has rapidly advanced over the past three years to meet and equip today's REALTORS® with the tools they need to succeed in a challenging and competitive market place.

CLASSES ARE OPEN TO BOTH MEMBERS OF THE ASSOCIATION AS WELL AS NON-MEMBERS

MISSION

- Provide quality education to meet the needs and aspirations of our agents
- Offer current and relevant curriculum to meet the demands of the real estate market
- Attract and retain highly qualified, experienced and knowledgeable instructors
- Foster a inclusive, supportive, and positive learning environment



ACCREDITATION

RECA is a Professional Real Estate Institute Licensed by the DPOR in Virginia, to teach real estate courses, prepare candidates for their State and National Exams and to satisfy state licensing requirements.

As defined by The U.S. Department of Education accreditation:

- Assures students that the institution operates on a sound financial basis
- Has approved program of study
- Qualified instructors
- Appropriate recruitment and admissions policies
- Truthful and reliable course offering advertisements
- Adequate facilities and equipment.



LINKS

- www.faarforum.com/education
- www.facebook.com/pages/RECA-Real-Estate-Career-Academy
- www.twitter.com/reca0

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POST LICENSING (PL) SEMINARS

Once agents have completed their initial licensing courses, the Post Licensing Seminar is designed to help agents meet their required 30 credit hours for license renewal of both mandatory and elective credits in just 4 days.

Agents must complete their education requirements within the first year of initial licensure.

Courses offered in the PL Seminar can be taken individually or as a package

CONTINUING EDUCATION (CE) SEMINAR

After agents have completed their first licensing term they will now earn continuing education credits. The CE Seminars are designed to help agents meet their required 16 credit hours for license renewal of both mandatory and elective credits in just 2 days.

These courses build on the Post Licensing course helping agents to further their expertise.

Courses offered in the CE Seminar can be taken individually

BROKER SEMINAR

In addition to the required 16 hours of continuing education courses Brokers must complete 8 hours of broker management courses.

The Broker Seminar focuses on real estate management and safe company policies and procedure, while meeting the course requirements for license renewal in just 1 day.

Courses offered in the Broker Seminar can be taken individually



ROAD SHOWS

RECA can travel to your office! RECA's highly qualified team of instructors are happy to come to you and provide training from our assortment of state approved continuing education, certification and designation courses; available upon request to meet your scheduling needs.

Must have a minimum enrollment of 10 agents

PRE LICENSING

This 5 week program is designed to give potential agents the skill sets they need to practice real estate beyond the classroom.

The emphasis is on risk reduction, marketing, business planning and real estate law to help create a better, stronger real estate agent.

60 hrs of Real Estate Prelicensing

Broker Prelicensing coming soon!

NEW MEMBER ORIENTATION

NME&O welcomes new members to the Fredericksburg Association of REALTORS®.

The program begins with a 3 hour NAR Code of Ethics course which is complimentary to our members followed by an orientation presented by FAAR's staff on: association requirements, member benefits, online resources, FAAR affiliates, education requirements, RECA, and RPAC.

The program ends with the reciting of the REALTOR® pledge and pinning of new members by FAAR's presidents. Ethics- 3 hrs of Mandatory Topics for Residential Real Estate

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ADDENDUMS

This course reviews line by line the fields and meanings in various addendums such as: Virginia Jurisdictional Addendums, Home Inspection and Radon Testing Addendums, Short Sales Contingency Addendum, FHA/VA Financing Contingency Addendums, Appraisal Contingency Notice, etc.

3 hrs of Mandatory Topics for Residential Real Estate

ETHICS

This course gives agents the ethical framework to do business by giving an in depth overview of the National Association of REALTORS® Code of Ethics. The course also outlines the duties a REALTOR® owes to clients and customers.

3 hrs of Mandatory Topics for Residential Real Estate

AGENCY

This course provides an in-depth review of Virginia agency laws and REALTOR® Code of Ethics and enables agents to be able to identify the potential risk of agency interaction and also develop better practices and policies to ensure clients are given the best care possible.

3 hrs of Mandatory Topics for Residential Real Estate

ESCROW

In this course agents will review all the regulations in Virginia regarding Escrow handling and reporting. Agents will gain knowledge about the importance of the steps involved in the Escrow process, as well as, articulate the importance of disclosures and adherence to regulations, laws and COE.

3 hrs of Elective Topics for Residential Real Estate

CONTRACTS

This introductory course reviews in detail the Virginia Regional Sales Contract to enable agents to gain a better understanding of its contents and use.

3 hrs of Mandatory Topics for Residential Real Estate

FAIR HOUSING

This course reviews the fair housing regulations necessary for agents to better serve the public, avoid discrimination or even the appearance of discrimination and present the greatest housing options available.

3 hrs of Mandatory Topics for Residential Real Estate

FINANCING

This course is designed to provide agents with information on the major areas of mortgage finance by weighing and discussing various lending options for the consumer. This course prepares agents to give sound advice and recommendations in finding the right mortgage professional.

3 hrs of Elective Residential Real Estate

PERSONAL MARKETING

This foundation of marketing course is designed to equip agents with the skills necessary to safely market themselves and their business to their target audience. Current with all the latest marketing trends and technologies, this course helps agents advertise effectively and efficiently.

3 hrs of Elective Residential Real Estate

GRI

Graduate REALTOR® Institute

Is the mark of a real estate professional who has made the commitment to provide a high level of professional services by securing a strong educational foundation.

REALTORS® with the GRI designation are highly trained in many areas of real estate to better serve and protect their clients.

SHORT SALES

In response to the overwhelming number of short sales and foreclosures in our market today, this course was created to introduce agents to all the individuals involved in a short sale transaction, the process and benefits of a short sale, as well as, how to best protect the buyer and sellers.

3 hrs of Elective Residential Real Estate

KEY TO HUD & FHA LOAN

This course defines HUD and the FHA loan while taking agents through the process of buying and selling HUD homes. By detailing various HUD and loan resources this class enable agents to be better informed in assisting buyers in HUD transactions and gives agents an opportunity to diversify their expertise. This course will enable HUD Brokers and agents to better manage HUD properties in accordance with policies and standards set forth by the U.S. Department of Housing and Urban Development.

4 hrs Elective Residential Real Estate

TAX STRATEGIES

This course assists agents in tax planning for themselves and for their business in order to maximize tax savings, as well as, enable agents to be knowledgeable about various tax benefits in real estate so that they may better assist buyers in real estate transactions. The course covers S-Corporation, record keeping, deduction, penalties, and self-directed IRAs; as well as, various real estate tax benefits and an update on recent changes to tax rates and benefits. *The information provided in this class is not to replace the guidance of an accountant or tax professional.

2 hrs Elective Residential Real Estate



REBAC DESIGNATIONS

Research conducted by the National Association of REALTORS® finds that, year after year, agents holding designations earn substantially more. In fact, agents holding the ABR® designation have consistently earned twice as much as agents with no designations.

Education more than pays for itself! Not only will you gain valuable knowledge for working successfully with home buyers, you'll also be able to tap into the many business-building resources offered through REBAC—including a vast referral network of other successful buyer's representatives.

ELECTIVES

- At Home with Diversity
- E-Pro
- Generational Buyer
- NAR's Green
- Real Estate Marketing Reboot
- Short Sales and Foreclosures
- Successful Buyer Representation in New-Home Sales
- Successful Buyer Representation in Relocation

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CRAIG BUCK

Craig Buck: An attorney in private practice specializing in real estate closings, finance, title insurance and contracts. Craig has broad experience and thorough knowledge of all aspects of real estate, finance, loan documents, title problems, foreclosures and contracting. Craig has extensive work experience applying research and analytical techniques to answer complex questions of fact and law resolving title issues and contract negotiations.

LINDA FOSDICK

As an Associate Broker, Linda is considered a respected agent by her peers and is a Top Performer. Additional designations; Accredited Buyer Representative, Certified Residential Specialist, Certified Short Sale Professional, Graduate Realtor Institute, Resort and Second Home Property Specialist. Member of FAAR's Board of Directors. Graduate of the Association Leadership Development Academy, 2008-2009..

JOYCE COMPTON

As a Virginia Licensed Broker Joyce has managed a real estate firm, as well as coached and mentored agents. As a Residential REALTOR®, Joyce was a reoccurring Top Producer. Joyce is a Certified Relocation Specialist, an Accredited Seller Representative, Graduate of the REALTOR® Institute, Real Estate Cyber Specialist, Quality Service Specialist and Senior Real Estate Specialist, e-PRO certified and a Certified Mediator.

JOHN HAID

A Virginia Licensed REALTOR®. John earned his GRI, ABR and e-Pro. John has originated with VHDA, VA, USDA, FHA and most of the top 10 investors. John has been instructing and presenting for different audiences and disciplines for over 10 years. John's background coming from executive level sales management in the technology and communication industry has provided him ample opportunities to be trained on training and conduct training on sales, marketing and management skills. More recently, John an active member of the Fredericksburg Association of REALTORS® (FAAR) serving on the Community Relations, Education, Emerge and Technology Working Groups.

MICHELE FREEMYERS

An attorney in a private law firm which deals with all matters related to residential real estate settlements. Michele has also been an active participant at the Fredericksburg Association of REALTORS. She has been a member of the Education Work Group since 2004 and received Affiliate of the Year in 2007. Michele has her Bachelor of Arts in Psychology from the University of Colorado Boulder (1994), Juris Doctorate from the University of Denver College of Law (1997). She is licensed to practice law in Colorado, D.C, and Virginia.

TINA HUNT

As a Virginia Licensed Broker Tina has opened, owned, and managed a real estate firm. With over 13 years of teaching experience she currently teaches Principals of Real Estate, Ethics, Continuing Education and Post Licensing Education courses along with many other real estate related classes. Tina is a graduate of the Association Leadership Development Program (2009) and the Instructor Training Institute (2008). Tina has had her Real Estate License for over 17 years. She has been and continues to be among the Top Producer's in the Fredericksburg Area. Tina holds numerous designations and certifications.



DEBBIE KLINGENSMITH

A Virginia licensed Agent and REALTOR, Debbie has been active in the Fredericksburg Association since 1999 and has been a reoccurring Top Producer. She started her real estate career in North Carolina in 1987. Debbie's background in training comes from various Non-Profit Organizations and years as a certified trainer for the Federal Government. She is also a graduate of Ohio State University with a degree in Sociology.

TOM MURPHY

A Certified Mortgage Planner with a national mortgage banker, Tom has spent the last 20 years originating home loans, helping build the country's largest mortgage brokerage, broadcasting a weekly "live call-in" radio show and helping to write two books on mortgage finance. In addition to his mortgage business, Tom most enjoys teaching agents the crafts of finance, marketing, networking and helping them to grow their business. This is Tom's third year as an active member of FAAR and his second year as a contributing instructor.

BROOKE MILLER

As a broker Brooke manages an office of over 30 independent contractors producing over \$100 million in volume each year. She coaches individual real estate agents to help them improve their businesses and reach their goals. Brooke is a graduate of Virginia Association of Realtors' Leadership Academy (2010), held FAAR's Professional Honor Role (2009), Graduate of the Virginia Association of Realtors Instructor Training Institute (2008), Certified Residential Specialist (2007) and received a Bachelor's of Science (1999). Brooke is the Treasurer of FAAR (2 year term begins in 2011).

PRISCILLA SHEELEY

Licensed since 1976 with over 34 years of experience Priscilla has been a managing broker, instructor and trainer, and is currently the Assistant Branch Manager of the Fredericksburg Office. Her many years in this area and membership in numerous organizations has created a powerful network of agent relationships throughout the state.

INSTRUCTORS –WANTED–

RECA is continuously seeking instructors who are willing to share their expertise. If you are interested in becoming an instructor at RECA, please e-mail your resume to: education@faarmembers.com.

RECA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, disability, or any other legally protected status.

PHILLIP BLAKE

As a manager of a settlement group Phillip's primary responsibilities are to manage all aspects of operations, which include conducting real estate settlements for Fredericksburg City, Spotsylvania, Stafford, King George and Caroline counties. Phillip earned his BBA in Finance from Radford University in 1996. Phillip has hands on experience in

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SUZANNE BRADY

A managing Broker (2002), Education Work Group Chair of the Fredericksburg Association (2011) and the Vice President of FAAR's Board of Directors. Suzanne has worked in real estate since 1995. She has earned FAAR's Manager of the Year, VAR Honor Society, FAAR's Honor Role, GPAAR Million Dollar Sales Club, Outstanding New Associate and CAAR's Rookie of the Year awards. Suzanne is a graduate of the Weichert Management School, VAR Leadership Academy, and hold numerous certification and designations.

RENE DANIELS

With over 20 years experience in public relations and marketing Rene is the Marketing Director at FAAR. She has a BA in Communications from the University of North Florida. She began her career in the financial industry. In 2010, she made social media and marketing presentations at the VAR's Legislative Conference in February for the AE breakout session as well as presented at the VAR's AE Regional Conference in August. Her past experience includes teaching personal finance to high school students and adults. In 2007, she received the Financial Literacy "Class Act" Award for her innovative personal finance presentations.

VALERI COLON

RECA's Education Director is always available to answer your questions and discuss your educational needs. With a master's degree in Education from the University of Mary Washington and a bachelor's degree in Product Design and Merchandising from the University of Hawaii, she has taught both secondary and post-secondary education

PAM WHARTON

A mortgage loan officer and has been in the real estate business in the Fredericksburg area for ten years. Pamela monitors and retains detailed knowledge of various loan programs which include FHA, VA, Conventional, VHDA and USDA loans. She also serves on the Fredericksburg Area Association of REALTORS Public and Community Relations Work Group.

NEW HIRES

NAME	EXPERTISE
Donna Brandon	Staging Homes
Barry Clark, Esq.	Legal
Julie Nelson, CPA	Accounting/Taxes
Michael Winderl, BS	Technology



RECA ONLINE COURSES

With the mission to serve the licensed real estate professional with high quality, hassle-free and simple online continuing education. Fully Accredited RECA's online courses offers both post licensing and continuing education courses.



SPECIAL NOTICE

Register at least 2 weeks prior to the course date and receive 10% off for early registration (Does not apply to packaged courses, designations or certifications). 10% surcharge for same day registration. *Discounts are rounded to the nearest dollar; cannot combine any special offers.

CANCELLATION POLICY

Please notify RECA at 540-373-7711 if you are unable to attend a scheduled course. No refunds are given without 48 hours prior notice. To prevent course cancellation please register early. Courses are subject to cancellation if the minimum enrollment for a course is not met. If a course has been cancelled, you will receive a notification e-mail with instructions on how to receive a refund. You can then enroll in a different course, and/or request to be notified when that course is next offered.



INCLEMENT WEATHER

For information on closings please contact the Fredericksburg Area Association of REALTORS® at 540-373-7711 and select the inclement weather information option or visit www.faarmembers.com

Virginia Real Estate Licensing Requirements



REAL ESTATE PRE LICENSING

Salespersons must complete a 60 hour course called, *Principles of Real Estate* and pass the State and National portions of the salesperson examination.

BROKER PRE LICENSING

Brokers must complete 180 hour of required broker specific and broker related courses, pass the State and National Portions of the broker examination, and submit verification of experience (actively engaged as a salesperson for 36 out of the 48 months preceding application for licensure).

[\[DPOR Broker Prelicensing requirement in detail\]](#)

POST LICENSING (PL)

New licensees need to take 30 hours of post-license education courses in the first year after they receive their license. 15 of the 30 required hours must include a minimum of 3 hrs of fair housing laws, 3 hrs ethics, 3 hrs law, 3 hrs contracts, and 3 hrs agency. The remaining 15 hours can be in either mandatory or real estate related topics. New agents must wait until their first two-year licensure term ends and renew their license to begin taking Continuing Education courses. [\[DPOR PL requirements in detail\]](#)

CONTINUING EDUCATION (CE)

16 hours of continuing education are required; 8 of the 16 required hours must include a minimum of 2 hrs of fair housing laws, 3 hrs ethics, and at least 1 hr in real estate law, 1 hr contracts, and 1 hr agency. The remaining 8 hours can be in either mandatory or real estate related topics. [\[DPOR CE/Broker requirements in detail\]](#)

BROKER MANAGEMENT

Brokers require an additional 8 hours in Broker Management.

CONTACT DPOR

You may reach the Board office by phone at 804-367-8526 or 804-367-8552, by fax at 804-527-4298, or by e-mail reboard@dpor.virginia.gov Mailing address: Real Estate Board Department of Professional and Occupational Regulation; Perimeter Center, Suite 400; 9960 Mayland Drive; Richmond, VA 23233