



State of Idaho
Division Of Occupational and Professional Licenses
Idaho Real Estate Education Council

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Minutes of 11/08/2023

Board Members	Carolyn Sinnard, Chair	Division	MiChell Bird, Executive Officer
Present:	Debbie Lawrence, Vice-Chair	Staff:	Melissa Ferguson, Ed/Cur Prog Sup
	Heidi Casdorff		Alice Young, Training Specialist
	Jill Stone		Saychelle Roberts, TRS2
Absent:	Chris Foulkrod		Erin Einarsson, Board Support

The meeting was called to order at 9:01 AM MT by Chair Carolyn Sinnard.

APPROVAL OF MINUTES

A motion was made to approve the 09/13/2023 meeting minutes. The motion carried unanimously.

EXECUTIVE SESSION – APPLICATIONS

Motion to Enter Executive Session: A motion was made for the Board to enter executive session under Idaho Code § 74-206 (1) (d) to consider records that are exempt from disclosure under the Public Records Act, Idaho Code § 74-106 (9). The purpose of the executive session will be to discuss documents relating to the fitness of an applicant to be granted a license or registration. Roll call vote: Carolyn Sinnard-aye, Heidi Casdorff-aye, Debbie Lawrence-aye, Jill Stone-aye and MiChell Bird-aye. The motion carried unanimously.

Motion to Leave Executive Session: A motion was made to exit executive session. The motion carried unanimously.

Motions(s) re: Applications: A motion was made to deny case #23-002E. The motion carried unanimously.

A motion was made to approve case #23-003E and case #23-004E. The motion carried unanimously.

COUNCIL BUSINESS

Instructor Conference Update: Training Specialist (TS) Alice Young presented the anticipated agenda for the 2024 Instructor Conference. The Core Pilot will be on March 6, 2024, at the Department of Occupational and Professional Licenses (DOPL), Building #6, at 9:00 AM. The Instructor Development Workshop (IDW) will be on March 7, 2024, at DOPL, Building #6, at 9:00 AM. The Core Pilot topics being developed include Case Law, Guideline 17 Review, Legislative Updates and Hot Topics.

TS Young presented a list of topics that have been highlighted at previous meetings as potential “Hot Topics”. The Council elected to focus on Risk Reduction, which will include a variety of subjects. Suggestions for presenters on those subjects were also discussed.

Education Report: Exam writing with Pearson Vue will be held on April 9th and 10th, 2024, in Boise, Idaho. Education and Curriculum Program Supervisor (Ed/Cur Prog Sup) Melissa Ferguson will be creating a list of subject matter experts including DOPL Education staff members, Real Estate Brokers, and Real Estate Education Council Members to work with Pearson Vue to direct item writing for the exams, reviewing current items and add new items as needed. Council Member Casdorff asked if Pearson Vue writes both the National and State exam and Ed/Cur Prog Sup Ferguson answered that they do.

CBT Real Estate will not be able to deliver the Business Conduct and Office Operations (BCOO) course to the Idaho and ARELLO standards by December 2023. Ed/Cur Prog Sup Ferguson is working to confirm DOPL can use a single source for that contract. DOPL is currently communicating with The CE Shop to contract that build.

The DOPL website has been built and links are being added. Ed/Cur Prog Sup Ferguson requested the Council review the site and provide feedback for the developer. Council Member Lawrence noted that links for past meeting minutes are not working, and Ed/Cur Prog Sup Ferguson will provide that information to the developer and ensure those links are fixed.

Ed/Cur Prog Sup Ferguson reviewed the developments of the OASIS Licensing System including Continuing Education (CE) submission and approval process, license renewal process, and requests for credits. Council Member Stone requested the addition of searching for inactive license holders. Executive Officer (EO) Bird noted that a list of active license holders is provided to MLS. Ed/Cur Prog Sup Ferguson will add that to the list of third-party connection pieces that DOPL would like to add to OASIS.

Technical Records Specialist 2 (TRS2) Saychelle Roberts provided an update on the Discipline Course offered by DOPL. There has been low interest in live classes with only 3 of 160 eligible agents attending. A remote class will be held on November 29, 2023, with 28 agents already signed up. Agents have 120 days from notification to take the course. The Discipline Course is being offered in place of the previous \$800 fine and has been well received by agents. Ed/Cur Prog Sup Ferguson noted that members of the Real Estate Education Council are welcome to audit the course.

Education Council Audit Procedure Discussion: The Real Estate Education Council was presented with a list of instructors to audit. This list was broken down by region and assigned to Education Council members. Council Members are to audit a few hours of the instructor’s course and fill out an evaluation form including a review of teaching styles and to confirm they are meeting standards.

Public Comment: Josh Harbst, Designated Broker and Owner of Genesis Real Estate and Genesis Real Estate School, suggested title company changes and buyer rights be a subject to consider for “Hot Topics”.

ADJOURNMENT

With no further business, the meeting adjourned at 1:16 PM MT.