



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

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**Minutes of 07/16/2024**

<b>Board Members</b>	Heidi Casdorff, Chair	<b>Division</b>	MiChell Bird, Adv Exec Officer
<b>Present:</b>	Chris Foulkrod, Vice-Chair	<b>Staff:</b>	Jill Randolph, Legal Counsel
	Debbie Lawrence		Alice Young, Training Specialist
	Carolyn Sinnard		Erin Einarsson, Board Support
	Jill Stone, Commission Rep.		

The meeting was called to order at 9:00 AM MT by Chair Carolyn Sinnard.

**APPROVAL OF 05/21/2024 MEETING MINUTES**

A motion was made to approve the 05/21/24 meeting minutes. The motion carried unanimously.

**COUNCIL BUSINESS**

**Election of Officers:** A motion was made to elect Heidi Casdorff as Chair and Chris Foulkrod as Vice-Chair of the Idaho Real Estate Education Council. The motion carried unanimously.

**2024/2025 Meeting Dates:** The Council approved the following meeting dates: October 15, 2024, January 13, 2025, March 11, 2025 and July 14, 2025.

**Education Report:** Training Specialist (TS) Alice Young presented the Education Report.

- DOPL Online Services: The DOPL Education Department has officially transitioned to the new DOPL Online Services. Technical Records Specialist (TRS) Saychelle Roberts has been holding virtual office hours to provide training and answer questions for instructors and providers.
- 2024 Commission Core Update: All materials for Commission Core 2024 have been released to instructors and online developers. There are several live and remote classes offered, but there is not an online course option at this time. Advisory Executive Officer (EO) MiChell Bird requested that a notification be sent to July renewals that Commission Core 2024 must be taken in person. Commission Representative (CR) Jill Stone asked if there are any tutorials available for looking up your education on the DOPL Licensing System. TS Young replied that there are videos available on the [IREC YouTube Channel](#) and that a link to those videos will be placed on the [IREC website](#).
- REEA Conference 2024: Training Specialist (TS) Jeannien DeWitt and TS Young attended the 2024 annual REEA conference. TS DeWitt and TS Young both completed the three Gold Standard Instructor Development Workshops and received their certification.

- ARELLO Mid-Year Conference: The “Remedial Real Estate Requirements” discipline class was submitted for an ARELLO award this year.

**Education and Certification Policy:** TS Young reviewed the updates made to the Education and Certification Policy booklet. A motion was made to approve the Education and Certification Policy as amended. The motion carried unanimously.

**Civil Penalty Fine Budget:** A motion was made to increase the Special Education Projects budget by \$5,000, to approve \$15,000 to the Idaho Realtors® 2024 Annual Conference projected education cost, and to approve \$5,000 to the Realtors® Land Institute Western States Chapter Subdivision Land Development course. The motion carried unanimously.

**Education Council Instructor Audits:** Council Members were provided with a list of certified instructors to audit, with the notation that each instructor should be audited every two years.

**Online Broker Pre-License Development:** EO Bird presented to the Council a request that was submitted to DOPL by a course provider, to develop online broker pre-license courses. EO Bird requested that the Council prioritize which courses should be developed for online courses and that upon that determination, a request for information could be developed to gather bids. “Real Estate Law” was proposed by the Council and EO Bird will present the Council’s suggestion to the Commission.

**Public Comment:** There were no public comments.

#### **EXECUTIVE SESSION – APPLICATION(S)**

**Motion to Enter into Executive Session:** A motion was made for the Council 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: Chair Casdorff-Aye, Vice-Chair Foulkrod-Aye, Council Member Sinnard-Aye, Council Member Lawrence-Aye, Commission Representative Stone-Aye, and Advisory Executive Officer Bird-Aye. The motion carried unanimously.

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

#### **Motion(s) Resulting from Executive Session:**

A motion was made to approve applications 24-002E and 24-003E. The motion carried unanimously.

#### **ADJOURNMENT**

With no further business, the meeting was adjourned at 12:42 PM.