



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

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**Minutes of 10/15/2024**

<b>Council Members Present:</b>	Heidi Casdorff, Chair Chris Foulkrod, Vice-Chair Carolyn Sinnard Jessica Dahlinger, IREC Rep.	<b>Division Staff:</b>	MiChell Bird, Executive Officer Jill Randolph, Legal Counsel Melissa Ferguson, Ed. Prog. Supv. Alice Young, Training Specialist Erin Einarsson, Board Support Spc.
<b>Council Members Absent:</b>	Debbie Lawrence		

The meeting was called to order at 9:35 AM MT by Chair Heidi Casdorff.

**APPROVAL OF 07/16/2024 MEETING MINUTES**

A motion was made to approve the 07/16/24 meeting minutes. The motion carried unanimously.

**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, Commission Representative Dahlinger-Aye, and 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 application #24-004E. The motion carried unanimously.

**COUNCIL BUSINESS**

**OASIS Licensing System Update:** The OASIS licensing system launched on July 1, 2024. Executive Officer MiChell Bird recently met with Idaho Realtors® where several key issues were brought to her attention, specifically the ability to view continuing education (CE) credits and for Brokers to view their agents' CE credits. Those items have been fixed and CE credits can be viewed in OASIS. DOPL staff is continuously reviewing the system and identifying corrections that need to be made. Additionally, DOPL staff is continuing to hold office hours to answer any questions providers encounter with navigating OASIS.

**Education Report:** Education Program Supervisor (EPS) Melissa Ferguson provided the Education Report including the following topics:

- **Licensing Exam:** With the upcoming expiration of the Pearson Vue contract, DOPL is preparing a Request for Proposal (RFP) to send out to potential vendors.
- **Commission Developed Courses:** DOPL staff is preparing an RFP for the online Broker Law course as well as the Post Licenses courses, which are due for renewal. EPS Ferguson asked the Council Members to share any suggestions for Subject Matter Experts on these courses with DOPL staff.
- **Commission Core 2024 Update:** Feedback on the live courses has been positive and there is discussion of amending the course for those who have watched the Registration and Account videos and can demonstrate their ability to navigate the system. The CE Shop and CBT Real Estate are currently providing the online courses, and McKissock Learning is currently being reviewed.
- **ARELLO 2024 Annual Meeting:** At ARELLO, EPS Ferguson led the Education Issue Session where the standards for distance education were updated. Three separate documents were consolidated into one with a focus on providing more opportunities for engagement in online learning. Additionally, Training Specialist (TS) Alice Young accepted an ARELLO award for the Discipline course. To date the DOPL Education Team has received 26 ARELLO awards.

**Commission Core 2025 Discussion:** TS Young presented the Council Members with a list of potential topics to include in Commission Core 2025. The Council Members selected Errors and Omissions (E&O) Insurance, including Adverse Materials Facts, and Agency Duties, including the updated Guideline #4. It was suggested that DOPL staff create an instructional video on advertising that can be emailed to licensees. TS Young reached out to the Idaho State Bar for speaker recommendations. Council Members provided suggestions for E&O and Agency Duties instructors. DOPL staff are finalizing the details for the location of the Instructor Conference and the date has been set for March 12 – 13, 2025. Corean Hamlin, Calibri Real Estate, will be the speaker.

**Discussion on Course Material Update Distribution:** The DOPL Education Team is creating a document to track course updates that instructor providers can access.

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

## **ADJOURNMENT**

With no further business, the meeting was adjourned at 10:55 AM.