



State of Idaho

Division of Occupational and Professional Licenses Real Estate Education Council

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Minutes of 03/10/2026

Council	Chris Foulkrod, Chair	Division Staff	Michelle Bird, Executive Officer
Members	Debbie Lawrence, Vice-Chair	Present:	Greg Loos, Legal Counsel
Present:	Carolyn Sinnard		Melissa Ferguson, Ed. Program. Spr.
	Heidi Casdorph		Alice Young, Training Specialist
	Elizabeth Hume, REC Rep.		Ryan Allstott, Licensing Supervisor
			Charlotte Kovac, Board Support Spc.

The meeting was called to order at 9:00 AM MT by Chair Chris Foulkrod.

Approval of 07/14/2025 Minutes:

A motion was made to approve the July 14, 2025 minutes. The motion carried unanimously.

DIVISION BUSINESS

Respectful Workplace Training: The 2026 Respectful Workplace Training was provided.

Open Meeting Law Training: Legal Counsel (LC) Greg Loos presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Commissions of Idaho.

COUNCIL BUSINESS

Education Report: Education Program Supervisor (EPS) Melissa Ferguson presented the Education Report.

- The ARELLO Education Certification Committee is rewriting the Certified Distance Education Instructor courses to be more current and relevant. Opportunities for industry involvement to compare ideas and setting higher standards have also been discussed by the Committee.
- ARELLO has created three job task analysis surveys designed to measure the importance and frequency of job tasks within the Real Estate Industry.
- EPS Ferguson raised a growing concern about attendance rules not being followed in classrooms. The Council and EPS Ferguson discussed ways to remedy this and ensure students are engaged with interactive materials.
- The Education Team is updating and refining the Broker Pre-License, Salesperson Pre-License, and Salesperson Post License courses. Council members provided feedback on ways to improve relevancy and engagement in courses.

Commission Core 2026: Training Specialist Alice Young reviewed the Commission Core 2026 Pilot topics including case law, water rights, and artificial intelligence.

Broker Subject Matter Expert Proposal: Real Estate Instructor Louise McNeill presented a proposal to revise the Broker Pre-License courses of Brokerage Management, Real Estate Finance, and Valuation and Analysis. The Council discussed education paths and cost of the proposal. The Council will revisit this topic at the July 13, 2026 meeting.

Public Comment: There were no public comments.

EXECUTIVE SESSION

Motion to Enter into Executive Session: A motion was made for the Council 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 is to discuss documents relating to the fitness of an applicant to be granted a license or registration. A motion was made to enter the Executive Session. Roll call vote: Chair Foulkrod-Aye; Vice-Chair Lawrence-Aye; Council Member Sinnard-Aye; Council Member Casdorph-Aye; Commission Representative Hume-Aye; and Executive Officer Bird-Aye. The motion carried unanimously.

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

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

A motion was made to grant waiver request 26-001E in part and deny in part as discussed in Executive Session. The motion carried unanimously.

A motion was made to deny application 26-06. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:30 AM.