



State of Idaho

Division of Occupational and Professional Licenses Real Estate Education Council

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Draft Minutes of 07/13/2026

Council Members Present:	Chris Foulkrod, Chair Carolyn Sinnard Heidi Casdorph Elizabeth Hume, REC Rep.	Division Staff Present:	MiChell Bird, Executive Officer Greg Loos, Legal Counsel Alice Young, Training Specialist Saychelle Roberts, TRS 2 Charlotte Kovac, Board Support Spc.
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The meeting was called to order at 9:00 AM MT by Chair Foulkrod.

Approval of 03/10/2026 Minutes:

A motion was made to approve the March 10, 2026, minutes. The motion carried unanimously.

DIVISION BUSINESS

State Travel Policy Update: Executive Officer Bird reviewed the summary of changes that were incorporated into the updated State Travel Policy, which went into effect on July 1, 2026.

Universal Discipline Training: Legal Counsel Loos provided training on Idaho Code § 67-2616, referred to as Universal Discipline, which became effective July 1, 2026.

COUNCIL BUSINESS

Council Elections: A motion was made to elect Council Member Casdorph as Chair. The motion carried unanimously.

Council Meeting Calendar 2026-2027: A motion was made to approve the meeting dates of January 20, 2027, and July 13, 2027. The motion carried unanimously.

Education Report: Training Specialist (TS) Young presented the Education Report. Commission Core 2026 was released on July 1, 2026, and online providers are in the process of obtaining approval to begin offering the course. A survey has been sent to providers requesting feedback on the drafted outline of the Post License courses. The Council provided feedback on topics to be included in the Post License courses such as forms and contract documentation.

Broker Prelicense Education Discussion: TS Young sought guidance from the Council on the next steps for the Broker Prelicense courses. The Council expressed interest in exploring additional providers that may be interested in developing Broker Prelicense courses and recommended proceeding with a Request for Information to receive more proposals.

Civil Penalty Fine Money Budget: TS Young reviewed the Civil Penalty Fine Money Budget. A motion was made to recommend the Civil Penalty Fine Money Budget as presented to the Real Estate Commission (REC). The motion carried unanimously.

Education & Certification Policy: TS Young reviewed the updated Education & Certification Policy with the Council. A motion was made to recommend the Education & Certification Policy as presented to the REC. The motion carried unanimously.

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 Casdorph-Aye; Council Member Foulkrod-Aye; Council Member Sinnard-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

Motion(s) re: Application(s): A motion was made to grant waiver request 26-002E as discussed in Executive Session. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made to close Core 2025 and Mastering Marketing with Tech Tools Audits with no discipline as discussed in Executive Session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:31 AM.