



DISTRICT OF COLUMBIA
Real Estate Commission

May 8, 2018

CERTIFICATION OF COURSE APPROVAL

Martha Earhart
Long and Foster Real Estate Institute
14501 George Carter Way
Chantilly, VA 20151

Provider #5008

The DC Real Estate Commission (Commission) reviewed your course/instructor application(s) for the 2017-2019 cycle. The approved courses/instructors are listed on the attached page(s). Any substantive change to a course, such as revising the course outline, changing the delivery method, or adding an instructor, requires that you submit a new course application at least sixty (60) days in advance of the course offering. If you change instructors, submit a new Instructor certification form. Renewal of dates within the approved cycle requires a thirty (30) day notice.

Course attendees must be banked within 10-days of course completion using the online Continuing Education Banking system. Course rosters must be maintained on record in your files for a period of 5 years for purposes of auditing by the Commission. Audits may be announced or unannounced.

For questions regarding this correspondence, please contact Kathy Thomas on 202-899-3472 or e-mail at Kathy.Thomas2@dc.gov. Thank you for your commitment to meeting the educational needs of District of Columbia real estate licensees.

Sincerely,

Josephine Ricks
Chairperson
DC Real Estate Commission

Enclosures
SEAL



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Each course will be assigned a number and, once generated and forwarded to providers, this number must appear on all correspondence when reporting class participation results to the online Continuing Education banking system and/or the Commission.

Course	Instructor Name		Course#
Understanding Contracts and Addenda	Lacy Alston Doug Barry Carol Calomiris Suzanne Feinstein Mary Lee Jill Malloy	Mary Lee Sima Blackmon-Hall Anthony Devol Ben Raffel Marj Rosner Demetria Scott	A0925
Maryland Disclosures	Lacy Alston Doug Barry Carol Calomiris Suzanne Feinstein Mary Lee Jill Malloy	Mary Lee Sima Blackmon-Hall Anthony Devol Ben Raffel Marj Rosner Demetria Scott	A0926
DC Fair Housing	Nathan Carnes Benjamin Raffel Patrick Sprouse Demetria Scott Carmen Mitchell Martha Eaheart	Lacy Alston Carol Calomiris Kevin Kistler Julie Wilcox Fatima Pereira-Shepard Judith Duarte	A0927



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Real Estate Commission

MEMORANDUM

TO : Members of the DC Real Estate Commission
FROM : EDUCATION COMMITTEE
Danai Mattison Sky, Chair
David Forster, Member
Christine Warnke, Member
Kevin Cyrus, Education Coordinator
Kathy Thomas, Education Liaison Specialist
DATE : May 8, 2018
SUBJECT : Education Committee Meeting Report before the Commission

CE/PL APPLICATIONS: The following provider course/instructor/renewal applications approved by the Education Committee since the April 10, 2018 meeting:

1. Long and Foster Real Estate Institute

Table with 4 columns: Course Title, Instructor(s), Course ID#, and a blank column. Rows include 'Understanding Contracts and Addenda', 'Maryland Disclosures', and 'DC Fair Housing'.

CE BANKING. To date, 56 schools have applied and are approved to offer 1,455 approved courses through the CE Banking system for the 2017-2019 renewal cycle.

cc: C. Cooks, Program Manager
S. Mason, Program Officer
L. Lewis, Executive Director
P. Richardson, Board Administrator