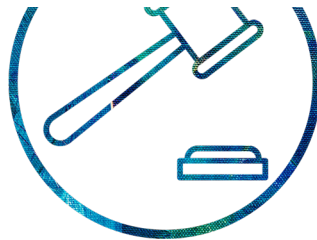




Dulles Area
Association of REALTORS®
Your Resource for Success

Class & Professional Development Opportunities 2021

Your Resource for Education



About DAAR

Your Resource for Success

Dulles Area Association of REALTORS® (DAAR) was founded in 1962. Representing over 1,400 REALTORS® and real estate service providers, DAAR works to support the business of real estate, our members, and the communities we serve with the highest standards of conduct and professionalism.

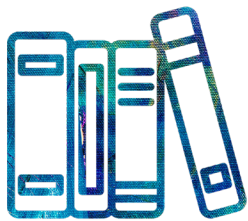
Your Resource for Education

The Dulles Area Association of REALTORS® Real Estate School is dedicated to providing the highest quality professional development opportunities by offering more classes and seminars designed to give you the resources and knowledge to stay on top of your business. The DAAR Real Estate School is one of your most valuable member benefits, and is your go-to for fulfilling your education needs.

DAAR Education Benefits

- Free Continuing Education (CE) Classes* for active DAAR members
- 50% off of Post Licensing Education (PLE)* Classes for active DAAR members
- Industry Designations & Certifications offered to increase skills, proficiency, and knowledge
- Classes taught by top-notch instructors

**Does not include designation, specialty or GRI courses offering renewal hours*



165+
Classes
Annually



2,100+
Class
Registrations
Annually



25+
Instructors



Hybrid
Virtual &
In-Person
Classes offered

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2021 DAAR Calendar Overview

January

- NVAR Contracts Update
- Q1 Continuing Education (CE) Classes

February

- New Member Orientation
- Professional Standards Training
- Q1 Post Licensing Education (PLE) Classes

March

- Economic Summit*
- Pricing Strategy Advisor Certification
- Instructor Development Day
- Q1 Core Competency Classes

April

- DAAR REALTOR® Awards Ceremony*
- At Home With Diversity Certification
- Q2 CE Classes

May

- New Member Orientation
- Q2 PLE Classes
- Major Investors Dinner

June

- NVAR Contracts Update
- Q2 Core Competency Classes

July 2021

- International Forum
- Broker Breakfast
- Q3 CE Classes

August 2021

- New Member Orientation
- Q3 PLE Classes

September 2021

- Q3 Core Competency Classes
- RPAC Networking Event
- Senior Real Estate Specialist Designation

October 2021

- Annual Meeting & Conference*
- Fall Networking - CSC Charity
- Military Relocation Professional
- Q4 CE Classes

November 2021

- New Member Orientation
- Volunteer Appreciation Event
- Q4 PLE Classes

December 2021

- BOD Installation & Holiday Party*
- NVAR Contracts Update
- Past Presidents' Luncheon
- Q4 Core Competency Classes

***DAAR Signature Events**

Dates are subject to change.

Virginia Class Requirements

All real estate agents are required to continue their education after they receive their license. If you are a new agent with less than one year of being licensed, you'll need to take Post Licensing Education (PLE) Classes. For agents and/or brokers who have been licensed for over 2 years, you'll need to take Continuing Education (CE) Classes. Review the breakdown of Virginia requirements below.

Post Licensing Education (PLE) Classes

First year agents must complete the 30 hours of Post Licensing within one year from the month they were licensed. DAAR offers Post Licensing Education (PLE) classes throughout the year, designed to complete state licensing requirements in the following categories:

Name	Hours	Name	Hours
Contract Writing	6	Escrow Management	3
Real Estate Law	6	Ethics/ Standard of Conduct (New Member Orientation)	3
Fair Housing	2	Current Industry Issues & Trends	2
Agency Law	3	Real Estate Related Finance	2
Risk Management	3		

Continuing Education (CE) Classes

VREB State licensing 16-hour requirements complete:

Name	Hours	Name	Hours
Contracts	1	Fair Housing	2
Legal Updates	1	Ethics	3
Virginia Agency	1	Real Estate Related Electives	8

Broker Continuing Education (BCE) Classes

VREB State licensing Broker 24-hour requirements complete:

Name	Hours
Broker Supervision	2
Broker Management	6

Core Competencies

Your success as a REALTOR® is important to DAAR. It is not always easy to know what specific steps would help you fill-in the skill and knowledge gaps that will help you succeed. The DAAR Education Committee has developed a curriculum to help members fill-in these gaps and be successful. This curriculum is a set of classes to address the core competencies of being a thriving REALTOR®. Classes on how to be successful, generate income and help protect the interests of the public are included. Other classes will concentrate on gaining knowledge about listing and buyer presentations, negotiation and pricing tactics, and more.

REALTOR® Basics

Agent Kick-off

101	Tools of the Profession
102	Home Buying Process
103	Bright MLS Training and Compliance
104	Personal Tax Obligations, State, and Local
105	Risk Management

Agent Basics

106	Building & Managing your Pipeline
107	Success Demands Knowledge

Beyond Basics

Agent Advanced Skills

201	Bright MLS Advanced
202	Working with Buyers
203	Working with Sellers
204	Contract to Close
205	Contract Contingencies

REALTOR® Excellence

Agent Excelled Skills

301	Technology
302	Economics and the Housing Market
303	Building Your Business

Real Estate Expertise

Agent Expert Skills

401	Negotiations	405	Pricing Strategies and Appraisals
402	Financing	406	Condominium & Home Owners Association
403	Title and More	407	Farms, Land, Roll Back Taxes
404	Short Sales and Foreclosures	408	Understanding Changing Laws

Successful Growth

Growing Your Knowledge Base

501	Is it Time to Expand Your Business?
502	Professional Development: Making the Best Better
503	Exit Strategies

DAAR Class Categories

The Dulles Area Association of REALTORS® supports all efforts members take to improve and enhance the knowledge and professionalism of their Virginia real estate licensee. DAAR is committed to providing the highest quality instructors and classes. Free continuing education and discounted PLE is a member-only benefit that is available to help you enhance your knowledge. Members will be able to increase their skills, proficiency, and knowledge through a variety of designations and certifications acknowledging experience and expertise. Classes provided will keep DAAR members up to date with the latest strategies, techniques and tools to grow your business.



Contracts



Legal



Property &
Transactions



Principles of
Real Estate



Ethics



Sales &
Marketing



Bright MLS



Certifications &
Designations



Contracts Classes

Real Estate Contracts

This course begins with a basic review of contract law and the essential elements necessary to create a valid, legally enforceable contract. The class will conduct a review of the regional contract widely used in the Northern Virginia area and will review the paragraphs recently changed, and discuss how these changes clarified past confusion that arose out of old definitions and clauses. Finally, the class will take a look at the addenda used in financing contingencies, the walk through and a form created to use when voiding a contract.

Requirement Status	CE Mandatory		
CE Credit	1 Hour		
Cost	\$0 - Members \$12 - Non-Members		
Instructor	Varies by Date		
Location	Virtual/ In-Person		
Class Dates	January 6, 2021 April 7, 2021 July 1, 2021 October 6, 2021	Virtual Virtual Virtual In-Person	Charles Fincher Sarah Petcher Sarah Petcher Charles Fincher

Preoccupied with Occupancy Agreements

Please join DAAR to discuss Occupancy Agreements. This course answers the following questions:

- What is the extent of the Purchaser's responsibility for maintenance and utilities during the Pre-Settlement Occupancy?
- Who bears the risk of loss and what are the potential ramifications of catastrophic loss during the occupancy period?
- What happens in the event of default by buyer or seller?
- What is the extent of the Seller's responsibility for maintenance and utilities during the Post-Settlement Occupancy?

Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	1 Hour
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	Not Available in 2021



Contracts Classes

Continued

Back to Basics: Contract - Part I

During this class, you will be provided an overview of how contracts are negotiated, ratified, and enforced. Specific terms of the NVAR Residential Sales Contract will be covered as well as details of the different parts of what makes a contract for the sale of real estate. You will discuss the formation of a contract; what constitutes a counter-offer v. acceptance of a contract; the differences between contingencies and covenants; breach of contract and enforceability.

Sub-Category	Legal
Core Competencies Class	107 Applicable
Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	March 1, 2021

Back to Basics: Contract - Part II

The NVAR Residential Sales Contract and the statutory disclosures required pursuant to various provisions of the Code of Virginia and Federal Law will be reviewed and discussed during this class. Disclosure obligations regarding Lead Based Paint and other disclosures that pertain to property, agency relationships and advertising will also be discussed.

Sub-Category	Legal
Core Competencies Class	107 Applicable
CE Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	March 8, 2021



Contracts Classes

Continued

Back to Basics: Contract - Part III

The first five paragraphs of the NVAR Residential Sales Contract will be covered during this class. It covers and explores in details the terms of the first five paragraphs: Introduction; Description of the Property; Price and Financing; Deposit; and the Down-payment.

Sub-Category	Legal
Core Competencies Class	107 Applicable
CE Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	March 11, 2021

Back to Basics: Contract - Part IV

Specific terms of the NVAR Residential Sales Contract will be reviewed during this class. Exploration of paragraphs regarding home inspection, utilities, personal property and fixtures, financing applications, alternative financing and buyer representations will also be discussed.

Sub-Category	Legal
Core Competencies Class	107 Applicable
CE Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	March 15, 2021

Back to Basics: Contract - Part V

During this class, several of the paragraphs of the NVAR Residential Sales Contract will be reviewed. Details regarding Smoke Detectors, Wood Destroying Insects, Damage or Loss, Title, Mechanics Lien, Possession Date and Parties' Fees and Adjustments will be discussed.

Sub-Category	Legal
Core Competencies Class	107 Applicable
CE Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	March 18, 2021



Contracts Classes

Continued

Back to Basics: Contract - Part VI

There will be an in-depth review of the final 8 paragraphs of NVAR Residential Sales Contract during this class. The specific paragraphs regarding Broker Fees, Attorney Fees, Performance, Default, Other Disclosures, Assignability, Definitions, and Miscellaneous Provisions will be explored and discussed.

Sub-Category	Legal
Core Competencies Class	107 Applicable
CE Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	March 22, 2020

REALTOR® – Lender Relations

This course is written to give the residential real estate salesperson/broker useful inside information to assist in managing both the lender and client with regards to the mortgage process before and during a real estate transaction. The course is designed to be voiced from a former real estate broker and current lenders perspective. The goal of the course is to give the real estate professional real-world knowledge of current mortgage financing scenarios and language and more importantly how to apply that knowledge as it relates to their specific jobs as both buyer-agents and listing agents.

Sub-Category	Legal			
Requirement Status	PLE Mandatory/CE Mandatory (Real Estate Related)			
PLE/CE Credit	2 Hours			
PLE Cost	\$12 - Members \$24 - Non-Members			
CE Cost	\$0 - Members \$24 - Non-Members			
Instructor	Tan Tunador			
Location	Virtual/ In-Person			
Class Dates	January 7, 2021 April 7, 2021 October 12, 2021	Virtual Virtual In-Person	PLE PLE PLE	CE CE CE



Contracts Classes

Continued

Contract Writing

This course is designed for the new licensee as part of their post license education requirement. The class will review in detail the regional sales contract as well as the Virginia jurisdictional, addenda, contingencies and leases.

Requirement Status	PLE Mandatory
PLE Credit	6 Hours
Cost	\$36 - Members \$72 - Non-Members
Instructor	TBD
Location	Virtual
Class Dates	February 10, 2021 May 6, 2021 August 11, 2021 November 1, 2021

NVAR Contracts Updates

Attendees will learn about updates to NVAR Standard Forms. Featured speaker Keith Barrett, Esq, Vesta Settlements, will review and answer questions regarding the latest changes. Free for DAAR Members.

Sub-Category	Legal
Credit	0 Hours
Cost	\$0 - Members \$20 - Non-Members
Instructor	Keith Barrett
Location	Virtual
Class Dates	January 4, 2021 June 21, 2021



Contracts Classes

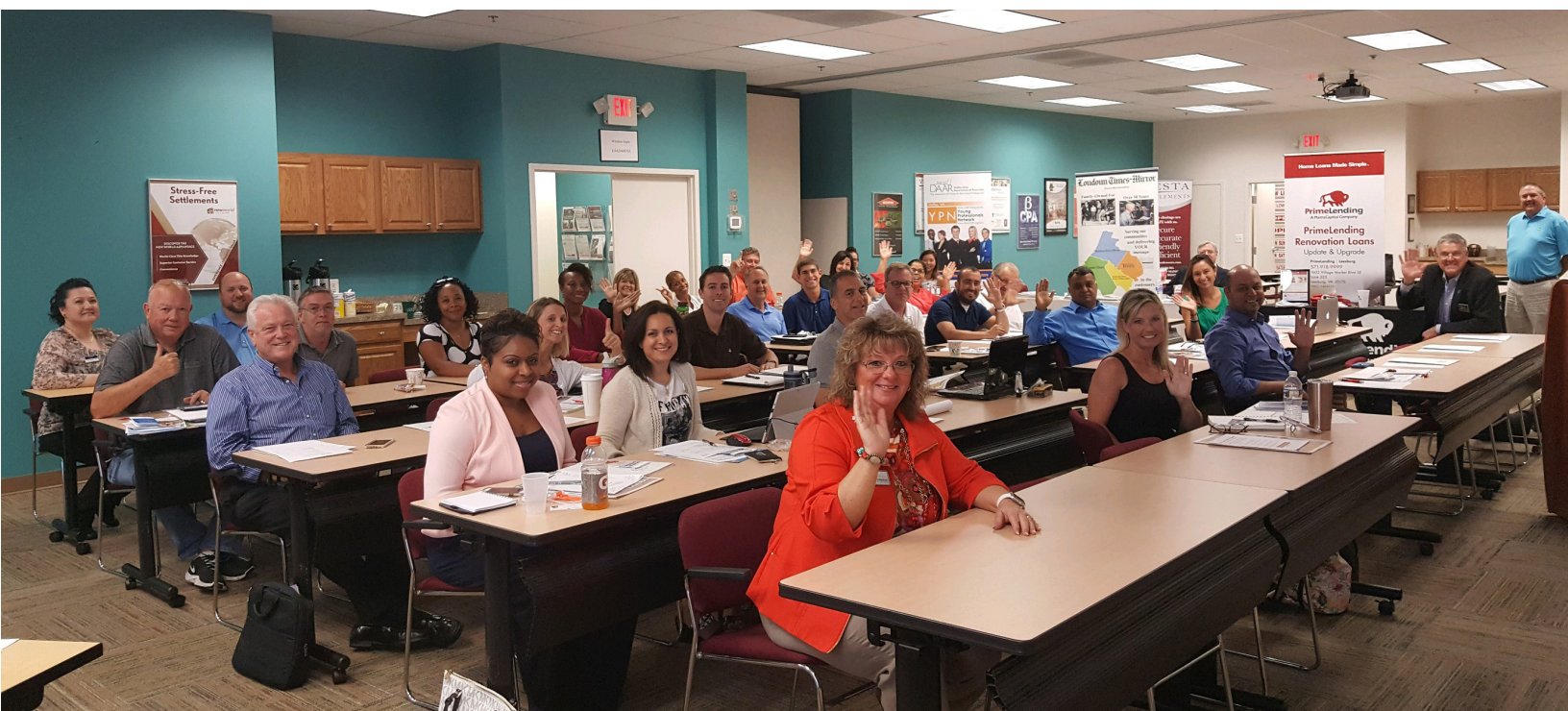
Continued

Real Estate Agent's Survival Guide to Homebuyers' Credit

By learning more about how credit impacts a home-buyer's ability to obtain a mortgage, a real estate agent will be able to better serve their clients, answer questions and offer insights into the home-buyer's prospective ability to obtain home financing.

Additionally, by having knowledge about how credit impacts a home-buyer's ability to obtain a mortgage, a real estate agent will be able to better identify knowledgeable, competent lenders who may better serve their clients (the prospective home-buyers) and help those clients accomplish their goal of home ownership.

Sub-Category	Legal			
Requirement Status	PLE Mandatory/CE Mandatory (Real Estate Related)			
PLE/CE Credit	2 Hours			
PLE Cost	\$12 - Members \$24 - Non-Members			
CE Cost	\$0 - Members \$24 - Non-Members			
Instructor	Greg Davidson			
Location	Virtual/ In-Person			
Class Dates	February 9, 2021 May 18, 2021 August 4, 2021 November 9, 2021	Virtual Virtual In-Person In-Person	PLE PLE PLE PLE	CE CE CE CE





Contracts Classes

Continued

Real Estate Loan Process & Finance Options

The Loan Process and Finance Options is a REALTOR® Basic Class summarizing the loan process and addressing residential, land/lot, and commercial financing. It touches on how borrowers are qualified, make application, and what borrowers and their agents can expect during the loan approval process. Providing REALTORS® with an overview of the purchase process and financing options within each area of real estate sales (residential, land and commercial) serves not only as a refresher to their licensing courses but reinforces a basic function of the real estate purchase.

Sub-Category	Legal
Requirement Status	PLE Mandatory
PLE Credit	2 Hours
PLE Cost	\$12 - Members \$24 - Non-Members
Instructor	Aimee Waltz
Location	Virtual
Class Dates	February 4, 2021 May 4, 2021 August 4, 2021 November 2, 2021

Veteran Administration (VA) Loans

After successfully completing this course the student should have an intermediate knowledge of Veteran Administration (VA) home loans. Students will earn 1 hour of continuing education credit. Students will be able to recognize potential concerns and benefits in the home buying and selling process of VA home loans. Students will be able to have an overall understanding of VA home loans and its process, have knowledge of basic VA underwriting guidelines, understand minimum property and appraisal requirements, differentiate between VA myths and facts, and be able to market to veteran home buyers and sellers. Students will be able to foresee potential issues with a property in order to better educate their client on possible options while using their VA home loan. Students will also be able to help VA borrowers understand their benefits. The student will be able to educate their veteran buyers and seller therefore increasing the value and protection to the general public.

Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	1 Hour
Cost	\$0 - Members \$12 - Non-Members
Instructor	Greg Davidson
Location	In-Person
Class Dates	October 7, 2021



Legal Classes

Virginia Agency Law

This 3-hour course provides a comprehensive summary of Virginia agency laws including history of agency in Virginia and the basics of agency relationships. The course covers the types of agency and non-agency relationships in Virginia and the duties and responsibilities of agents to their clients and customers. Brokerage agreements and agency disclosure forms will be discussed and the Virginia Real Estate Board's Guidance Document on the necessity for brokerage agreements will be reviewed. At the end of the course the student will have a working understanding of the agency laws in Virginia, relationships created plus necessity for written disclosures and agreements.

Requirement Status	PLE/CE Mandatory			
PLE/CE Credit	PLE 3 Hours (Agency) / CE 1 Hour (Agency) + 2 Hours (Real Estate Related)			
PLE Cost	\$18 - Members \$36 - Non-Members			
CE Cost	\$0 - Members \$36 - Non-Members			
Instructor	Scott Mozingo			
Location	Virtual/ In-Person			
Class Dates	January 13, 2021 April 14, 2021 July 14, 2021 October 13, 2021	Virtual Virtual In-Person In-Person	PLE PLE PLE PLE	CE CE CE CE

Death, Divorce & Bankruptcy

There are many speed bumps that can cause a delay a closing. This class will provide you with an overview of three of the biggest roadblocks of a successful settlement. The class will show you how to identify these problems early in the process and how to navigate around the problem to guide your clients to closing.

Sub-Category	Legal
Requirement Status	CE Mandatory (Real Estate Related)
Core Competencies Class	400
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Sonia Downard
Location	In-Person
Class Dates	October 15, 2021



Legal Classes

Continued

Estate & Business Succession Planning

This course provides an in-depth discussion of estate planning, the specific documents included in an estate plan and a practical guide to developing a business succession plan for a real estate sales business. Essential terms used in estate planning are defined. Documents included in an estate plan are explained.

A section of the course material also covers the basic requirements of a will and explains the differences between self-proving and holographic wills. The course covers both intestate and testate succession law in Virginia. Further, the course describes and differentiates estate plans that do and do not include revocable trust agreements. This course will benefit the real estate salesperson and broker professionally because it explains steps that they should take in both their personal and business planning to establish an estate plan that includes measures for transferring or selling their real estate business. It informs the real estate salesperson and broker of issues that must be addressed in estate planning, and the options available for both estate planning and business succession planning.

Sub-Category	Contacts
Requirement Status	CE Mandatory (Real Estate Related)
Core Competencies Class	503
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Varies by Date
Location	Virtual
Class Dates	Not Available in 2021

Deeds in Virginia

With all the paperwork that goes into a real estate transaction, the deed is one of the most important. It is the legal document that conveys title, establishes how the purchasers will hold title (which can include built in estate planning and asset protection) and creates a warranty for the purchasers. Join us for a discussion that will cover warranties, tenancy, conveyance and general procedures on recordation, taxes and exemptions.

Sub-Category	Contacts
Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Sonia Downard
Location	Virtual
Class Dates	April 19, 2021



Legal Classes

Continued

Estates & Wills

This course provides an overview of estate law and a practical guide to probating an estate in Virginia. Essential terms used in probating an estate are defined. Procedures for administering testate and intestate estates are explained. A section of the course material also covers the basic requirements of a will and explains the differences between self-proving and holographic wills. Finally, the course covers intestate succession law in Virginia.

This course will benefit the real estate salesperson and broker professionally because it explains how the death of a property owner affects the conveyance of real property. It informs the real estate salesperson and broker of issues that must be addressed when listing a property being sold by an estate. It also provides an overview of how real estate closings are conducted when probate is involved.

Requirement Status	CE Mandatory (Real Estate Related)
Core Competencies Class	403
CE Credit	1 Hour
Cost	\$0 - Members \$12 - Non-Members
Instructor	Varies by Date
Location	Virtual
Class Dates	Not Available in 2021

Real Estate Law & Board Regulations

This course covers the Forms Update, Rules and Regulations of the Virginia Real Estate Board and Chapter 21 Title 54 of the Code of Virginia as it pertains to real estate licensees. It also covers Advertising by Licensees and how the principal broker supervises to stay within the Code of Ethics Article 12. At the conclusion of the course the class will review what they have learned and discuss the importance of understanding the laws, regulations and disclosures in our industry and how these provide information and protection to the public and the licensee when dealing with real estate matters.

Requirement Status	PLE Mandatory
PLE Credit	6 Hours
Cost	\$36 - Members \$72 - Non-Members
Instructor	Sonia Downard/ Robin Frank
Location	Virtual
Class Dates	February 3, 2021 May 19, 2021 August 18, 2021 November 17, 2021



Legal Classes

Continued

Risk Management: Opinion Verses Fact

This course will explore the different types of misrepresentation that can occur and what the statutes in Virginia address regarding misrepresentation and disclosure requirements. Learn the risks of opinion verses fact and the principle of caveat emptor. Stigmatized properties and latent defects will also be covered in the class. Disclosure requirements in various areas will be discussed including agency, property disclosures, fair housing, antitrust laws, RESPA and environmental issues including mold and the Chesapeake Bay Preservation Act. The course will cover the importance of honest, truthful conduct and the need for written disclosures to inform, protect, and reduce liability and will stress that licensees must understand that managing risk is not just for the licensee's benefit but for the consumer's benefit as well.

Requirement Status	PLE Mandatory
PLE Credit	3 Hours
PLE Cost	\$18 - Members \$36 - Non-Members
Instructor	Kathy Jones
Location	Virtual
Class Dates	February 18, 2021 May 3, 2021 August 5, 2021 November 4, 2021

Real Estate Law & Legal Update w/Flood Content

In an ever-changing real estate industry, it is paramount for a licensee to stay abreast of not only the current market conditions and trends, but legal issues and laws governing our industry as well. While it should be pointed out and made clear to a licensee that they can never give legal advice to consumers unless they are licensed to do so, understanding the laws will help the licensee as they assist a consumer to navigate through the complexities of today's real estate transaction. Our focus of this update is designed to cover a wide variety of legal aspects of:

- Real estate industry
- Current license laws of the state
- Consumer and association disclosure acts
- Current legal issues and trends facing our industry today

Requirement Status	CE Mandatory
CE Credit	1 Hour
Cost	\$0 - Members \$12 - Non-Members
Instructor	Varies by Date
Location	Virtual/ In-Person
Class Dates	January 6, 2021 April 7, 2021 July 1, 2021 October 6, 2021 Virtual Virtual Virtual In-Person Charles Fincher Sarah Petcher Sarah Petcher Charles Fincher



Legal Classes

Continued

Reverse for Purchase: Growing Your Share of the Senior Market

Shaking to its core not just the housing market, but also the broader the economy, are the 78 million American baby boomers who will “retire, relocate, and eventually withdraw from the housing market,” according to a report in the Journal of the American Planning Association, by authors Dowell Myers, a professor of urban planning and demography in the School of Policy, Planning and Development at the University of Southern California, and Sung Ho Ryu, an associate planner with the Southern California Association of Governments.

The report concludes that to combat the impact of a graying America, local communities need to limit overbuilding of new housing, put measures into place to retain the elderly in the community and attract young households to local neighborhoods.

Reverse Mortgages, including myriad new “jumbo” products and the long-time Reverse For Purchase program, are going to be the among the most effective tools available for helping real estate professionals meet the growing needs of this rapidly expanding market.

Because many older homeowners and homebuyers are not aware of—or are afraid of—these loans, it is all the more critical that the real estate professional is versed on Reverse Mortgage offerings.

A working understanding of Reverse Mortgage products further equips real estate professionals for their role in preserving the vibrancy of the housing market, maintaining the well-being of this fast-growing demographic, and sustaining the health of our communities, while providing business—and revenue streams—for themselves and their families.

Sub-Category	Contracts
Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Laurie MacNaughton
Location	Virtual
Class Dates	Date Coming Soon - Check Online Calendar



Legal Classes

Continued

Escrow Management

This course focuses on the responsibility that a licensee has for caring for other people's money when assisting them in real estate matters. Consumers must have absolute trust and confidence in their agent knowing that their funds are safe when tendering over thousands of dollars in the course of a real estate transaction. Laws and regulations are in place to ensure that a consumer's money is properly handled and if not, the penalties facing a licensee for mismanagement of those funds.

The course will cover the Virginia Real Estate Board Rules and Regulations and the Code of Virginia that addresses Escrow and Trust funds and review some of the disciplinary actions taken against a licensee for mismanagement of those funds.

Licensees will learn how to properly handle funds coming into their possession, where those funds must be placed, when, how, and under what circumstances those funds may ultimately be disbursed. Covered will be who has the authority and the responsibility for those escrow/trust funds and the penalties for mismanagement of those funds.

Licensees will also learn what actions constitute commingling and conversion. The course will cover how to handle monies coming into a licensee's possession for sales, rentals and property management transactions.

Sub-Category	Contracts
Requirement Status	PLE Mandatory
PLE Credit	3 Hours
PLE Cost	\$18 - Members \$36 - Non-Members
Instructor	Omni Casey
Location	Virtual
Class Dates	February 18, 2021 May 3, 2021 August 5, 2021 November 4, 2021



Legal Classes

Continued

Landlord Tenant Law: What you need to Know in Virginia

Join us to get up-to-date changes that could impact your practice. The Common Law Virginia Landlord Tenant Act and the Virginia Residential Landlord Tenant Act have received significant changes over the years. The changes made significantly impact your practice – whether you are a listing agent or a buyer's agent for rentals.

Classes will address topics such as:

- Common Law Virginia Landlord Tenant Act vs. Virginia Residential Landlord Tenant Act – is there a difference?
- Who is my buyer, who is the landlord?
- What if the rental agreement isn't executed by all parties, is it still enforceable?
- Application fee vs. application deposit – is there a difference
- How much security deposit can be collected? Does that amount differ if a bond is posted?
- These topics and more will be covered!

Sub-Category	Contracts
Credit	0 Hours
Cost	\$0 - Members \$18 - Non-Members
Instructor	Karen Daily
Location	Virtual
Class Dates	Date Coming Soon - Check Online Calendar

Working with Renters

This course covers many best practices when working with Renters, Rental Properties and Landlords. This course is a must for REALTORS® who don't often work with renters as well as those who wish to gain more confident when reviewing the lease with their clients.

Sub-Category	Contracts
Credits	0 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Robin Frank
Location	Virtual
Class Dates	Date Coming Soon - Check Online Calendar



Legal Classes

Continued

Land Use 101: Tools You Need to Represent your Clients

The land use assessment program provides for the deferral of real estate taxes on property that meets certain agricultural, horticultural, forestry, or open space use criteria. Eligible land is valued and taxed based on its use versus being valued and taxed at its fair market value. The deferred tax is the difference between the annual tax owed based on its fair market value and the annual tax based on its use value. The deferral continues as long as the qualified use continues. In Loudoun County, Virginia, there are over 150,000 acres enrolled in the land use assessment program receiving \$13 million in deferred real estate taxes. Problems and confusion about the use of the land and continued deferral of taxes may surface when the property changes ownership.

The Land Use Assessment Class will provide real estate professionals with the tools they need to successfully represent their clients either selling or buying property that is in the land use program. Students will receive information about the land use assessment program, view some of the important documents, and learn what resources are available for their clients to access. Practice pointers and case studies will also be given to demonstrate best practices for real estate professionals.

Sub-Category	Contacts
Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	2 Hour
Cost	\$0 - Members \$24 - Non-Members
Instructor	TBD
Location	In-Person
Class Dates	Coming in 2022

Tax Tips for REALTORS® & their Clients

Attendees will learn tax tips for REALTORS® who operate their businesses as small business owners and additional information will be given about tax matters for real estate clients who buy, sell, and rent real estate.

Credit	0 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Chrissie Goodrum
Location	Virtual
Class Dates	March 19, 2021



Legal Classes

Continued

Fair Housing: Learn How to Avoid Mistakes in Your Business

In this seminar, we will examine the practices that are considered appropriate and those that are not, both in our conduct and in our advertising. What rights individuals have who are discriminated against, and the penalties for those who do the discriminating. We will discuss current fair housing cases and administrative decisions under the fair housing laws in the hope that these recent events will help us to better understand how the laws are applied, how consumers are affected and how we may avoid those mistakes and wrongdoings that others have chosen to make.

Requirement Status	PLE/CE Mandatory			
PLE/CE Credit	2 Hours			
PLE Cost	\$12 - Members \$24 - Non-Members			
CE Cost	\$0 - Members \$24 - Non-Members			
Instructor	Karen Daily			
Location	Virtual/ In-Person			
Class Dates	January 13, 2021 April 14, 2021 July 14, 2021 October 13, 2021	Virtual Virtual In-Person In-Person	PLE PLE PLE PLE	CE CE CE CE

Broker Supervision

This 2-hour continuing education course specifically designed for brokers and broker associates focuses on some of the critical areas of broker management. Taken from the Virginia Real Estate Board Rules and Regulations and the Code of Virginia this course is a review of the laws and regulations regarding the supervision of a firm and branch offices, and the regulations regarding advertising.

At the conclusion of this course students should be able to demonstrate a better understanding of the laws and regulations and understand why these areas are important and necessary in order to reduce liability and better protect the public's interests and trust in the firm assisting them with their real estate needs.

Requirement Status	BCE Mandatory	
BCE Credit	2 Hours	
Cost	\$0 - Members \$24 - Non-Members	
Instructor	Mark Worriow	
Location	Virtual/ In-Person	
Class Dates	February 4, 2021 October 18, 2021	Virtual In-Person



Legal Classes

Continued

Broker Management

Developing a plan to reduce liability is called Risk Management. In this first section we will discuss what positive steps a broker can take to minimize their risk of liability through controlling it by establishing written policies, training and taking steps to stop problems before they arise. We will discuss risk shifting through the issuance of insurance policies and the importance of educating all of the company's work force in how to handle and reduce risk.

The course will review the mandatory disclosures in Virginia and discuss the different types of misrepresentations that arise in our industry. The class will review the different types of complaint procedures that are available to consumers. Brokers must understand that managing risk is not just for the broker's benefit but for the consumer's benefit as well. We must remember that what happens to the broker also affects consumers.

At the end of this section students will have a better understanding of how to handle, reduce or avoid altogether risk that may ultimately result in litigation for both the broker and the consumer. This course focuses on the responsibility that a licensee has for caring for other people's money when assisting them in real estate matters. Consumers must have absolute trust and confidence in their agent knowing that their funds are safe when tendering over thousands of dollars in the course of a real estate transaction. Laws and regulations are in place to ensure that a consumer's money is properly handled and if not, the penalties facing a licensee for mismanagement of those funds.

The course will cover the Virginia Real Estate Board Rules and Regulations and the Code of Virginia that addresses Escrow and Trust funds and review some of the disciplinary actions taken against a licensee for mismanagement of those funds.

Licensees will learn how to properly handle funds coming into their possession, where those funds must be placed, when, how, and under what circumstances those funds may ultimately be disbursed. Covered will be who has the authority and the responsibility for those escrow/trust funds and the penalties for mismanagement of those funds. Licensees will also learn what actions constitute commingling and conversion. The course will cover how to handle monies coming into a licensee's possession for sales, rentals and property management transactions.

Requirement Status	BCE Mandatory	
BCE Credit	6 Hours	
Cost	\$0 - Members \$72 - Non-Members	
Instructor	Mark WorriLOW	
Location	Virtual/ In-Person	
Class Dates	February 11, 2021 October 4, 2021	Virtual In-Person



Property & Transactions Classes

Transactions with a Twist

This course provides an in-depth discussion of the transactions that are not seen every day, but are common enough that agents should identify and work through them smoothly. These transactions include the use of a power of attorney, having a trust or estate seller, tax deferred exchanges, relocation and new home sales, foreclosures, persons under disability and more. This course will benefit the real estate salesperson and broker professionally because it identifies what is different in these less-common transactions. The materials give steps for how to work through the transactions, what questions to ask, what information to collect and generally how to be successful and professional in a non-uniform transaction.

Sub-Category	Legal
Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	TBD
Location	In-Person
Class Dates	Coming in 2022

What to Expect at the Home Inspection

This course will provide the new licensing requirements for home inspections. The instructor will cover contract requirements, the AHI Standard of Practice, and general limitations and exclusion. There will also be a detailed review of the areas to be inspected.

Sub-Category	Sales & Marketing	
Requirement Status	CE Mandatory (Real Estate Related)	
Core Competencies Class	107	
CE Credit	2 Hours	
Cost	\$0 - Members \$24 - Non-Members	
Instructor	Seth Hurlbert	
Location	Virtual/ In-Person	
Class Dates	January 20, 2021 October 25, 2021	Virtual In-Person



Property & Transactions Classes

Continued

Understanding Septic Systems & Wells for Real Estate Professional

This course provides an overview of septic systems and wells and the essentials a real estate licensee must understand when representing a buyer or seller in the sale of property which has either a septic system or well, or both. Septic construction basics are explained in general. The course also covers conventional systems and alternative systems, including specific types of alternative systems which have become prevalent over the years. Required maintenance standards and repair examples also are covered. In addition, the course explains legal requirements for conventional and alternative systems. New terms are defined and procedures also are explained. For wells, the course provides an overview of wells. It also covers regulations governing installation, upgrades and potability standards. Finally, the course provides an overview of Northern Virginia Association of Realtors® standard form well and septic contract addendum.

This course will benefit the real estate salesperson and broker professionally because many homes in Virginia still have wells and septic systems. Agents need to understand the difference between conventional and alternative systems, as well as the regulations that govern such systems. Agents also need to understand the basics of wells and the standards required for well water testing.

Requirement Status	CE Mandatory (Real Estate Related)
Core Competencies Class	107 & 205
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Mike Lynn
Location	Virtual
Class Dates	Date Coming Soon - Check Online Calendar

1031 Exchange

Experienced REALTORS® need to refresh their memory with the details of 1031 Exchanges. With improvements in the real estate, market investors will engage in more "like-kind" exchanges. Newer agents need to be introduced to new possibilities for their investor clients. 1031 Exchanges are a viable tool with which REALTORS® need to be comfortable and be able to speak knowledgeably with their client base.

Sub-Category	Legal
Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Bill Horan
Location	Virtual/ In-Person
Class Dates	January 7, 2021 April 21, 2021 July 15, 2021 Virtual Virtual In-Person



Principles of Real Estate Classes

Principles Of Real Estate

The 60-hour Principles of Real Estate course is designed to prepare the student to pass the Virginia State Examination for licensure as a real estate salesperson. The course includes basic laws governing the ownership and transfer of real estate, the terminology associated with the real estate industry, terms of sales contracts and other documents used to transact real estate business. In addition, students will learn the Virginia regulations that control the real estate industry, how mortgages work, and the advantages and disadvantages of certain types of financing. Instruction in fair housing and other federal and state laws that guarantee equal rights and protect consumers will help the student in the practice of real estate.

Sub-Category	Contracts
CE Credit	60 Hours
Cost	\$299
Instructor	Allan Marteney
Location	In-Person Only
Class Dates	Fall 2021



Ethics Classes

The Code of Ethics: Our Promise of Professionalism

Upon completion of The Code of Ethics: Our Promise of Professionalism course, participants will be able to:

- Identify key aspirational concepts found in the Preamble to the NATIONAL ASSOCIATION OF REALTORS® Code of Ethics
- Describe general business ethics, and compare and contrast the REALTORS® Code of Ethics with business ethics, generally
- Describe the concepts established in Articles 1, 2, 12, and 17 of the Code of Ethics
- Identify possible violations of the Code of Ethics specifically related to the Articles cited above, after participating in interactive learning methods (case studies, quizzes, role plays, demonstrations, and group discussions about fact scenarios)
- Describe the professional standards process for enforcing the Code of Ethics, including the duty to arbitrate
- Identify critical elements of due process as they relate to Code enforcement
- Identify factors considered by hearing panels in procuring cause disputes

Requirement Status	CE Mandatory	
CE Credit	3 Hours	
CE Cost	\$0 - Members \$36 - Non-Members	
Instructor	Kathy Jones	
Location	Virtual/ In-Person	
Class Dates	January 20, 2021 April 21, 2021 July 21, 2021 September 1, 2021 October 25, 2021	Virtual Virtual In-Person Virtual In-Person



Sales & Marketing Classes

Building a Brand

How do you create a personal brand that stands out and connects with your target market? Join us as we discuss understanding and creating personal branding that communicates your value to your potential clients.

Core Competencies Class	101
Credit	0 Hours
Cost	\$0 - Members \$12 - Non-Members
Instructor	Sonia Downard
Location	Virtual
Class Dates	March 10, 2021

Home Purchase 411

Get the "411" on the not so obvious topics you should be discussing with your purchase clients. As agents, you are tasked with wearing many hats and offering advice and assistance to your purchasers on various topics throughout the home buying process. The basic and somewhat obvious purchase topics are usually covered early in your process location, features, financing, contractual terms etc.

However, some topics are not so obvious and often get overlooked or addressed at the last minute at an inappropriate time. Join us for a casual discussion on topics like title insurance, surveys, caveat emptor, home inspections, and how to take title.

Sub-Category	Legal
Requirement Status	CE Mandatory (Real Estate Related)
CE Credit	2 Hours
Cost	\$0 - Members \$24 - Non-Members
Instructor	Sonia Downard
Location	In-Person
Class Dates	July 1, 2021



Sales & Marketing Classes

Continued

International Forum

Are you seeking an additional tool to expand your international business opportunities? This forum is designed to present languages used, history, culture and correct etiquette for clients from the different countries around the world. Learn what role international law plays in purchasing property.

2021: The Philippines



CE Credit	0 Hours
Cost	\$0 - Members \$24 - Non-Members
Location	Virtual
Class Dates	July 23, 2021



Bright MLS Classes

Bright MLS offers many training classes throughout the year. Visit your Bright MLS portal to browse through all of them. Below you'll find the classes that DAAR has partnered with Bright MLS to showcase the tools available to members. To register for these classes, visit the [Bright Calendar](#).

Intro to Bright MLS

Topics include how to effectively search sales, rentals, public records and more; understanding residential search display; review of new listing status; new map search tools; creating custom displays; creating reports. For new agents or as a refresher.

Core Competencies Class	103
Instructor	Meagan Longerbeam
Location	Virtual
Class Dates	January 14, 2021

Making the Most of Remine Pro

Join us to discover how you can leverage the power of ReminePro, a software platform included with your Bright subscription, that combines property records, data visualization, tracking, and predictive analytics to enrich the information you receive through the MLS.

Learn about:

- Searching for active and off-market properties
- Actionable insights like move scores, property values, mortgage info, home equity, ownership time and contact info
- Easily generating CMA 360 reports that analyze MLS and off-market records
- Marketing tools that help you communicate and advertise
- Building lists, export data, create labels and send mailers
- Providing a free credit report for your clients
- Tracking what your clients are looking at in Remine
- And so much more!

Core Competencies Class	103
Instructor	Meagan Longerbeam
Location	Virtual
Class Dates	February 25, 2021



Bright MLS Classes

Continued

CMAs: Setting the Right Price

Looking to help your clients with their pricing or offering strategies? Create a comparative market analysis (CMA) that helps sellers set the right price, and enables buyers to make the right offer.

Core Competencies Class	103
Instructor	Meagan Longerbeam
Location	Virtual
Class Dates	February 25, 2021

Bright Homesnap Pro

Learn how to access and share Bright MLS information from anywhere using HomesnapPro. HomesnapPro is your mobile connection to Bright MLS data from your phone! HomesnapPro is included in your Bright MLS subscription fee so there is no additional fee to use it. Attendees will learn how to find important MLS information from their phones, easily share MLS information with their clients, offer prospects/clients a branded version of the app, and much more. Attendees should download the HomesnapPro app before the session begins.

Core Competencies Class	103
Instructor	Meagan Longerbeam
Location	Virtual
Class Dates	March 25, 2021

Managing Listings and Sellers

So you got the listing, now what?

Learn about:

- Add & Edit Listing
- Status & Days on Market (DOM)
- The MORE Button
- Copy a Listing
- My Hit Counters & Reverse Prospecting
- Market/Listing Performance Reports

Core Competencies Class	103
Instructor	Meagan Longerbeam
Location	Virtual
Class Dates	March 25, 2021



Certifications & Designations

At Home with Diversity (AHWD)

REALTORS® know the importance of adapting and remaining relevant in today's marketplace. By developing a business practice rooted in inclusion and equality, you can help buyers of all cultural backgrounds achieve the dream of homeownership. The At Home With Diversity® (AHWD) certification course teaches you how to work effectively with diverse populations so you can build business success in today's multicultural real estate market.

Core Competencies Class	502
Duration	4 CE Real Estate Related 2 PLE Current Industry Issues
Cost	\$109 - Members \$119 - Non-Members
Instructor	Matthew Rathbun
Location	Virtual
Class Dates	April 22, 2021



Presents a new certification course:

At Home with Diversity





Certifications & Designations

Continued

Pricing Strategies Advisor

Designed for real estate professionals at all experience levels and those working with either buyers or sellers, the National Association of REALTORS® PSA (Pricing Strategy Advisor) certification provides a framework for understanding:

- The purpose and benefits of CMAs
- Terminology of pricing and valuation
- The Code of Ethics as it relates to pricing
- How to identify appropriate comparables, and where to find information about them
- The role of supply and demand in pricing
- How to adjust comparables
- Specific challenges and special situations in making adjustments
- How to guide clients through the CMA
- How to work with appraisers
- How to hone your pricing skills and practices
- Elective for ABR & SRS Designation

Core Competencies Class	502
Duration	8.5 Hours
PLE Credit	2 PLE Current Industry
CE Credit	8 CE Real Estate Related
Cost	\$109 - Members \$119 - Non-Members
Instructor	Mark WorriLOW
Location	Virtual
Class Dates	March 19, 2021

Discovering Commercial Real Estate

This course offers a broad overview of the basics of commercial real estate and how it differs from residential real estate. Students will be able to distinguish and understand the broker's role and discover the different types of commercial properties, terms, valuation methods, marketing and resources for further education.

Core Competencies Class	502
Duration	3 Hours
PLE Credit	2 PLE Hours Current Industry
CE Credit	3 CE Real Estate Related
Cost	\$40 - Members \$45 - Non-Members
Instructor	Frank Dillow & Rich Blessing
Location	Virtual
Class Dates	June 2, 2021



Certifications & Designations

Continued

Military Relocation Professional (MRP)

When military staff and their families relocate, the services of a real estate professional who understands their needs and timetables makes the transfer easier, faster, and less stressful.

The Military Relocation Professional Certification Course educates REALTORS® about working with U.S. service members and their families and veterans to find the housing solutions that best suit their needs and to take full advantage of available benefits and support.

Core Competencies Class	502
Duration	8.5 Hours
PLE Credit	2 PLE Hours Current Industry
CE Credit	6 CE Real Estate Related
Cost	\$109 - Members \$119 - Non-Members
Instructor	Mark WorriLOW
Location	In-Person
Class Dates	October 14, 2021

Senior Real Estate Specialist

They are NOT your average grandparents. The largest and wealthiest buyer's group in the country is made up of Baby Boomers. Understand what motivates this mature demographic and make your business boom with an Seniors Real Estate Specialist® (SRES).

Build your real estate business with specialized knowledge of the wants, needs and expectations of home buyers and sellers aged 50+. By earning your SRES designation via the 2-day course, you gain familiarity with these unique buyers and sellers, and connect with a specialized referral network of more than 13,000 REALTORS®. Discover the advantages of NAR's SRES designation.

Core Competencies Class	502
Duration	8.5 Hours
PLE Credit	2 PLE Current Industry
CE Credit	8 CE Real Estate Related
Cost	\$249 - Members \$299 - Non-Members
Instructor	Larry Anderson
Location	In-Person
Class Dates	September 9 & 10, 2021



Certifications & Designations

Continued

Graduate, REALTOR® Institute

DAAR is proud to partner with Blue Ridge Association of REALTORS® and REALTOR® Association of Prince William to enhance your career with classes dedicated to empower your real estate knowledge with the Graduate, REALTOR® Institute (GRI) Designation.

Your clients are more sophisticated than ever, requiring you to perform at a higher level of professionalism. By earning the GRI Designation, you will lead the pack with real-world knowledge about new technologies, laws and marketing techniques that positively affect your bottom line. Stay one step ahead of the competition. [Earn your GRI!](#)

Gain Comprehensive Knowledge

- The coursework provides in-depth training on the most essential topics, including market knowledge, business skills, systems and tools, and risk management—substantially beyond what's covered by licensing courses.

Build Confidence

- Past graduates consistently say they love their GRI because it gave them confidence in their own skills and credibility with clients—essential components for building a successful real estate career.

Impress Consumers

- With “Graduate, REALTOR® Institute” by their name, they stand out in their market as an agent who takes advanced real estate education seriously.

Core Competencies Class	501, 503, 505, 506, 507, 508
Duration	7 Hours Per Class
PLE Credit	2 PLE Hours Current Industry
CE Credit	6 CE Real Estate Related
Cost	\$99 Per Class
Instructor	Varies by Class
Location	Virtual

GRI 501 Agency in Virginia

Instructor: Michael Guthrie
[January 22, 2021](#)

GRI 503 Business Planning

Instructor: Jeff Wu
[March 19, 2021](#)

GRI 505 Working with Sellers

Instructor: Nancy Pav
[May 21, 2021](#)

GRI 506 Risk Management

Instructor: Michael Guthrie
[July 19, 2021](#)

GRI 507 Ethics

Instructor: Nancy Pav
[September 24, 2021](#)

GRI 508 Real Estate Law

Instructor: Jeff Wu
[November 1, 2021](#)

DAAR Instructors

DAAR Instructors have been trained through the DAAR Train-the-Trainer program. DAAR offers an elite group of professionals to educate students through knowledge, skill and experience. We are proud to present our 2021 Faculty.

Keith Barrett

After entering the real estate title and settlement business in early 2005, Keith quickly built a reputation as a trusted resource, educator and advisor to the real estate community on real estate transactions and related matters. In early 2011, he founded Vesta Settlements and has overseen its growth from one employee in a temporary office space to a team of over 20 across three offices. Keith has established and oversees the "big picture" for Vesta and ensures execution across operations and business development.

Keith has conducted in excess of 5,000 real estate settlements, while also teaching seminars and classes across Northern Virginia, including NVAR, DAAR, individual brokerages, lending offices, sales meetings, trade shows and retreats. Overall, he has taught more than 500 classes across a wide range of subject matter. Keith is a licensed attorney in Virginia, New York, Connecticut and D.C., a licensed title agent, and a Virginia Real Estate Board approved instructor. He also serves on the NVAR Standard Forms Committee (including as Past Chairman), the NVAR Attorney Roundtable Committee, is a member of the Virginia Bar Association Real Estate Section and serves on the Virginia Bar Association Real Estate Council.

Class List

- NVAR Forms Update

Omni Casey

Omni Casey has trained, led and mentored new agents since 2010 through Weichert Realtors. In 2020, Omni was the Vice President of Professional Development. He has also served on the DAAR Board of Directors. He is very active with the association and enjoys teaching and is a managing Broker.

Class List

- PLE Contract Writing
- PLE/CE Escrow Management
- PLE/CE Risk Management



Karen Daily

Karen is an attorney who has been practicing law since 2003, and a resident of Northern Virginia since 2013. Karen currently works as a settlement attorney for Ekko Title, LLC in their Ashburn, Virginia office. Karen has extensive experience in civil litigation, business litigation, and real estate law.

Class List

- PLE/CE Fair Housing
- Landlord Tenant Law
- CE Estates & Wills
- CE Contracts I-VI



DAAR Instructors

Continued

Greg Davidson

Greg Davidson has been a mortgage professional focusing on Loudoun County and Northern Virginia for more than 20 years. His lending specialties include first-time homebuyers, self-employed borrowers and Veterans.

Since joining DAAR in 1999, Greg has served as an affiliate member of the Board of Directors, volunteered for numerous committees, taught accredited classes for Realtors and was chosen as the 2002 DAAR Affiliate of the Year.

Having volunteered with and served in various leadership capacities with Loudoun Habitat for Humanity and the Loudoun County Housing Advisory Board, Greg has a personal commitment to helping homebuyers achieve their home ownership goals.



Class List

- PLE/CE Real Estate Agent's Survival Guide
- CE VA Home Loans
- 45 Hour Broker Pre-Licensing: Essentials of Real Estate Finance

Frank Dillow

Frank Dillow brings extensive experience as a senior corporate executive negotiating complex agreements among major corporations, as well as federal and state governments, to create business and investment opportunities for customers in the local commercial market.

"Integrity... Knowledge... Commitment" is not just a slogan, it's the way to work with my clients.



Class List

- Discovering Commercial Real Estate

DAAR Instructors

Continued

Sonia Downard

Sonia received a Bachelor's degree in Finance degree from American University in 1999, and graduated from the George Mason University School of Law in 2002. She started working in the real estate industry immediately after graduating from law school in 2002. Sonia left real estate for a few years to be a public defender but was excited to return to her professional roots in 2010.

She has conducted thousands of real estate settlements and represented clients in all aspects of the real estate industry, including short sale transactions, contract negotiations and disputes, and landlord-tenant disputes. Sonia is a member of the Virginia State Bar, the Northern Virginia Association of Realtors® Brincefield Attorney Roundtable, and Virginia Association of Realtors® Attorney Roundtable. When not at the office, Sonia enjoys spending time with her husband Michael and their chihuahua, Dio.



Class List

- PLE Law & Board Regulations
- CE Contracts
- CE Death, Divorce & Bankruptcy
- CE Deeds in VA
- CE Home Purchase 411

Charles Fincher

Charles Fincher is an attorney who currently maintains law and settlement offices in Leesburg, Middleburg and Gainesville. After graduating from Hampden-Sydney College and from law school at the College of William & Mary, Charles was a partner with Turner Parks & Herring practicing in areas of land use, corporations, contract, domestic relations, criminal and real estate law. For over 25 years, he has owned a real estate title and settlement company in Leesburg.

Charles has been involved with many community organizations, including serving on the Board of Directors for the Dulles Area Association of Realtors, the Leesburg Economic Development Commission, Leadership Loudoun, Loudoun Technical and Education Foundation, Leesburg Daybreak Rotary, Boy Scouts and other community and religious organizations.



Class List

- CE Contracts
- CE Law & Legal Update with Flood

DAAR Instructors

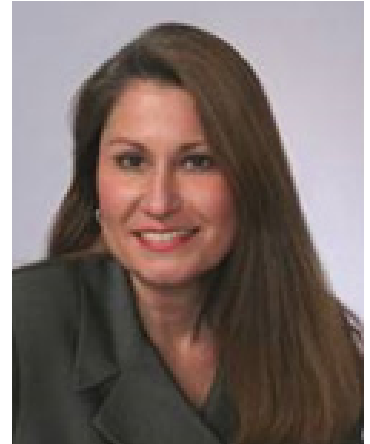
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Robin Frank

Robin has 24 years of experience in Real Estate Investing, Sales and Property Management. She has been the managing broker of Brown-Carrera Realty, LLC since March of 2001. This company is well known for their management services provided to over 300 properties in Loudoun County.

Class List

- Working with Renters
- PLE Real Estate Law & Board Regulations

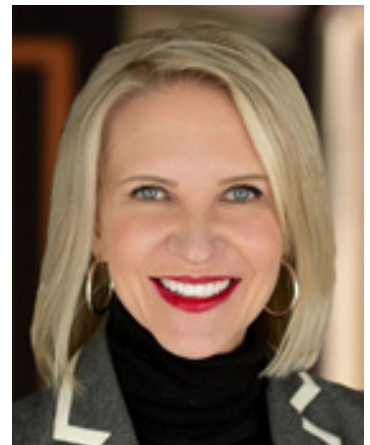


Chrissie Goodrum

Chrissie is an Associate Broker with Hunt Country Sotheby's International Realty. She began practicing real estate in 2016, and during her tenure, has sold several homes in Raspberry Falls, Selma, Village Green, Exeter, Red Cedar, River Creek and downtown Leesburg. She received a top producer award from the Dulles Area Association of Realtors in 2019, and in 2020, received their "Circle of Excellence" award, for her level of production and professionalism in terms of community service, education and industry involvement. Chrissie enjoys working with buyers and sellers, alike. As a homeowner in the Northern Virginia for 20+ years, Chrissie has developed many relationships with local vendors who can enhance homeowners' experiences (such as painters, roofers, landscapers, electricians, and interior designers), as well as assist home owners when they decide to list their houses for sale. Chrissie currently volunteers as a Director of the Dulles Area Association of Realtors (DAAR), an "At Large" Representative on the Board of Equalization for Loudoun County, and as an officer on her neighborhood Homeowner's Association.

Class List

- Tax Tips for REALTORS® & their Clients



DAAR Instructors

Continued

Michael Guthrie

Michael Guthrie is the CEO and Managing Broker of Roy Wheeler Realty in Charlottesville, VA. He joined the company in November of 2005 after being a Realtor in Northern Virginia since 1983. Since taking over Roy Wheeler, the company has expanded from 1 to 6 offices and now has more than 135 Realtors running their businesses under the Roy Wheeler corporate structure. Michael was named Charlottesville's Realtor of the year in 2009, the Charlottesville Chamber's Small Businessperson of the year in 2010 and was the Charlottesville Area Association of Realtors Code of Ethics Award recipient in 2014. Michael currently serves on the Virginia Association of Realtors Board of Directors as well as hosting his weekly radio show, Real Estate Matters on WINA every Saturday morning. He has taught DPOR approved courses in Charlottesville and throughout the Commonwealth of Virginia.



Class List

- GRI 501 Agency in Virginia
- GRI 506 Risk Management

Bill Horan

Bill is President of Realty Exchange Corporation, which was started by his father Ed Horan in 1990. Bill is a retired board member of the Federation of Exchange Accommodators (FEA), www.1031.org, the national organization of Qualified Intermediaries, and carries the Certified Exchange Specialist® (CES®) designation. He has served on the following committees: government affairs, finance, FEA 1031 PAC (served as chair), nominations, and the executive committee. He is a past president of FEA and received its President's award for outstanding dedication and service twice.



Bill was actively involved with the passage of the Virginia law regulating the Exchange Accommodator business in Virginia. He is also actively involved with exchange regulations at the state and national level with Congress, IRS and Treasury.

Currently teaches our 1031 exchange courses throughout the Washington DC and Mid-Atlantic area (VA, DC, MD, NC), through several different real estate schools and real estate associations.

Class List

- 1031 Exchange

DAAR Instructors

Continued

Seth Hurlbert

All his life, Seth has been taking things apart, figuring out what was wrong, repairing it, and putting it back together. He used to work on everything from small equipment like lubrication injectors and pumps, to air compressors that were larger than a truck. Seth has done repairs both in his own home and for other people, since he was a teenager. So when he needed a change in career, home inspecting seemed like a great fit.



Seth likes doing inspections because he is always meeting new people and learning new things. Even after 16 years in the business he is seeing new and interesting things all the time! The best part of being an inspector is helping his clients really understand the home they are investing in.

When Seth is not doing inspections you can find him out on the water: He like to canoe and do a bit of fishing on the local waterways. He also enjoys taking trips with his family. My his wife, Mary, and he like to take extended weekend trips, and sometimes they take her parents along.

Class List

- REALTOR® Home Inspection 101



DAAR Instructors

Continued

Kathy Jones

With over three decades of experience as a top producing real estate professional specializing in Loudoun and Western Fairfax Counties, she has received the REALTORS® Code of Ethics Leadership Award at the Virginia REALTORS® Installation and Awards ceremony in 2018. Kathy has served as Chair of DAAR's Education Committee, Grievance Committee, two-terms on the Board of Directors and on the MRIS Compliance Committee. She currently serves on the Professional Standards Committee and as Panel Chair.



Kathy teaches new member ethics classes and is trained to teach Professional Standards to Professional Standards, Grievance and Board of Director Members. In 2017 and 2018, she was appointed to serve on the Virginia REALTORS® Risk Management Committee which focuses on current and emerging legal issues and trends, the legal hotline, Standard Forms, and other practices designed to reduce members' legal risk.

Class List

- PLE/CE The Code of Ethics: Our Promise of Professionalism
- PLE/CE Risk Management
- New Member Orientation
- DAAR Citation System

Michael Lynn

Mr. Lynn is President and CEO of SES with 29 years of consulting experience on complex sites requiring onsite sewage systems, water wells, tank closures, release investigation, alternate water supply, initial abatement, site characterization, phase II initial abatement, post SCR monitoring, feasibility studies, and site closure under the Virginia closures, thousands of investigations and permits for onsite sewage systems and his companies maintain nearly 900 alternative systems serving residential, commercial and communal facilities.

Class List

- CE Understanding Septic Systems & Wells for RE Professionals

Laurie MacNaughton

Laurie MacNaughton ranks nationally in the top 1% of reverse mortgage professionals. State- and federally-licensed. Columnist for Times Community Media newspapers. Reverse mortgage instructor with approved Virginia CLE, Virginia CFP CE, Virginia and Maryland CIMA CE, Virginia and Maryland Insurance CE, Virginia Realtor CE. Extensive experience in leadership. Published in multiple publications.

Class List

- CE Reverse Mortgage



DAAR Instructors

Continued

Allan Marteney

Allan Marteney is a native of the Washington, D.C. area and has held a real estate license since 1978.

Allan has over 3 decades of teaching experience instructing in Virginia, West Virginia, Maryland and Washington, D.C. and has developed numerous courses for various state approvals and has served many times as a course reviewer for a major publishing company. He has taught pre and post license real estate courses as well as new and advanced agent training to thousands of students in the Washington metropolitan area and helped several local real estate firms develop their training programs. His professional teaching manner is both informative and entertaining.

Outside of the classroom, Allan has over 20 years of real estate management experience and owned and operated a multi office DC area Real Estate firm and has received numerous industry awards and recognition. He currently holds the professional designation GRI.



Class List

- PLE/CE Fair Housing
- PLE/CE Agency
- PLE/CE Risk Management
- PLE/CE Escrow Management
- PLE/CE Code of Ethics: Our Commitment to Professionalism
- BCE Broker Supervision
- BCE Broker Risk & Escrow Management
- 60 Hour Principles of Real Estate
- SFR-Short Sales and Foreclosure Resource Certification

Scott Mozingo

Scott Mozingo is the Managing Attorney of the Manassas office of Highland Title & Escrow. Scott was born in Manassas, and has lived his entire life in the Northern Virginia area. He graduated from the University of North Carolina at Pembroke in 1996 *magna cum laude* with a Bachelor of Science degree in Business Administration and a minor in Political Science. He received the degree of Juris Doctor from George Mason University School of Law in 2001 and became a member of the Virginia State Bar that same year.

He has worked as a real estate attorney throughout Northern Virginia since 2002, and is a licensed title agent in Maryland, Washington DC, and Virginia. For over 17 years, he has taught continuing education classes to REALTORS®.



Class List

- PLE/CE Virginia Agency Law
- PLE Contract Writing
- PLE Law & Board Regulations
- CE Contracts I – VI

DAAR Instructors

Continued

Leigh Newport

Leigh Newport is Owner and Principal Designer for Staged by Design, based in Northern Virginia. She and her team have staged over 1,000,000,000 in Real Estate since beginning the company in 2007.

Her award winning company's recent accolades include: Top 5 Redesigner of the Year 2019, HSRA, Best of Loudoun, 2015-2020, Best Interior Redesigner, Loudoun Now, 2019 and 2020. Leigh has served on the Board of Directors for the Washington, DC Chapter of the International Association of Home Staging Professionals (IAHSP®), for three years, including the Office of President. She is a sought after public speaker, committed to educating home owners and Realtors alike on the benefits of Home Staging through seminars, CE classes and other engagements throughout the Washington, DC Metro area.



Class List

- TBD

Nancy Pav

Nancy has been a REALTOR® in the state of Virginia since 1994, she currently holds an associate broker's license. She is also licensed as a Pre-License Instructor since 2007. She teaches Principles in her office. She is a Graduate Realtor Institute Designation (GRI) Instructor through the Virginia Association of REALTORS®. Nancy is the 2021 DAAR President.

Class List

- PLE Risk Management
- GRI 501
- GRI 502
- GRI 504
- GRI 505



DAAR Instructors

Continued

Sarah Louppe Petcher

Sarah Louppe Petcher serves as retained counsel to DAAR and is a founding Partner with S&T Law Firm in Falls Church. She is a widely known expert on real estate associations, professional standards, and all issues, from practice to regulatory, related to real estate brokerage.

Before serving as NVAR's General Counsel for over a decade, she was an Associate at Colten Cummins Watson & Vincent. Sarah received her law degree from George Mason University School of Law and her undergraduate from Northwestern University. She is a well know instructor/speaker regionally and nationally.

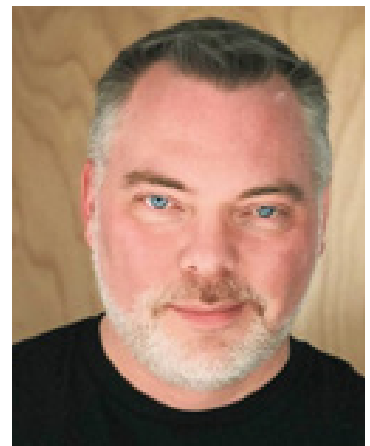


Class List

- RE Contracts
- Back to Basics: Contract I-VI
- Transactions with a Twist

Matthew Rathbun

Matthew Rathbun has traveled across the US and abroad bringing the latest information about trends, techniques and tools to real estate agents looking to upgrade their careers. With a unique blend of geekiness, humor and an in-depth knowledge of the practice of real estate Matthew makes agents think differently about the world. Matthew is a self-proclaimed 'worst- student-ever', and during each class he puts himself in the learner's seat and with a little mental acrobatics brings a unique spin to how agents can increase their business and serve their clients at a higher level.



Matthew is licensed broker in Virginia, Maryland and the District of Columbia and Exec. Vice President of Coldwell Banker Elite, coaching and developing over 300+ agents and staff. Matthew has served in various capacities in the REALTOR® Association and has been the recipient of the Virginia Association of REALTORS® Educator of the Year award, the Fredericksburg Area Association of REALTORS® Rookie of the year, REALTOR® of the Year, and the Code of Ethics Award among others.

Matthew brings his experiences and humor to every classroom. All of his classes are enhanced with his experience as a real estate technologist and a strong grasp on the ever-evolving real estate industry.

Class List

- At Home with Diversity (AHWD)
- Seller Representative Specialist (SRS)
- Instructor Development Day

DAAR Instructors

Continued

Keith Reeve

Keith Reeve is a graduate of the Professional Home Inspectors Institute located in Falls Church, Virginia. Keith is an affiliate member of the Virginia Association of Real estate Inspectors. He has over 15 years of hands-on experience in home repair and has been involved real estate property management and property repairs for over 15 years.

He also brings with him 8 years of US Army Service experiences to the industry. Keith has been the Sales Manager for HomePro Services, Inc since 1998 and has managed the scheduling and coordination of over 45,000 home inspections. Keith is also a Training manager for Home Inspectors through Training Learning Certification Inc. Field Training Program. Keith is a Certified Radon Technician and member of the National Environmental Health Association.



Class List

- Environment Issues
- Red Flags Issues

Bill Roth

Bill has been licensed since 1983 in the state of Virginia. He has experience in real estate sales and property management along with land. He has been active within DAAR through the years He has served on the Professional Standards committee for many years. He has worked closely with local and state officials to shape the political changes necessary to our industry.

He was appointed in 1998 by Loudoun County Board of Supervisors to study growth in the county with relation to the various policies including impact fees, transfer taxes, real estate, and banking. He has served as DAAR President in 1996-98.

Class List

- Broker Pre-licensing:
Fundamentals of Real Estate
Appraisal

Tan Tunador

Tan Tunador, Senior Loan Officer with Atlantic Coast Mortgage, LLC is an integral part of a team of three Senior Loan Officers who boast over 70 combined years of real estate and mortgage experience in the Washington, DC Metro Area. Tan's real estate and mortgage career spans over 25 years and in addition to mortgage loan origination he has worked as a Sales Manager for a national builder, a Realtor and Principal Broker of an international real estate franchise. Tan's vast and diverse experience means that he knows exactly what you are working towards and exactly what you need – great service and flexibility.

Class List

- PLE/CE REALTOR® – Lender Relations

DAAR Instructors

Continued

Aimee Waltz

Aimee Waltz is a Residential Mortgage Loan Originator with 33 years of experience generating Conventional, VA, FHA, VHDA State Bond and Grant loans. Educating Realtors and Clients on loan options and programs. She coordinates and communicates between Buyer, Seller, Realtor and Title Company within defined timelines. She is responsible for the loan Process from Pre-qualification through Settlement. She is the recipient of the 2018 DAAR Instructor of the Year.

Core Strengths: Specific Loan Knowledge Communication Skills
Client and Realtor Relations Time Management Public
Speaking Customer



Class List

- PLE/CE Real Estate Loan Process & Finance Options

Mark Worriow

Mark began his career as an instructor while serving in the Navy teaching courses both in leadership and warfare subjects. He carried his teaching methods out of the military and soon became a USSF certified referee instructor. As a REALTOR® Mark holds his ABR and SFR designations and teaches pre-licensing classes and other professional development classes as well as being a certified Fair Housing, REALTOR® Code of Ethics and RSA instructor.

Mark served as the Education Committee Chair from 2004 – 2010 and Instructor of the Year for 2010 at the Prince William Association. A graduate of the US Naval Academy, Mark retired in 1997 and immediately commenced a second career, this time in real estate. He is the District Director of Fathom Realty.



Class List

- BCE – Broker Supervision
- BCE – Broker Risk & Escrow Management
- Military Resource Professional (MRP)
- Pricing Strategies Advisor (PSA)
- Broker Pre-licensing - Real Estate Law
- Broker Pre-licensing - Real Estate Brokerage

DAAR Instructors

Continued

Jeff Wu

Jeff is passionate about life. His professional mission is to "Impact and Improve the lives of people through Real Estate, Positive Power and Energy!" Besides interacting on a day to day basis with Sellers and Buyers, Jeff also believes in the importance of continuing his education. Jeff is a Virginia Real Estate Broker, and holds many designations, along with also being licensed to sell real estate in Maryland and Washington, DC.

He finds it essential to continue learning and improving, especially with others. He has taught in multiple states throughout the country and enjoys helping fellow Realtors improve their lives and their businesses.

Jeff has also been a speaker for CRS on multiple platforms (Sell-a-bration, Buyer Legends, and a Webinar). A lifetime Top Producer with the Northern Virginia Association of Realtors, Jeff knows the value of education. In fact, the GRI designation was something he pursued early in his career (even if it meant driving long distances to other associations to complete the designation requirements).



Class List

- GRI 503 Business Planning
- GRI 508 Real Estate Law

DAAR Classroom Rules & Regulations

Registration

Students should register prior to class to ensure they receive an email with course materials to view/download. DAAR will send students a one-week reminder with link to course materials and a two-day reminder.

Cancellation & Refund Policy

Cancellation requests (written or phoned) (VA CE) will be accepted through 5:00 p.m. three business days preceding each class. All paid tuition other than the \$20 non-refundable, non-transferable to another person (Designations & Broker Pre-Licensing cancellation fee per course -\$100) deposit will be refunded. No refunds will be given for cancellations made after the close of business on that day. (Requests for refund consideration due to extenuating circumstances must be received by DAAR in writing within 15 days after class start date).

Cancellation/ Postponement of Class by DAAR

Students registration will be transferred to new date of class if postponed. Students can use registration as a credit toward another class or receive full refund.

Classroom Restrictions

Recording for the purposes of personal branding/marketing during classes must be approved in advance' (instructor/DAAR). All phones need to be put on vibrate or silent. Laptops/iPads are encouraged to view class materials. Children (under high school age) are not allowed to accompany students to class. Children shall not be left in the common areas unattended.

Attendance Policy

Class will begin promptly at the time noted. Students may not miss more than five minutes per credited hour. Students missing more than allotted time for class will be automatically disqualified from receiving class CE/PLE credit. Those students who have paid but have missed more than the allotted minutes are welcome to sit in but will not receive CE/PLE credit for the class. Moreover, if a student is disqualified because he/she is late or misses more than allotted time, no refund will be granted.

DAAR Free CE Policy

DAAR members receive FREE Virginia CE, any registered member that does not attend and does not notify DAAR within 48 hours of the class, will receive a no-show fee of \$20 to their account. Walk-ins will be charged a \$5 fee.

Payment Policy

Payments must be made at the time the reservation is made. DAAR accepts American Express, MasterCard and VISA credit cards, checks can be made payable to DAAR. If the payment is not made at that time, the student is subject to losing the reservation if the course should sell out. Any registration received without full payment is not guaranteed a seat until payment is made in full. DAAR members receive FREE CE, any registered member that does not attend and does not notify DAAR within 48 hours of the class, will receive a no-show fee of \$20 to their account. Walk ins will be charged a \$5 fee.

DAAR Classroom Rules & Regulations

Continued

PLE/CE Posting

DAAR will make every attempt to forward CE/PL credits within three days following each class. You should receive an email confirmation when credits have been sent forward. However, VREB may take a little longer to get those credits posted. If you are facing an impending license expiration (i.e. this month) it is not recommended that you rely on these credits for renewal purposes. DAAR will not refund class registrations based on delays in CE/PL reporting. We recommend that you keep diligent records for yourself on all CE/PL classes you take. We further recommend that you become familiar with the process for checking your credits online at <http://www.dpor.virginia.gov/>.

Snow/Inclement Weather Policy

If Loudoun County Schools cancel classes, DAAR will cancel its scheduled classes. If Loudoun County Schools delay its classes, DAAR will cancel the morning class. If Loudoun County Schools close early, DAAR will cancel the afternoon classes. Please watch the morning news programs to learn about any cancellations or delays. DAAR will make all reasonable attempts to contact those students who are registered for a class to notify them of any cancellations in advance. Please be certain that DAAR has your correct email address and daytime and evening phone numbers when you register. DAAR will make every attempt to post on the website about any cancellations. An email will be sent to students before 7:00 a.m. notifying of class cancellation or delay.

Disabilities

In our commitment to the Americans with Disabilities Act, we would like to know if you have any disabilities which require special accommodations, including the provision of auxiliary aids and services. If so, please contact DAAR as soon as possible to expedite any special arrangements.

Standby Policy

Once classroom space for any course of the REALTOR® Institute Program has been filled, registrations for the course will be accepted on a standby basis only. Policy pertaining to the processing of standby registrations is as follows:

As standby registrations are received, the registrant is assigned a standby number on a first-received, first-served basis. This number indicates the registrant's position in line for any openings that may occur in the course.

Any standby registrant not contacted prior to the session is to assume that class openings are not available. All tuition payments will be promptly returned at the end of the module.

If on the day of the module, there are registrants who do not show up for the course, standby registrants who are present will be admitted in order according to their position on the standby list.

DAAR Classroom Rules & Regulations

Continued

Attendance Policy

Classes will begin promptly at the time noted. Students may not miss more than five minutes per credited hour. Students missing more than five minutes of class will be automatically disqualified from receiving class CE/PL credit.

DAAR Virtual Classroom Regulations

Registration

- Students must register and pay for classes through the DAAR's membership system.
- Once registered through DAAR, students will be sent a Zoom registration link. You must register through Zoom in order to be sent the customized classroom link.
- Once you have registered for a course, you will receive a link to access your course materials. Please feel free to print your course materials or download and save them on your device.

Attendance

- Students should plan to enter the training 5-10 minutes before the slated class start time.
- Students will be placed in a "waiting room" until the class begins. You may be muted upon class entry.
- Students who are more than 10 minutes late to the class will not be permitted entry.
- If you leave the class early, you will be disqualified from credit.
- Please make sure you are attending the class from a professional setting and are dressed appropriately. Remember your cameras are required to be on during the entirety of the class.

Audio/ Video

- Students are responsible for the performance of their own technology including audio volume, video clarity, and a reliable internet connection. Please visit www.zoom.com to obtain specifications for your computer and internet.
- You MUST connect with a device that has a video/audio connection. You MUST be visible on screen to meet Virginia REB requirements for continuing education credit for the entirety of the class. Failure to be visible may result in disqualification and removal from the class.
- The camera on the computer must remain stable and UNMOVED during the live training.
- Students may not share their computer with another student.
- Students may be muted at any point of the class by the host, instructor, or DAAR staff member. If you have been muted, DAAR asks that you remain muted unless addressed directly. This helps with overall class learning and communication.

DAAR Classroom Rules & Regulations

Continued

Participation

- All students are required to fully participate and engage in class discussions and polls. A DAAR staff member will be monitoring the class for participation and engagement.
- Students may not be driving or in a moving vehicle while participating in a class.
- Students who are seen driving or in a vehicle will be removed and disqualified from the class.
- Students may not participate in other computer-based work while attending the class. Students may not take phone calls during class. Breaks will be allotted during each class.
- Please remove/limit distractions (i.e. pets, family members, music, TVs, etc.)
- The chat function will be available to students should they have questions or comments related to the class topic and materials. A DAAR staff member will be monitoring the chat box.
- Students will be responsible for completing a course evaluation and returning the document within 24 hours of completing the training. This is required to receive credit for the training.

Best Practices

- Earphones are a plus, for clarity.
- Keep your device plugged in so your battery doesn't die and you don't get knocked out of the class. If it does, you will be counted absent during the time you are not on camera. More than five minutes could result in your being locked out and not given credit.
- We must be able to see you through your camera in order to certify that you are present. Please ensure that there is enough light in the room and that you are clearly visible.
- When the class is over, be sure to select the option to "leave" the meeting.

Partner Online Course Regulations

DAAR partners with The CE Shop – Continuing Education/Post License Education. To visit The CE Shop, go to <https://daar.theceshop.com/>.

For The CE Shop customer service, visit their [Support](#) page.

Notification of Changes

DAAR reserves the right to change its policies and terms without notice, and a person's continued use of the site will signify acceptance of any adjustment to its policies and terms. If there are any changes to the DAAR Privacy Policy and Terms of Use, changes will be announced on the DAAR website.

To cancel a course and request a refund contact Beth Fischel at the Dulles Area Real Estate School at 703-777-2468 or 571-291-9085 or email education@dullesarea.com.

Class Catalog



**Dulles Area
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Your Resource for Success

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