



State of Idaho

Division of Occupational and Professional Licenses Idaho Real Estate Education Council

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Minutes of 01/13/2025

Council Members	Heidi Casdorph, Chair	Division	MiChell Bird, Executive Officer
Present:	Chris Foulkrod, Vice-Chair	Staff:	Gus Tate, Legal Counsel
	Carolyn Sinnard		Melissa Ferguson, Ed. Prog. Supv.
	Debbie Lawrence		Alice Young, Training Specialist
	Jessica Dahlinger, IREC Rep.		Erin Einarsson, Board Support Spc.
			Jeana Graff, Human Resources Spc.

The meeting was called to order at 9:04 AM MT by Council Member Carolyn Sinnard.

APPROVAL OF 10/15/2024 MEETING MINUTES

A motion was made to approve the 10/15/2024 meeting minutes. The motion carried unanimously.

EXECUTIVE SESSION – APPLICATION(S)

Motion to Enter into Executive Session: A motion was made for the Council to enter executive session under Idaho Code § 74-206 (1) (d) to consider records that are exempt from disclosure under the Public Records Act, Idaho Code § 74-106 (9). The purpose of the executive session will be to discuss documents relating to the fitness of an applicant to be granted a license or registration. Roll call vote: Chair Casdorph-Aye, Vice-Chair Foulkrod-Aye, Council Member Lawrence-Aye, Council Member Sinnard-Aye, Commission Representative Dahlinger-Aye, and Executive Officer Bird-Aye. The motion carried unanimously.

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

Motion(s) Resulting from Executive Session: A motion was made to approve application #25-001E as eligible to move forward with instructor application. The motion carried unanimously. A motion was made to approve application #25-002E as eligible to move forward with provider application. The motion carried unanimously.

COUNCIL BUSINESS

Respectful Workplace Training: Human Resources Specialist Jeana Graff presented the Respectful Workplace Training PowerPoint.

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

- **OASIS Update:** The development team is continuing to fix errors and publish updates to OASIS. EPS Ferguson encouraged Council Members to contact DOPL staff with any questions or concerns they have while using OASIS. Council Member Debbie Lawrence noted that Licensee history is no longer available and now only shows if their license is active or inactive. EPS Ferguson will review this with the OASIS team.
- **Licensing Exams:** Pearson Vue was reaccredited with ARELLO and will be certified with ARELLO for another three years. Pearson Vue has made some changes to their national exam outline. Those changes will go into effect on April 1, 2025 and DOPL staff will watch for changes in test scores. With the upcoming expiration of the Pearson Vue contract, DOPL is preparing a Request for Proposal (RFP) to send out to potential vendors. EPS Ferguson is working with the Division of Purchasing on the RFP for exam providers and plans to complete that process by Fall 2025.
- **Commission Developed Courses:** The Education Team is developing the RFP for the online Broker Law course, Commission Core course, as well as the Post Licenses courses. Training Specialist (TS) Alice Young is developing the outline of the 12-hour Post License course which will combine the Post License Fundamentals course and two of the module choices, including Pricing, Marketing and Advertising, Professionalism, Negotiations and Closing. The third module choice, Post License Introduction to Commercial Real Estate will be sunset.
- **Commission Core 2024 Update:** TS Young is continuing to work on Core 2024 online courses. Two Core 2024 online courses have been approved so far. Two additional schools have submitted their Core 2024 courses for review.
- **DOPL Discipline Course:** The Discipline Course is on hold until the updates to OASIS have been finalized. For those who need to take the course but were not able to do so before the course was put on hold, the Education Team has identified a list of other classes that licensees can take to fulfill that requirement. The Education Team will review that list with Executive Officer MiChell Bird for approval. Once the Investigations team has selected a substitute course or courses and the system has been set up, the Investigations team will work with the licensees who still need to take the discipline class to come into compliance. Once the updates to OASIS have been published, the Education Team will update the Discipline Course and make it available again.
- **ARELLO Update:** EO Bird and EPS Ferguson attended the ARELLO Leadership Symposium. Topics included Problems and Solutions for Regulators, Leadership Training and Strategic Planning. ARELLO is developing an initiative to achieve participation from all 50 states.
- **Audits:** Council Members have found it difficult to find the locations and class times of instructors they need to audit. EPS Ferguson will create an Audit Toolbox for the council which will include the instructor's provider information as well as the policy and procedures for conducting the audit. Council Member Sinnard will share the email she sends out before conducting an audit for reference.

Commission Core 2025: TS Young presented the Council Members with the developments for Commission Core 2025.

- The event will be held at the Galaxy Event Center Conference Room at the Wahooz Family Fun Center in Boise, ID from March 12 – 13, 2025.
- Attorney Danielle Strollo will present case law. Idaho Real Estate Commission Chair

Elizabeth Hume will review Guideline #4 and the Agency Brochure.

- At the next Real Estate Commission Meeting, EO Bird will review the Agency Brochure with the Commissioners to identify the changes they would like to make to the document.
- The Education Team is working with Designated Broker (DB) Josh Cormier to gather comments from various Idaho DBs on how they instruct their licensees to present the brochure.
- TS Young is working on securing a Subject Matter Expert for Errors and Omissions Insurance.
- A final topic for Day 1 will be a “Who’s Who” of Idaho Real Estate including DOPL, IREC, Idaho Realtors, Idaho Real Estate Associations, NAR and MLS.
- Corean Hamlin will be leading the Instructor Development Workshop (IDW). After IDW, there will be a live provider training session.

Public Comment: There were no public comments.

ADJOURNMENT

With no further business, the meeting was adjourned at 10:54 AM.