State of Idaho
Division of Occupational and Professional Licenses
Idaho Real Estate Education Council

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Draft Minutes of 03/11/2025

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

The meeting was called to order at 9:02 AM MT by Chair Heidi Casdorph.

APPROVAL OF 01/13/2025 MEETING MINUTES

A motion was made to approve the 01/13/2025 meeting minutes. The motion carried unanimously.

COUNCIL BUSINESS

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

- DOPL education staff is reviewing the second round of revisions from a potential Commission Core provider. Another provider had expressed interest in developing the program, but after careful consideration, has determined not to pursue that option.
- With regards to the online course development for Post License and Broker Law courses, DOPL staff has put the process on hold due to the potential impact of pending legislation. EPS Ferguson is preparing the draft proposal prepared and will work with the State of Idaho purchasing department once the legislature goes Sine Die.
- DOPL is beginning the process of transitioning to the 2-year licenses renewal cycle. Real Estate licenses will not be included in the first phase. DOPL staff will provide notification to Real Estate licensees prior to implementation.
- House Bill 14 requires state agencies to review Idaho Code for any unnecessary, obsolete and outdated provisions and report their recommendations to the Legislature by September 1, 2025. Legal Counsel Gus Tate will be reviewing the Idaho Real Estate License Law and will present recommendations to the Commission.
- The licensing exam provider review process has been placed on hold until Sine Die.
- DOPL staff will be working with Pearson VUE on exam development for the licensing exam this fall and will reach out to Council Members for their input and assistance as subject matter experts.
- Saychelle Roberts, Technical Records Specialist, is working with the OASIS licensing system to manage the requested changes, also known as “tickets”. Fifty-four of the 101

DRAFT

tickets submitted have been completed thus far. Improvements to continuing education (CE) credit tracking will be updated soon.

- Council Member Carolyn Sinnard suggested reminding licensees to retain a physical copy of their CE certificates. Executive Officer (EO) MiChell Bird shared that she will be proposing the Commission conduct a thorough examination of the Guidelines and will suggest adding a "Record Keeping Guideline". Chair Casdorph suggested adding "Record Keeping" as an education topic for new licensees. EPS Ferguson suggested including the topic in the Discipline course.

Commission Core 2025 and IDW: Training Specialist (TS) Alice Young presented the Council Members with the developments for Commission Core 2025 and Instructor Development Workshop (IDW).

- 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 Taylor Barton, Givens Pursley LLP, will present case law. Idaho Real Estate Commission Chair Elizabeth Hume will review Guideline #4 and the Agency Brochure.
- Corean Hamlin will be leading the (IDW). After IDW, there will be a live provider training session.
- DOPL Licensing and Investigations staff members will be attending the Commission Core Pilot.

CP Fine Money Project Proposal: DOPL staff was directed to investigate further and to provide the Council with information on course options and budget.

Education Topic Discussion: DOPL staff asked the Council for direction on approving elective courses for continuing education credit. Council Member Sinnard noted that licensees must be able to demonstrate that the coursework applies to the rules and regulations of the Idaho Real Estate License Law. EPS Ferguson added that Idaho Code §54-2036(3) states "The commission shall establish specific, approved topics for course content for prelicense courses and continuing education courses as it deems appropriate to current real estate practices and laws." The Council suggested that elective courses could be approved if the course includes using a specific product, and that there are product knowledge prerequisites. The Council emphasized that elective courses must be tied to real estate license law and that the course must be evaluated by the Council and DOPL staff. TS Young proposed rewriting the "Product and Promotion Policy" and bringing a draft to the next meeting for the Council to review.

Public Comment: Katelyn Taylor, Colibri Group, expressed her appreciation for the opportunity to listen to the Council's meeting. Colibri Group is an online course developer and Ms. Taylor will share the topics discussed at today's meeting with her team.

EXECUTIVE SESSION – INVESTIGATION(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,

DRAFT

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: The Council Members were consulted by DOPL ~~s~~staff as Subject Matter Experts. DOPL did not ask the Council to take any action on the Investigation.

ADJOURNMENT
With no further business, the meeting was adjourned at 11:27 AM.

DRAFT