



**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

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December 15, 2004

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Cooke Real Estate School Headquarters, Inc.  
 Attn: Frank L. Cooke, Jr.  
 4130 16 Street North  
 St. Petersburg, FL 33703

Dear Mr. Cooke:

Pursuant to § 54.1-2105 of the Code of Virginia, the Virginia Real Estate Board approved the following course(s) for fulfilling the real estate **continuing education** requirement as stated in Part III, 18 VAC 135-20-100 of the Real Estate Board Regulations (2003). The course approval number listed below and the course title must be included on the certificate of course completion provided to each student.

Title

Approval #

Virginia 16-Hour Continuing Education (CRP) – 2 hours of fair housing, 3 hours of ethics and standards of conduct, 1 hour of legal updates, 1 hour of agency, 1 hour of contracts and 8 hours of real estate related ...53208

**PLEASE NOTE:**

I would like to remind you that, effective July 1, 2004, licensees are required to complete sixteen (16) hours of Board approved continuing education. Eight (8) of the hours will be in the following required topics:

- Ethics and Standards of Conduct
- Legal Updates and Emerging Trends (New Topic)
- Real Estate Agency (New Topic)
- Real Estate Contracts (New Topic)
- Fair Housing (Needs to be a minimum of two (2) hours and needs to include an update on current cases and administrative decisions under Fair Housing Laws.)
- The remaining hours will be "elective" courses in real estate related subjects.

The Board requests that the above requirements be clearly explained to all licensees when they attend continuing education courses.

**Also, please note that the course application was revised effective September 1, 2004; please use this form.** If you have any questions concerning the Real Estate Board's education program, please write, FAX to 804-367-6946 or call me at 804-367-2406.

Sincerely,  
 REAL ESTATE BOARD

Tammie D. Hall  
 Education Administrator