

**EDUCATION REVIEW COMMITTEE**  
REAL ESTATE COMMISSION  
[www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

**AGENDA**

Date: Wednesday, December 12, 2012

Time: Upon adjournment of the Condominium Review Committee Meeting, upon adjournment of the Laws and Rules Review Committee meeting which convenes at 9:00 a.m.

Place: King Kalakaua Building  
Queen Liliuokalani Conference Room  
335 Merchant Street, 1<sup>st</sup> Floor  
Honolulu, HI 96813

The Commission may move into Executive Session to consider and evaluate personal information relating to individuals applying for licensure in accordance with Section 92-5(a)(1), HRS, and to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities in accordance with Section 92-5(a)(4), HRS.

1. Call to Order, Public Notice, Quorum
2. Chair's Report
3. Senior Real Estate Specialist's Report
  - a. Announcements, Introduction, Correspondence, and Additional Distribution
  - b. Minutes of Previous Meeting – Minutes of November 7, 2012
4. Continuing Education Administration, Curriculum, Courses, Providers, and Instructors
  - a. Administrative Issues – New Salespersons Licensed in 2012
  - b. Applications
    - 1) 2011-2012 Continuing Education Providers and Courses Ratification List
    - 2) Course – “Residential Property Managers: Tenant Screening and Collecting a Debt on Behalf of a Landlord”; Author/Owner: Mark D. Clement, Esq.; Provider: Dower School of Real Estate; Course Category: Property Management; Clock Hours: 3
    - 3) Provider – TM Education Services; Administrator - Tina Hoenig
    - 4) Course – “Strategies for Getting the Listing”; Author/owner: Hawaii Association of REALTORS®; Provider: Hawaii Association of REALTORS®; course Category: Other – Listing Process – Understanding the Role and Responsibilities of a Listing Agent; Clock Hours: 3
    - 5) Course – “Strategies for the Exclusive Right to Sell Listing Contract”; Author/Owner: Hawaii Association of REALTORS®; Provider: Hawaii Association of REALTORS®; Course Category: Contracts; Clock Hours 3
  - c. Continuing Education Core Course
  - d. Elective Courses
  - e. Evaluation and Education Program
  - f. ARELLO Certification Program
  - g. Continuing Education Review Panel
5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
  - a. Administrative Issues
  - b. Applications
    - 1) Instructor – Everett S. Kaneshige; School: Coldwell Banker Pacific Properties Real Estate School, Trudy Nishihara, Principal
    - 2) Instructor – Mary M. Hakoda; School: Coldwell Banker Pacific Properties Real Estate School, Trudy Nishihara, Principal
  - c. Broker Curriculum and Resources
  - d. Salesperson's Curriculum and Resources
  - e. Evaluation and Education - Abe Lee Seminars (9)
  - f. Education Equivalency

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- g. Other
- 6. Administration of Examinations
  - a. PSI
    - 1) Licensing Examination Statistics – November 2012
    - 2) School Pass/Fail Rates – November 2012
    - 3) School Summary by Test Category – November 2012
    - 4) PSI contract renewal
  - b. Uniform Section Equivalency
  - c. Test Development
  - d. Exam Monitoring
  - e. Instructor Workshop
  - f. Examination Contract
- 7. Educator's Forum
  - a. Hawaii Association of REALTORS®
  - b. Public and Private Institutions of Higher Education
- 8. Program of Work, FY13
  - a. Advice, Education, and Referral
  - b. Meetings and Symposium
  - c. Annual Report, Quarterly Bulletin, and School Files
  - d. Neighbor Island Outreach – REALTORS' Association of Maui, Inc., January 9, 2013
  - e. Interactive Participation with Organizations
  - f. Real Estate Seminars
  - g. Legislative Participation, Research and Report
  - h. Instructor's Development Workshop
  - i. Real Estate Specialists' Office for the Day – REALTORS' Association of Maui, Inc., January 9, 2013
  - j. Real Estate Speakership Program
  - k. New Technology Program and REC Web Site
  - l. Records Management
  - m. Information Distribution System
  - n. New Salesperson and New Broker Startup Kits
  - o. Cooperative Education, Research, and Administration Program
  - p. Division and Department Programs
  - q. Staff and Commissioner Development
  - r. Real Estate Reference Library
  - s. Ad Hoc Committee on Education (ACE) – next meeting January 24, 2013
- 9. Special Issues
- 10. ARELLO, REEA and Other Organizations
- 11. Budget and Finance Report
- 12. Next Meeting: Wednesday, January 9, 2013  
Upon adjournment of the Condominium Review Committee Meeting, which is upon adjournment of the Laws and Rules Review Committee meeting, which convenes at 9:30 a.m.  
Realtors Association of Maui, Inc.  
441 Ala Makani Place  
Kahului, Maui, Hawaii 96732
- 13. Adjournment

Individuals who require special needs accommodations are invited to call the Senior Real Estate Specialist at 586-2643, at least **4 working days** in advance of the meeting.