

EDUCATION REVIEW COMMITTEE
REAL ESTATE COMMISSION
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii
www.state.hi.us/hirec

MINUTES OF MEETING

The agenda for this meeting was filed with the Lieutenant Governor's Office as required by Section 92-7(b), Hawaii Revised Statutes.

Date: Wednesday, August 14, 2002

Time: 10:00 a.m.

Place: Kapuaiwa Room
HRH Princess Victoria Kamamalu Building
1010 Richards Street, Second Floor
Honolulu, Hawaii

Present: Patricia Choi, Chair
Louis Abrams, Member
Marshall Chinen, Member
Mitchell Imanaka, Member
Kathleen Kagawa, Member
John Ohama, Member
Iris Okawa, Member
Peter Rice, Member

Calvin Kimura, Supervising Executive Officer
Alan Taniguchi, Executive Officer
Diane Choy Fujimura, Senior Real Estate Specialist
Lorene Arata, Real Estate Specialist
Cynthia Yee, Senior Condominium Specialist
Cheryl Leong, Condominium Specialist
Shari Wong, Deputy Attorney General
Karyn Takahashi, Recording Secretary

Marsha Shimizu, Hawaii Association of REALTORS®
Suzanne King, Honolulu Board of REALTORS®
Kay Lorraine, Hawaii CCIM Chapter

Excused: Vern Yamanaka, Vice Chair

Call to Order: Chair Choi called the meeting to order at 10:52 a.m., at which time quorum was established.

Chair's Report: No report presented.

Sr. Real Estate
Specialist's Report:

Announcements, Introduction, Correspondence, and Additional Distribution

Upon a motion by Commissioner Rice, seconded by Commissioner Abrams, it was voted on and unanimously carried to add the following to the agenda:

4. Continuing Education Administration, Curriculum, Courses, Providers, and Instructors
 - b. Applications
 - 5) Course – “Sick Building Syndrome . . . and some MOLDY FACTS,” Author/Owner: Kathy Howe, how2educate LLC, Provider: Kathy Howe, how2educate LLC, Course Category: Risk Management, Course Clock Hours: 3
 - 6) Course – “Commercial Leasing – Essentials and Overview,” Author/Owner: C. Mark Ambard, CCIM, GRI, Provider: Hawaii CCIM Chapter, Course Category: Contracts and Property Management, Course Clock Hours: 3

The following was distributed as additional distribution:

5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
 - b. Applications
 - 1) Gerald Gordon – Prelicense Substitute Instructor, Century 21 Real Estate School

Minutes of Meetings

Upon a motion by Commissioner Imanaka, seconded by Commissioner Okawa, it was voted on and unanimously carried to accept the minutes of the July 10, 2002, Education Review Committee meeting as distributed.

Continuing Education: Applications

Course – “Commercial Leasing – Essentials and Overview,” Author/Owner: C. Mark Ambard, CCIM, GRI, Provider: Hawaii CCIM Chapter, Course Category: Contracts and Property Management, Course Clock Hours: 3

Ms. Kay Lorraine was present to respond to questions.

Ms. Lorraine stated that C. Mark Ambard is the author of the course and will also be teaching the course.

Upon a motion by Commissioner Okawa, seconded by Commissioner Abrams, it was voted on and unanimously carried to recommend approval of “Commercial Leasing – Essentials and Overview” as a three clock hour continuing education elective course under the course categories Contracts and Property Management.

Administrative Issues/Applications

Written request from Hawaii Association of REALTORS® to waive Instructors Development Workshop (IDW) requirement for John H. Campbell

Course – “Landlord Training Program: Keeping Illegal Activity Out of Rental Property,” Author/Owner: Campbell DeLong Resources, Inc., Provider: Hawaii Association of REALTORS®, Course Category: Property Management, Course Clock Hours: 8 (6 hours of CE credit)

Ms. Marsha Shimizu was present to respond to questions.

Ms. Shimizu stated that this is an excellent course. She added that the collaborative entities needed to secure the funding for this program before it could be officially scheduled; therefore, they are also requesting that they be allowed to offer the class on August 22, 2002.

Upon a motion by Commissioner Imanaka, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval to waive the Instructors Development Workshop requirement for John H. Campbell.

Upon a motion by Commissioner Imanaka, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of “Landlord Training Program: Keeping Illegal Activity Out of Rental Property” as a six clock hour continuing education elective course under the course category Property Management, effective August 14, 2002.

Course – “Agency, Ethics, and Fair Housing,” Author/Owner: Hawaii Association of REALTORS®, Provider: Hawaii Association of REALTORS®, Course Category: Risk Management, Course Clock Hours: 6 hours for 3 hours of CE credit

Course – “Contracts,” Author/Owner: Hawaii Association of REALTORS®, Provider: Hawaii Association of REALTORS®, Course Category: Contracts, Course Clock Hours: 6 hours for 3 hours of CE credit

Upon a motion by Commissioner Imanaka, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of “Agency, Ethics, and Fair Housing” as a three clock hour continuing education elective course under the course category Risk Management and “Contracts” as a three clock hour continuing education elective course under the course category Contracts.

Administrative Issues

FY 2002 CE, Prelicense Education and Equivalency Statistics

Continuing education statistics for FY2002 were distributed to the Commissioners for their information.

Renewals/CE requirements/2002 Salespersons Statistics

Senior Specialist Fujimura reported that as of July 23, 2002, 1,473 licensees have completed their continuing education. She added that as of August 9, 2002, there

were 889 new real estate salespersons licensed in 2002; these are the licensees who will not be required to complete continuing education for the upcoming renewal.

Lynn W. Carlson – Request for Distinguished Real Estate Instructor (DREI) workshop at 2002 REEA Conference to meet IDW requirement

Upon a motion by Commissioner Ohama, seconded by Commissioner Abrams, it was voted on and unanimously carried to recommend approval of Lynn W. Carlson's request to accept his attendance of the Distinguished Real Estate Instructor (DREI) workshop at the 2002 REEA Conference to meet his IDW requirement.

Applications

2001-2002 Continuing Education Providers and Courses Ratification List

Upon a motion by Commissioner Okawa, seconded by Commissioner Imanaka, it was voted on and unanimously carried to recommend approval of the following registrations/certifications:

<u>Registration/Certification</u>	<u>Effective Date</u>
Provider(s)	
Kapiolani Community College (Administrator: Edward V. Valdez)	07/12/02
Course(s)	
"Alternative Dispute Resolution in Real Estate" (Kenneth D.H. Chong)	07/25/02
"DROA" (Kenneth D.H. Chong)	07/25/02
"Small Project Real Estate Development" (ARELLO Certified Course/Abe Lee Seminars)	07/25/02

Prelicense Education: Administrative Issues

FY 2002 CE, Prelicense Education and Equivalency Statistics

Prelicense education and equivalency statistics for FY2002 were distributed to the Commissioners for their information.

Continuing Education: Applications

**Course – "Sick Building Syndrome . . . and some MOLDY FACTS,"
Author/Owner: Kathy Howe, how2educate LLC, Provider: Kathy Howe,
how2educate LLC, Course Category: Risk Management, Course Clock
Hours: 3**

Commissioner Ohama inquired how Ms. Howe is qualified to teach this course – does she have the background?

Specialist Arata stated that the Commission does not certify instructors and the continuing education provider is responsible for making sure the instructor is qualified.

Upon a motion by Commissioner Ohama, seconded by Commissioner Abrams, it was voted on and unanimously carried to defer decision making on this application and request that Ms. Howe appear at the August 30, 2002, Real Estate Commission meeting.

Prelicense Education: Administrative Issues

Follow-up with Rick Seiler, Seiler School of Real Estate – Independent Study Course Evaluation Form, and Evaluation Forms Submitted (9)

Per a previous request by the Committee, Mr. Seiler revised his independent study course evaluation form.

Nine evaluations were distributed to the Commissioners for their information.

Vitousek Real Estate School – Independent Study Course Evaluation Form (1)

An independent study course evaluation was distributed to the Commissioners for their information.

Applications

Gerald Gordon – Prelicense Substitute Instructor, Century 21 Real Estate School

Senior Specialist Fujimura reported that based on the information submitted Mr. Gordon does not qualify as a substitute instructor. He is unable to verify his broker experience, has not taken and passed the instructor's examination, and does not have one year teaching experience.

Upon a motion by Commissioner Rice, seconded by Commissioner Imanaka, it was voted on and unanimously carried to recommend denial of Gerald Gordon as a prelicense substitute instructor based on §§ 16-9-58(d)(1) and 16-99-58(e), Hawaii Administrative Rules.

Paige Vitousek – Prelicense Independent Study Course Instructor, Vitousek Real Estate School

Ricardo D. Seiler – Prelicense Independent Study Course Instructor, Seiler School of Real Estate

Upon a motion by Commissioner Abrams, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of Paige Vitousek and Ricardo D. Seiler and prelicense independent study course instructors.

Administration of
Examinations:

CAT*ASI

Specialist Arata reported Ho Mun will be coming to Hawaii in January or February 2003 and would like to meet with the Commissioners. She requested

that if the Commissioners have questions and/or concerns that they would like Ho Mun to address they can submit them to her for forwarding to Ho Mun.

Specialist Arata reported that CAT*ASI is planning to transfer from the expro testing system to a CBT (computer based training) testing system. The CBT system will allow more options. The change is anticipated to occur in February 2003.

PSI Report

A PSI report was distributed to the Commissioners for their information.

SEO Kimura noted that PSI recently contracted with the Texas Real Estate Commission. He added that PSI would like to participate in bidding for the next testing contract.

Educator's Forum: **Hawaii Association of REALTORS®** – No discussion presented.

Hawaii Chapter of Real Estate Educators Association – no discussion presented.

Hawaii Association of Real Estate Schools (HARES) – no discussion presented.

Public and Private Institutions of Higher Education – no discussion presented.

Program of Work: Annual Report, Quarterly Bulletin, and School Files

July Bulletin

Senior Specialist Fujimura reported that the July issue of the real estate *Bulletin* has been distributed and can also be accessed via the web site at www.state.hi.us/hirec.

August School Files

Senior Specialist Fujimura reported that the August issue of *School Files* has been distributed and can also be accessed via the web site at www.state.hi.us/hirec.

Interactive Participation with Organizations – Report on REEA Conference, June 16-19, 2002

A report on the REEA Conference held on June 16-19, 2002, was distributed to the Commissioners for their information.

Chair Choi reported that she and Specialist Arata attended the conference and it was very good.

ARELLO, REEA & Other Organizations: 2002 ARELLO Communication Awards – REC Submission

SEO Kimura reported that the Commission submitted the *Bulletin*, *Condominium Bulletin*, and *School Files* for the communication award.

At this time, SEO Kimura also reported that, as approved, the Commission is participating in an endowment program with ARELLO for education and research.

Open Forum: Commissioner Ohama reported that the Commission was offered a booth at the upcoming Hawaii Association of REALTORS® Pacific Rim Conference; however, there may be a possible issue with the Ethics Commission and he is awaiting a response from the Ethics Commission.

The Committee decided not to accept the invitation to provide a booth at the Hawaii Association of REALTORS® Pacific Rim Conference.

SEO Kimura stated that a room will be available at the conference from 10:45 – 12 noon, if the Commission would like to hold an open forum. It was concluded that the Real Estate Commission will hold an open forum discussion on “Hot Topics. . .with the Real Estate Commission” at the Hawaii Association of REALTORS® Pacific Rim Conference, on Friday, September 6, 2002, 10:45 a.m. – 12 noon.

Program of Work: At this time, Commission Chair Ohama announced the reassignment of Commissioner Yamanaka as lead Commissioner on the following programs: Continuing Education Core Course and Broker Curriculum and Resources.

Budget and Finance Report: None.

Next Meeting: Wednesday, September 4, 2002
10:00 a.m.
Sheraton Waikiki Hotel
2255 Kalakaua Avenue
Honolulu, Hawaii

Adjournment: With no further business to discuss, Chair Choi adjourned the meeting at 11:30 a.m.

Respectfully submitted by:

/s/ Diane Choy Fujimura
Diane Choy Fujimura
Senior Real Estate Specialist

September 4, 2002
Date

[X] Minutes approved as is.
[] Minutes approved with changes.