

**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](http://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: Tuesday, June 10, 2003

Time: Upon adjournment of the Laws and Rules Review Committee meeting, which convenes at 9:00 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  
Kathleen Kagawa, Member  
John Ohama, Member (late arrival)  
Iris Okawa, Member

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

Excused: Vern Yamanaka, Vice Chair  
Mitchell Imanaka, Member  
Peter Rice, Member

Others: Marsha Shimizu, Hawaii Association of REALTORS®  
Suzanne King, Honolulu Board of REALTORS®  
Donald G. Baxter, Prelicense Instructor  
John Stevens Nichols  
Trudy Nishihara, Incoming Commissioner

Call to Order: Chair Choi called the meeting to order at 10:04 a.m., at which time quorum was established.

Chair's Report: None.

Sr. Real Estate  
Specialist's Report: Minutes of Meetings

Upon a motion by Commissioner Okawa, seconded by Commissioner Kagawa, it was voted on and unanimously carried to accept the minutes of the May 8, 2003, Education Review Committee meeting as distributed.

Continuing Education: **Applications**

2003-2004 Continuing Education Providers and Courses Ratification List

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

<u>Registration/Certification</u>	<u>Effective Date</u>
<b>Provider (s)</b>	
Hawaii CCIM Chapter (Administrator: Cindy Adair)	March 19, 2003
<b>Course(s)</b>	
"At Home with Diversity: One America (Nationally Certified course/Hawaii Association of REALTORS®)	March 27, 2003
"Buyer Representation in Real Estate" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Diversity and Doing Business" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Environmental Issues in Your Real Estate Practice" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Ethics and Real Estate" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Fair Housing" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Fair Housing Law and Practice" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Home Inspection and Environmental Basics" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003
"Introduction to Commercial Real Estate Sales" (ARELLO Certified Course/Dearborn Real Estate Education)	April 8, 2003

- "Investment Property Practice and Management" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Property Management and Managing Risk" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Real Estate and Taxes! What Every Agent  
Should Know" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Real Estate Finance and Tax Issues" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Real Estate Finance Today" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Red Flags Property Inspection Guide" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Risk Management" April 8, 2003  
(ARELLO Certified Course/Dearborn Real Estate Education)
- "Introduction to Commercial Investment Real  
Estate Analysis" April 23, 2003  
(Nationally Certified Course/Hawaii CCIM Chapter)
- "CI 101 Financial Analysis for Commercial Investment  
Real Estate" April 23, 2003  
(Nationally Certified Course/Hawaii CCIM Chapter)
- "CI 104 Investment Analysis for Commercial Investment  
Real Estate" April 23, 2003  
(Nationally Certified Course/Hawaii CCIM Chapter)

Commissioner Ohama arrives.

Course – "Federal Fair Housing, Rentals." Author/Owner: ERA School of Real Estate/Scott A. Sherley, Provider: ERA School of Real Estate, Course Category: Property Management, Clock Hours: 3 (Pending provider certification)

Senior Specialist Fujimura stated that Mr. Sherley will not be using the quiz and video for the course as noted in the course materials.

Upon a motion by Commissioner Abrams, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of "Federal Fair Housing, Rentals" as a three clock hour continuing education elective course, under the course category Property Management, subject to the approval of ERA School of Real Estate as a continuing education provider.

Core Course – “Federal Fair Housing, Sales.” Author/Owner: ERA School of Real Estate/Scott A. Sherley, Provider: ERA School of Real Estate, Course Category: Fair Housing, Clock Hours: 4 (Pending provider certification)

Upon a motion by Commissioner Okawa, seconded by Commissioner Abrams, it was voted on and unanimously carried to recommend approval of “Federal Fair Housing, Sales” as a four clock hour continuing education core course for the 2003-2004 biennium, under the course category Fair Housing, subject to the approval of ERA School of Real Estate as a continuing education provider.

Core Course – “Agency – Made Easy.” Author/Owner: Oliver E. Frasca, Esq., GRI, Provider: Honolulu Board of REALTORS®, Course Category: Agency and Disclosure, Clock Hours: 4

Upon a motion by Commissioner Ohama, seconded by Commissioner Abrams, it was voted on and unanimously carried to recommend approval of “Agency – Made Easy” as a four clock hour continuing education core course for the 2003-2004 biennium, under the course category Agency and Disclosure.

Subcommittee to Evaluate Continuing Education – Letter soliciting participation to be mailed. Recommendations for names of participants?

Senior Specialist Fujimura reported that we are in the process of forming an advisory committee to evaluate continuing education and is requesting participants. If anyone is interested or knows of anyone who would like to participate, their names should be submitted by the end of the month. She stated that the advisory committee will look at continuing education requirements and possibly will be requested to review the broker curriculum.

SEO Kimura added, based on this committee’s previous discussions, the advisory committee may also review testing for continuing education courses, post licensing education issues, evaluation of instructors and courses, etc.

Prelicense Education: Applications – Instructor – Donald G. Baxter, Salesperson and Broker Curriculums, Coldwell Banker Pacific Properties School

Upon a motion by Commissioner Ohama, seconded by Commissioner Abrams, it was voted on and unanimously carried to recommend approval of Donald G. Baxter as a prelicense instructor for the salesperson and broker curriculums.

Broker Curriculum and Resources – Second Request for Proposals letter sent out 6/2/03, to identical list of recipients of first RFP mailing

Senior Specialist Fujimura reported that a second mailing of the broker curriculum request for proposals was sent on June 2, 2003, with a deadline of June 20, 2003.

Chair Choi inquired approximately how many were mailed. Senior Specialist Fujimura replied 58. She added that she has received one comment from prelicense person and that individual stated to her that she feels it is too large a project. Senior Specialist Fujimura stated that interest seems to be minimal.

SEO Kimura stated that it is good to get feedback from individuals considering the project.

At this time, Senior Specialist Fujimura informed the committee that the core course deadline also passed and there were no submittals.

Administration of  
Examinations:

Promissor

Specialist Arata reported that the migration to computer based testing has been postponed to mid to late July.

Educator's Forum:

**Hawaii Association of REALTORS®** – 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:

Neighbor Island Outreach

The next neighbor island outreach is scheduled for Wednesday, September 10, 2003, on the island of Kauai.

Annual Report, Quarterly Bulletin, and School Files – May 2003 issue of Bulletin distributed

Senior Specialist Fujimura reported that the May 2003 issue of the Real Estate *Bulletin* has been published and distributed.

Real Estate Specialists' Office for the Day – Kona Board of REALTORS®, May 8, 2003, report

The report on the Real Estate Specialists' Office for the Day held at the Kona Board of REALTORS® on May 8, 2003, was distributed to the Commissioners for their information.

Program of Work and Budget, FY04

Comments were accepted for the program of work and budget for fiscal year 2004.

Upon a motion by Commissioner Okawa, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of the program of work and budget for fiscal year 2004.

ARELLO, REEA &  
Other Organizations

REEA Report

A flyer explaining the REEA organization and what they offer was distributed to the Commissioners for their information.

SEO Kimura stated that we could also work with REEA to create an IDW. He added that he would like to work with the local boards to entertain contracts for IDW/seminars.

Virginia Real Estate Commission increase CE

The May 2, 2003, issue of ARELLOgram was distributed to the Commissioners. SEO Kimura noted that the Virginia Real Estate Commission doubled their continuing education requirement to 16 hours.

Budge and Finance: Real Estate Education Fund Report

Upon a motion by Commissioner Ohama, seconded by Commissioner Kagawa, it was voted on and unanimously carried to accept the Real Estate Education Fund report as of April 30, 2003.

Open Forum: At this time, Commissioner Ohama introduced incoming Commissioner Trudy Nishihara.

Next Meeting: Wednesday, July 9, 2003  
Upon adjournment of the Laws and Rules Review Committee Meeting, which convenes at 9:00 a.m.  
Kapuaiwa Room  
HRH Princess Victoria Kamamalu Building  
1010 Richards Street, Second Floor  
Honolulu, Hawaii

Adjournment: With no further business to discuss, Chair Choi adjourned the meeting at 10:37 a.m.

Respectfully submitted by:

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

July 9, 2003  
Date

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