

EDUCATION REVIEW COMMITTEE
REAL ESTATE COMMISSION
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii
www.hawaii.gov/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, April 14, 2004

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

Place: Queen Liliuokalani Conference Room
King Kalakaua Building
335 Merchant Street, 1st Floor
Honolulu, Hawaii

Present: Trudy Nishihara, Vice 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 K. A. Kimura, Real Estate Specialist
Ryan Yamashiro, Real Estate Specialist
Cynthia Yee, Senior Condominium Specialist
Cheryl Leong, Condominium Specialist
David Grupen, Condominium Specialist
Gordon Arakaki, Recodification Attorney
Shari Wong, Deputy Attorney General
Karyn Takahashi, Recording Secretary

Others: Marsha Shimizu, Hawaii Association of REALTORS®
Karen Iwamoto, Hawaii Association of REALTORS®
Janice Lind, RE3, LLC, Real Estate Services

Excused: Vern Yamanaka, Chair

Call to Order: Vice Chair Nishihara called the meeting to order at 9:40 a.m., at which time quorum was established.

Chair's Report: No report.

Sr. Real Estate Specialist's Report: Announcements, Introduction, Correspondence, and Additional Distribution

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

6. Administration of Examinations
 - a. Promissor
 - 1) Hawaii Real Estate Examination Pool Tally
 - 2) Change of Program Director

Minutes of Meeting

Upon a motion by Commissioner Imanaka, seconded by Commissioner Abrams, it was voted on and unanimously carried to accept the minutes of the March 10, 2004, Education Review Committee meeting as distributed.

Continuing Education: **Administrative Issues**

FY04 Continuing Education, Prelicense Education and Equivalency Statistics

Continuing education statistics for the first three quarters of fiscal year 2004 was distributed to the Commissioners for their information.

Applications

2003-2004 Continuing Education Providers and Courses Ratification List

Upon a motion by Commissioner Okawa, seconded by Commissioner Rice, it was voted on and unanimously carried to ratify the following registrations/certifications:

<u>Registration/Certification</u>	<u>Effective Date</u>
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Nationally Certified Course(s)

Successful Site Management-RES 201-IREM National Course (Author/Owner Brian R. Thomas dba Edventure)	03/10/04
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Office Operations (Author/Owner Hawaii Association of REALTORS®)	03/22/04
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Tenancy (Author/Owner Hawaii Association of REALTORS®)	03/22/04
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ARELLO Certified Course(s)

Commercial Real Estate: Listing Properties (Author/Owner Dearborn Real Estate Education)	02/23/04
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Commercial Real Estate: Understanding Investments (Author/Owner Dearborn Real Estate Education)	02/23/04
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Commercial Continuing Education Set I (Author/Owner Dearborn Real Estate Education)	03/02/04
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Commercial Continuing Education Set II (Author Owner Dearborn Real Estate Education)	03/02/04
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Course – “Red Flags Property Inspection Guide;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS®; Provider: Kona Board of REALTORS®; Course Categories: Risk Management and Other; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of “Red Flags Property Inspection Guide” as a six clock hour continuing education elective course under the course categories Risk Management and Other.

Course – “Home Inspection and Environmental Basics;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS®; Provider: Kona Board of REALTORS®; Course Categories: Property Ownership and Development, Risk Management, and Other; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Okawa, it was voted and unanimously carried to recommend approval of “Home Inspection and Environmental Basics” as a six clock hour continuing education elective course under the course categories Property Ownership and Development, Risk Management, and Other.

Course – “Investment Property Practice and Management;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS®; Provider: Kona Board of REALTORS®; Course Categories: Investment and Property Management; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Rice, it was voted on and unanimously carried to recommend approval of “Investment Property Practice and Management” as a six clock hour continuing education elective course under the course categories Investment and Property Management.

Course – “Environmental Issues in Your Real Estate Practice;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS®; Provider: Kona Board of REALTORS®; Course Categories: Property Ownership and Development and Other; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend approval of “Environmental Issues in Your Real Estate Practice” as a six clock hour continuing education elective course under the course categories Property Ownership and Development and Other.

Course – “Risk Management;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS®; Provider: Kona Board of REALTORS®; Course Categories: Real Estate Law and Risk Management; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Rice, it was voted on and unanimously carried to recommend approval of “Risk Management” as a six clock hour continuing education elective course under the course categories Real Estate Law and Risk Management.

Course – “Real Estate and Taxes – What Every Agent Should Know;”
Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS®;
Provider: Kona Board of REALTORS®; Course Categories: Real Estate Law,
Property Ownership and Development, and Other; Clock Hours: 6

Upon a motion by Commissioner Kagawa, seconded by Commissioner Chinen, it was voted on and unanimously carried to recommend approval of “Real Estate and Taxes – What Every Agent Should Know” as a six clock hour continuing education elective course under the course categories Real Estate Law, Property Ownership and Development, and Other.

Course – “Real Estate Finance;” Author/Owner: Dearborn Real Estate
Education/Kona Board of REALTORS®; Provider: Kona Board of REALTORS®;
Course Category: Finance; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend approval of “Real Estate Finance” as a six clock hour continuing education elective course under the course category Finance.

Course – “Americans with Disabilities Act and Effect on Real Estate Q&A;”
Author/Owner: Scot A. Sherley (R); Provider: ERA School of Real Estate;
Course Categories: Property Management, Property Ownership and
Development, and Risk Management; Clock Hours: 3

Upon a motion by Commissioner Abrams, seconded by Commissioner Rice, it was voted on and unanimously carried to recommend approval of “Americans with Disabilities Act and Effect on Real Estate Q&A” as a three clock hour continuing education elective course under the course categories Property Management, Property Ownership and Development, and Risk Management.

Provider – Premier Realty 2000, Inc.; Susan Yoshioka, Administrator

Upon a motion by Commissioner Abrams, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend approval of Premier Realty 2000, Inc. as a continuing education provider.

Continuing Education Core Course

Update

Senior Specialist Fujimura reported that the Real Estate Commission’s core course is completed and the response has been positive.

She reported that three continuing education providers have signed up to offer the course on-line. For the on-line version of the course, students must pass section quizzes before moving on to the next lesson, and also complete a “final” test in order to receive full credit for the course. Students will keep a log indicating time spent taking the course and submit this log to the provider. There will also be a mandatory evaluation form to be completed at the end of the course. Senior Specialist Fujimura reported that this will be the first time that the Commission’s core course will be offered on-line.

Education Evaluation Task Force

Meeting on Monday, April 5, 2004

Vice Chair Nishihara reported that the April 5, 2004, EETF meeting was very good. The current status of the broker curriculum project was discussed, as well as the core course, which everyone is excited about. There was a lot of brainstorming on increasing continuing education requirements.

She added that there was also a lengthy discussion on the development of test questions for both the broker and salesperson exam. The attendees had a sincere interest in test development. They discussed having key people in the real estate industry, as well as real estate related areas, provide questions that would be relevant, and would key in on problems and hot spots in their industry. She reported that a letter is being drafted to individuals from different industries for feedback.

Vice Chair stated that the meeting was very productive and that they have scheduled the next EETF meeting for May 17, 2004, 9:00 a.m. to 3:00 p.m., at the Honolulu Board of REALTORS' office.

Prelicense Education: **Administrative Issues**

FY04 Continuing Education, Prelicense Education and Equivalency Statistics

A report on Prelicense education and equivalency statistics for the first three quarters of fiscal year 2004 was distributed to the Commissioners for their information.

Independent Study Course Evaluation Forms (12) – Seiler School of Real Estate

Copies of evaluations of Seiler School of Real Estate's independent study course were distributed to the Commissioners for their information.

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

A copy of an evaluation of Vitousek Real Estate School's independent study course was distributed to the Commissioners for their information.

Applications

Prelicense Instructor – Substitute Instructor – Yuki Kajiwara, Hawaii Institute of Real Estate; John Stapleton, Principal

Upon a motion by Commissioner Abrams, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend approval of Yuki Kajiwara as prelicense substitute instructor for the broker and salesperson curriculums.

Broker Curriculum and Resources

Update – RE3, LLC, Real Estate Services

Ms. Janice Lind was present to provide a report. She distributed a copy of one of the six (6) handouts for the broker's curriculum, "Suggested Policy & Procedure Guideline" and requested written ideas on the format and comments, if any.

Vice Chair Nishihara stated that the guideline looks very comprehensive and thanked Ms. Lind for their hard work and diligence. She stated that any comments and/or suggestions should be e-mailed to Ms. Lind or Mr. Richardson.

Administration of
Examinations:

Promissor

Hawaii Real Estate Examination Pool Tally

Pool tallies for the Hawaii-state section of the real estate broker and salesperson examinations were distributed to the Commissioners for their information. This information has been provided by Promissor and reflects the number of approved and pre-test questions currently in the question bank for each content area. Specialist Kimura reported that this confidential information will also be provided to test development attendees.

Change of Program Director

A Promissor memorandum dated April 7, 2004, announcing Mr. Stephen Connolly as Promissor's primary Hawaii contact for the Commission and prelicensing schools. Specialist Kimura added that Mr. Connolly will be attending the ARELLO Mid-year Meeting in Omaha, Nebraska, next week.

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

Big Island, May 11, 2004

The next neighbor island outreach has been scheduled for the Big Island on May 11, 2004, at the State Office Building, 75 Aupuni Street, Conference Rooms A, B & C, Hilo, Hawaii.

Real Estate Seminars

RFP sent to all Boards of REALTORS on March 29, 2004

Senior Specialist Fujimura reported that the RFP requesting proposals for real estate seminars, courses and events was mailed to all the local Boards of REALTORS on March 29, 2004, and the deadline for response is May 3, 2004.

Instructor's Development Workshop

Evaluations of IDW held on March 15-16, 2004

Evaluations of the IDW/"Train the Trainer" workshops held on Maui on March 15, 2004, and Oahu on March 16, 2004, were distributed to the Commissioners for their information. Senior Specialist Fujimura stated that the workshop was generally quite well received.

Evaluation and Education System for CE and Prelicensing Instructors

Updated Real Estate Course and Instructor Evaluation Form

The revised real estate course and instructor evaluation form was distributed to the Commissioners for their information and review.

Senior Specialist Fujimura reported that they will be starting the evaluation program. Staff will begin in early May monitoring the Commission-approved core courses, as well as the Commission's 2003-2004 core course. Monitoring and evaluation of elective CE courses will also be included at a later date. She requested if any Commissioner completes a continuing education course to please let her know and an evaluation form will be sent to them for completion.

Senior Specialist Fujimura stated that the EETF recommended unannounced monitoring of courses and instructors.

Instructor's Development Workshop

Evaluations of IDW held on March 15-16, 2004

Commissioner Rice stated that in the future there should be someone familiar with Hawaii law presenting the Hawaii law section. He stated that the workshop was great, but the presenters did not understand Hawaii law well enough—they need knowledge of what they are presenting. Senior Specialist Fujimura agreed that they did have a hard time on the Hawaii advertising law.

Real Estate Specialists' Office for the Day

The next Specialists' Office for the Day will be held on Friday, May 7, 2004, from 9:00 a.m. to 12:00 p.m., at the REALTORS® Association of Maui, located at 441 Ala Makani Place, Kahului, Maui.

Division and Department Programs

New Salesperson Licensee Statistics – 2004

A report on the number of new salesperson licensees for January, February and March 2004 was distributed to the Commissioners for their information. The total number of 589 new salesperson licensees reflect the number of licensees who are deemed as having completed the 10 hour continuing education requirement, pursuant to Section 16-99-89(c), Hawaii Administrative Rules.

Program of Work, FY05

A copy of recommendations for the fiscal year 2005 program of work was distributed. Senior Specialist Fujimura reported that these recommendations will be incorporated into the fiscal year 2005 program of work.

ARELLO, REEA and
Other Organizations:

ARELLO, REEA and Other Organizations

REEA 25th Annual Conference, June 20-23, 2004, San Antonio, TX

Upon a motion by Commissioner Rice, seconded by Commissioner Abrams, it was voted on and unanimously carried to recommend approval for three attendees to participate at the REEA 25th Annual Conference, to be held on June 20 – 23, 2004, at San Antonio, Texas, subject to REEF budget and DCCA

approval. The Chair of the Real Estate Commission and the Supervising Executive Officer shall determine the attendees.

Florida Online Prelicense Course

A copy of an article from the February 2004 issue of *ALQ Real Estate Intelligence Report* was distributed to the Commissioners for their information. The article stated that Florida now allows anyone in the world to take Florida's 63-hour prelicense course via the internet.

Open Forum: Ms. Marsha Shimizu, Hawaii Association of REALTORS®, provided an update on the landlord training program real estate seminar. She reported that they met with representatives from the Attorney General's office and they agreed to pay for Mr. Campbell's fees, thus lowering the costs to the Real Estate Commission. She reported that the program will be held on July 15, 2004, on Maui; July 16, 2004, on Kauai; July 19, 2004, on the Big Island; and July 20, 2004, on Oahu.

She reported that they are developing the flyers and their goal is to begin distribution at the end of the month with full marketing during May, June and the first half of July.

Ms. Shimizu also announced that HAR will reserve a room for the Commission's breakout session on September 17, 2004, at HAR's annual convention.

She also reported that Mr. Craig Cheatham, ARELLO, will be arriving a day early for the convention and has agreed to speak with HAR leadership the afternoon of September 15, 2004, regarding real estate trends across the nation. Ms. Shimizu stated that Commissioners and Staff are welcome to attend.

Budget and Finance Report: Upon a motion by Commissioner Okawa, seconded by Commissioner Rice, it was voted on and unanimously carried to accept the revised Real Estate Education Fund Report for the month ending December 31, 2003, as revised.

Next Meeting: Tuesday, May 11, 2004
Upon adjournment of the Laws and Rules Review Committee Meeting, which convenes at 9:00 a.m.
Main State Building, Rooms A., B, C
75 Aupuni Street
Hilo, HI 96720

Adjournment: With no further business to discuss, Vice Chair Nishimura adjourned the meeting at 10:19 a.m.

Reviewed by:

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

May 11, 2004
Date

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