

## EDUCATION REVIEW COMMITTEE

REAL ESTATE COMMISSION  
www.hawaii.gov/hirec

### AGENDA

Date: Wednesday, April 14, 2004

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

Place: King Kalakaua Building  
Queen Lili'uokalani Room  
335 Merchant Street, 1<sup>st</sup> floor  
Honolulu, HI 96813

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 Meeting
4. Continuing Education Administration, Curriculum, Courses, Providers, and Instructors
  - a. Administrative Issues – FY04 Continuing Education, Prelicense Education and Equivalency Statistics
  - b. Applications
    - 1) 2003-2004 Continuing Education Providers and Courses Ratification List
    - 2) Course – “Red Flags Property Inspection Guide;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>, Provider: Kona Board of REALTORS<sup>®</sup>; Course Categories: Risk Management and Other; Clock Hours: 6
    - 3) Course – “Home Inspection and Environmental Basics;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>, Provider: Kona Board of REALTORS<sup>®</sup>; Course Categories: Property Ownership and Development, Risk Management, and Other; Clock Hours: 6
    - 4) Course – “Investment Property Practice and Management;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>; Provider: Kona Board of REALTORS<sup>®</sup>; Course Categories: Investment and Property Management; Clock Hours: 6
    - 5) Course – “Environmental Issues in Your Real Estate Practice;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>, Provider: Kona Board of REALTORS<sup>®</sup>; Course Categories: Property Ownership and Development and Other; Clock Hours: 6
    - 6) Course – “Risk Management;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>; Provider: Kona Board of REALTORS<sup>®</sup>; Course Categories: Real Estate Law and Risk Management; Clock Hours: 6
    - 7) Course – “Real Estate and Taxes – What Every Agent Should Know;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>, Provider: Kona Board of REALTORS<sup>®</sup>; Course Categories: Real Estate Law, Property Ownership and Development, and Other; Clock Hours: 6
    - 8) Course – “Real Estate Finance;” Author/Owner: Dearborn Real Estate Education/Kona Board of REALTORS<sup>®</sup>; Provider: Kona Board of REALTORS<sup>®</sup>; Course Category: Finance; Clock Hours: 6
    - 9) Course – “Americans with Disabilities Act and Effect on Real Estate Q&A;” Author/Owner: Scott A. Sherley (R); Provider: ERA School of Real Estate; Course Categories: Property Management, Property Ownership and Development, and Risk Management; Clock Hours: 3
    - 10) Provider – Premier Realty 2000, Inc.; Susan Yoshioka, Administrator
  - c. Continuing Education Core Course – Update

EDUCATION REVIEW COMMITTEE AGENDA  
Page 2

- d. Elective Courses
  - e. ARELLO Certification Program
  - f. Other Jurisdictions
  - g. Continuing Education Review Panel
  - h. Education Evaluation Task Force – Meeting on Monday, April 5, 2004
5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
- a. Administrative Issues
    - 1) FY04 Continuing Education, Prelicense Education and Equivalency Statistics
    - 2) Independent Study Course Evaluation Forms (12) – Seiler School of Real Estate
    - 3) Independent Study Course Evaluation Form (1) – Vitousek Real Estate School
  - b. Applications – Prelicense Instructor – Substitute Instructor – Yuki Kajiwara, Hawaii Institute of Real Estate; John Stapleton, Principal
  - c. Broker Curriculum and Resources – Update – RE3, LLC, Real Estate Services
  - d. Education Equivalency
  - e. Other
6. Administration of Examinations
- a. Promissor
  - b. Uniform Section Equivalency
  - c. ARELLO Examination Certification Program
  - d. Test Development and Scenario Exam Items
  - e. Exam Monitoring
  - f. Instructor Workshop
7. Educator's Forum
- a. Hawaii Association of REALTORS®
  - b. Hawaii Association of Real Estate Schools (HARES)
  - c. Public and Private Institutions of Higher Education
8. Program of Work, FY04
- a. Advice, Education, and Referral
  - b. Meetings and Symposium
  - c. Annual Report, Quarterly Bulletin, and School Files
  - d. Neighbor Island Outreach – Big Island, May 11, 2004, 9:00 a.m.
  - e. Interactive Participation with Organizations
  - f. Real Estate Seminars – RFP sent to all Boards of REALTORS on March 29, 2004. Deadline for response is May 3, 2004
  - g. Legislative Participation, Research and Report
  - h. Instructor's Development Workshop – Evaluations of IDW held on March 15-16, 2004
  - i. Evaluation and Education System for CE and Prelicensing Instructors – Updated Real Estate Course and Instructor Evaluation Form
  - j. Real Estate Specialists' Office for the Day
  - k. Real Estate Speakership Program
  - l. New Technology Program and REC Web Site
  - m. Records Management
  - n. Information Distribution System
  - o. New Salesperson and New Broker Startup Kits
  - p. Cooperative Education, Research, and Administration Program
  - q. Division and Department Programs – New Salesperson Licensee Statistics – 2004
  - r. Staff and Commissioner Development
  - s. Real Estate Reference Library
  - t. Program of Work, FY05
9. Special Issues

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.

EDUCATION REVIEW COMMITTEE AGENDA  
Page 3

10. ARELLO, REEA and Other Organizations
  - a. REEA 25<sup>th</sup> Annual Conference, June 20-23, 2004, San Antonio, TX
  - b. Florida Online Prelicense Course
11. Open Forum
12. Budget and Finance Report
13. 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
14. Adjournment