

EDUCATION REVIEW COMMITTEE

REAL ESTATE COMMISSION
www.hawaii.gov/hirec

AGENDA

Date: Monday, June 7, 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, Room 333
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
 - 1) 2003-2004 Continuing Education Providers and Courses Ratification List
 - 2) Request to change course titles (Author/Owner: Kenneth Chong)
 - (a) "DROA Strategies and Concerns" to "DROA Issues"
 - (b) "Small Project Real Estate Development" to "Project Development Issues"
 - (c) "Purchase, Ownership and Management of Condominiums" to "Condominium Issues"
 - 3) Real Estate Commission Informational Notice – New License Applicants, License Renewal and Continuing Education Requirement
 - 4) Memorandum to Prelicense School Principals and Continuing Education Provider Administrators
 - 5) Application for Continuing Education Equivalency – Real Estate
 - b. Applications – Course – "IRC 1031 Tax Deferred Exchanges in Today's Market," Author/Owner: Marion Aaron/Old Republic Exchange Facilitator Company; Provider: TBA; Course Categories: Investment, Other (1031 Exchanges); Clock Hours: 3
 - c. Continuing Education Core Course – Evaluations
 - d. Elective Courses
 - e. ARELLO Certification Program
 - f. Other Jurisdictions
 - g. Continuing Education Review Panel
 - h. Education Evaluation Task Force – test development and item writing update
5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
 - a. Administrative Issues – Evaluation forms (8) – Seiler School of Real Estate
 - b. Applications – Prelicense Instructor – John R. Connelley, Coldwell Banker Real Estate School, Barbara Dew, Principal
 - c. Broker Curriculum and Resources – Update – Six handouts will be "Policies and Procedures Manual," "Land in Hawaii," "Directory of Real Estate Resources," "Advertising Guidelines," "Anatomy of a Closing Statement," "Landlord-Tenant Guidelines for Real Estate Licensees"
 - d. Education Equivalency
 - e. Other

6. Administration of Examinations
 - a. Promissor
 - 1) Licensing Examination Statistics
 - 2) Out of State Testing now available
 - b. Uniform Section Equivalency
 - c. ARELLO Examination Certification Program
 - d. Test Development and Scenario Exam Items
 - 1) August 25-27, 2004 test development meetings
 - 2) Promissor questions for discussion regarding test development session
 - 3) *Good vs. Evil: Some Observations about Item Writing* Article
 - e. Exam Monitoring – Evaluations
 - 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 – *May 2004 School Files* distributed; *Bulletin* will be distributed June 2004
 - d. Neighbor Island Outreach – Lihue, September 8, 2004
 - e. Interactive Participation with Organizations – Hawaii REALTOR Journal guest author for June 2004 issue – Mark Recktenwald, Director, DCCA
 - f. Real Estate Seminars
 - g. Legislative Participation, Research and Report
 - h. Instructor's Development Workshop
 - i. Evaluation and Education System for CE and Prelicensing Instructors – Evaluation Forms (5)
 - j. Real Estate Specialists' Office for the Day – Report
 - 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 licensees 2004
 - r. Staff and Commissioner Development
 - s. Real Estate Reference Library
 - t. Program of Work, FY05
9. Special Issues
10. ARELLO, REEA and Other Organizations
11. Open Forum
12. Budget and Finance Report
 - a. Real Estate Education Fund Report, March 31, 2004
 - b. Investment Consultant

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.

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13. Next Meeting: Wednesday, July 14, 2004
Upon adjournment of the Laws and Rules Review Committee Meeting, which convenes at 9:00 a.m.
King Kalakaua Building
Queen Lili'uokalani Room
335 Merchant Street, First Floor
Honolulu, HI 96813
14. Adjournment