

## EDUCATION REVIEW COMMITTEE

REAL ESTATE COMMISSION  
www.hawaii.gov/hirec

### AGENDA

Date: Wednesday, July 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, 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) FY04 Continuing Education, Prelicense Education and Equivalency Statistics
    - 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
    - 1) Provider – Servpro Industries, Inc.; Administrator – Amanda Green
    - 2) Course – “Understanding Mold in the Restoration Industry,” Author/Owner: Servpro Industries, Inc.; Provider: Servpro Industries, Inc. (subject to approval); Course Categories: Property Management, Other (Mold, Environmental Issues); Clock Hours: 3
    - 3) Course – “Advanced Like Kind Real Estate Exchanges,” Author/Owner: Lorman Business Center, Inc.; Provider: Lorman Business Center, Inc.; Course Category: Real Estate Law; Clock Hours: 6.5
  - 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
    - 1) FY04 Continuing Education, Prelicense Education and Equivalency Statistics
    - 2) Evaluation forms (18) – Seiler School of Real Estate
  - b. Applications

EDUCATION REVIEW COMMITTEE AGENDA  
Page 2

- c. Broker Curriculum and Resources – Final Acceptance/Implementation
  - d. Education Equivalency
  - e. Other
6. Administration of Examinations
- a. Promissor
    - 1) Licensing Examination Statistics
    - 2) Out of State Testing now available
    - 3) May 2004 School Summary Reports
  - 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, FY05
- a. Advice, Education, and Referral
  - b. Meetings and Symposium
  - c. Annual Report, Quarterly Bulletin, and School Files – *May 2004 School Files* distributed; June 2004 *Bulletin* distributed
  - d. Neighbor Island Outreach – Lihue, September 8, 2004
  - e. Interactive Participation with Organizations
    - 1) Hawaii REALTOR Journal guest author for June 2004 issue – Mark Recktenwald, Director, DCCA
    - 2) Pacific Rim Real Estate Conference, September 16-17, 2004
  - f. Real Estate Seminars – HAR, Commission and other agencies co-sponsoring Landlord-Tenant Training Seminar: “Keeping Illegal Activity out of Rental Property”, July 15, 2004 – Maui, July 16, 2004 – Kauai, July 19, 2004 – Big Island, July 20, 2004 – Oahu
  - g. Legislative Participation, Research and Report
  - h. Instructor's Development Workshop
  - i. Evaluation and Education System for CE and Prelicensing Instructors – Evaluation Forms (6)
  - 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
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. ARELLO
    - 1) Distance Education Certification Program Newsletter June 2004
    - 2) Education Recognition Awards
    - 3) Communication Awards
  - b. REEA – Report on 25<sup>th</sup> Annual Conference
11. Open Forum
12. Budget and Finance Report – Real Estate Education Fund Report, March 31, 2004
13. Next Meeting: Wednesday, August 11, 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

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