Print Form

REAL ESTATE COMMISSION
State of Hawaii
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
335 Merchant Street, Room 333
Honolulu, Hawaii 96813

FOR OFFICE USE ONLY	
Approved/Date: Denied/Date:	Cert. No.:
Cashier's Validation:	

APPLICATION FOR REAL ESTATE PRELICENSE INSTRUCTOR CERTIFICATION

1.	**Applicants Name:**	
2.	**Business Address:**	
3.	**Residence Address:**	
4.	**Business Telephone:** **Email:**	**Residence Telephone:**

5. **Indicate the certification(s) for which you are applying:**

- ☐ Salesperson prelicensing curriculum
- ☐ Broker prelicensing curriculum
- ☐ Substitute Instructor
  - ☐ Salesperson prelicnsing curriculum
  - ☐ Broker prelicensing curriculum
- ☐ Independent Study Course Instructor:
  - ☐ Salesperson prelicensing curriculum
  - ☐ Broker prelicensing curriculum

  (Note: A Supplementary Application for Prelicense Independent Study Course Instructor must also be submitted.)

6. I will be instructing for _____
Name of school

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App	$50	905
Cert	$25	905
CRF	$90/$45	583
Srvc Fee	$25	BCF

7. Qualifications (professional): You must meet **at least one** of the following requirements.

Provide and attach the required documentation listed for the means of qualification selected:

☐ a. Hold a current Hawaii real estate broker's license; have a minimum of three years full-time experience in real estate in Hawaii; and meet the current experience requirements for a broker's license.

Attach:
1) A copy of your current Hawaii real estate broker's license;
2) Letters from your employers, associates or self-employed applicant's statement attesting to Hawaii real estate work-experience (submit directly to the Commission) to include dates and duration, position held, specific nature of work, and assessment of professional knowledge; and
3) Complete experience certification statement.

☐ b. A degree in law, licensed and practicing in the area of real estate law for at least two years in Hawaii.

Attach:
1) A copy of your law degree or official transcripts; and
2) A statement from your employer or others attesting to two years of legal practice.

☐ c. Current appointment to the real estate faculty of a college or university accredited by a state or federal education agency.

Attach:
1) A copy of the appointment letter; and
2) A resume of teaching experience which includes subject matter, courses taught, specific dates or term of teaching contract, name and location of institutions.

☐ d. Bachelor's degree or higher with at least three years full-time experience in real estate in Hawaii; **and** meet the current experience requirements for a Hawaii broker's license.

Attach:
1) A copy of your diploma or official transcripts;
2) Letters from employers or associates or a self-employed applicant's statement attesting to Hawaii real estate work-experience (submit directly to the Commission) to include dates and duration, position held, specific nature of work, and assessment of professional knowledge; and
3) Completed experience certification statement.

8. Qualifications (teaching): Provide **at least one** of the following certifications:

Provide and attach the required documentation as listed for each area of qualification:

☐ a. Certificate of completion of a special real estate instructor institute issued within one year of this application.

Attach certificate.

☐ b. Certificate of completion of a professional real estate curriculum leading to a professional designation accepted by the Commission (e.g. GRI, CCIM, etc.).

Attach certificate.

☐ c. Current appointment to the real estate faculty of a college or university accredited by the state or federal Department of Education.

Attach a copy of the appointment letter and a resume.

☐ d. Certificates of Completion from accredited salesperson and broker courses.

Attach certificates.

☐ e. Other evidence or verification of applicant's professional certification, command knowledge and experience in the field of real estate as the Commission may determine.

Attach explanation, verifying documents and resume.

9. List prior real estate teaching experience of at least one year. Experience must have been within three years preceding this application for certification.

Name and Location of School	From	To	Courses

10. License Information (real estate, teacher, other profession)

License	State	Valid Dates	Status

CHECK ANSWER TO ALL QUESTIONS. An unanswered question is an incomplete application. Questions refer to all of the following: the applicant (entity), partner, officer, director of a corporation and to the principal of the school.

a. 1) Have you ever applied for, been granted, or held a real estate license in Hawaii or any other state? ☐ YES ☐ NO

If yes, what state, license type, and license number? _____

2) Has an application for license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked, or otherwise subject to disciplinary action? ☐ YES ☐ NO

3) Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state? ☐ YES ☐ NO

4) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state? ☐ YES ☐ NO

5) Are there any pending disciplinary actions against you? ☐ YES ☐ NO

b. During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction? ☐ YES ☐ NO

c. Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you? ☐ YES ☐ NO

d. Are you LESS than 18 years of age? ☐ YES ☐ NO

e. Are you an alien without authorization to work in the United States? ☐ YES ☐ NO

Explain all "Yes" responses on a separate sheet with detailed information and submit supporting documents (see instruction sheet for documents to be submitted). Any "Yes" answers to the questions in Section 11 of the application will require review by the Real Estate Commission before a decision is made regarding registration.

CERTIFICATION OF APPLICANT:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation.

_____

Signature of Applicant

_____

Print Name and Title