Print Form

CERTIFICATION OF REAL ESTATE PRELICENSE INSTRUCTOR

INSTRUCTIONS

1. Read entire instructions prior to completing the required forms.

2. Review Hawaii Administrative Rules, Chapter 99, Subchapter 5, REGISTERED REAL ESTATE SCHOOLS (see attached). Prelicense instructors must comply with all rules as outlined in this chapter.

3. Prelicense instructor certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of instruction certification. **The recertification deadline is November 30th of each even-numbered year.**

4. Only complete applications will be reviewed and considered by the Real Estate Commission. Incomplete applications will not be considered. Please allow 45 days for processing.

5. Instructor applicants may be required to appear before the Commission to demonstrate the instructor's command of and ability to communicate the prelicense course material.

6. *Prelicense Independent Study Course Instructor*: If you plan to teach a Prelicense Independent Study Course – Salesperson and/or Broker curriculum – you must also complete the Supplementary Application for Prelicense Independent Study Course Instructor.

UNTIL RECEIPT OF WRITTEN NOTIFICATION OF APPROVAL, NO SCHOOL SHALL SCHEDULE A CLASS OR ADVERTISE WITH YOU AS THE INSTRUCTOR.

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2643 to submit your request.

CERTIFICATION OF REAL ESTATE PRELICENSE INSTRUCTOR

Submit the following:

- ☐ Completed Application for Real Estate Prelicense Instructor Certification form.
- ☐ Completed Supplementary Application for Prelicense Independent Study Course Instructor, if applicable.
- ☐ Official results of the Instructor Examination, with a minimum passing score.
- ☐ Proof of completing a Real Estate Commission ("Commission") approved Instructor Development Workshop (IDW).
- ☐ A signed Statement of Ethical Teaching Practices and a Consent Form
- ☐ A current tuberculosis test result certifying freedom from TB.
- ☐ Provide required documentation from Questions 7 and 8.
- ☐ A check made payable to "Commerce and Consumer Affairs"

Application fee (nonrefundable)	$50
Certification fee (refundable if denied)	$25
Compliance Resolution Fund:	
If certification to take effect in odd-numbered year	$90
If certification to take effect in even-numbered year	$45
Restoration Fee (if certification forfeited)	$10

Instructions for "Yes" Answers on Section 11 of the Application for Prelicense Instructor Certification

A. The following documents must be provided at the time you apply for certification. Applications will not be considered without this material.

Question a1)
If you have applied for, been granted, or held a real estate license in Hawaii or any other jurisdiction, list the jurisdiction, license type, and license number in the space provided. Attach a separate page if more space is required.

Questions a2, a3, a4, and a5)
These questions refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both real estate and those other than real estate. If your answer is "yes" to one or more of these questions, read paragraph B below, and you must submit the following

i. A statement signed by you explaining the circumstances;

ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;

iii. A resume of any employment, business activities, and education since the date of the action; and

iv. You may also include statements from employers, business associates, clients, and others who can attest to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question b)
If your application indicates a criminal conviction, read paragraph B below, and you must submit the following:

i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;

ii. A copy of the court order, verdict, and terms of sentence; written proof of completion and/or compliance with applicable terms of sentence, e.g., payment of fine(s) or restitution;

iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing; and

iv Signed statements from employers, business associates, clients, and others who can attest to your business dealings since the conviction, including a statement as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question c)
If you have any pending lawsuits, unpaid judgments, outstanding tax obligation, or any other type of involuntary liens against you, read paragraph B below, and you must submit the following:

i. A statement signed by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason;

ii. A resume of employment and business activities; and

iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.

B. If your answer to questions a2), a3), a4), a5), b), or c) is "yes", your application will be reviewed at a monthly Real Estate Commission meeting if you have provided all applicable information and documents as described above. The Commission will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application. A courtesy notice with information on the date, time, and location of the meeting will be sent to you.