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:<br><br>Denied/Date: | Reg. No.: |
| Cashier's Validation: | |

# APPLICATION FOR REAL ESTATE PRELICENSE EDUCATION SCHOOL REGISTRATION

| | | | |
|---|---|---|---|
| **1.** | **School's Name:** | | |
| **2.** | **Business Address:** | | |
| **3.** | **Classroom Location:** | | |
| **4.** | **Business Telephone:** | | |
| | **Public e-mail and/or URL:** | | |
| **5.** | **School Principal:** | | |
| **6.** | **Principal's Home Address:** | **7.** | **Principal's Home Telephone:** |

8. **Indicate the curriculum for which you are applying:**

- ☐ Salesperson curriculum
- ☐ Broker curriculum
- ☐ Independent Study Course (see attachment)
  - ☐ Salesperson curriculum
  - ☐ Broker curriculum

*(NOTE: If you are applying for the Independent Study Course - Salesperson and/or Broker curriculum - you must also complete the Application for Prelicense Independent Study Course and Supplemental Application for Prelicense Independent Study Course Instructor.)*

9. **School Ownership**

**Form of ownership:**

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietorship
- ☐ Limited Liability Company (LLC)
- ☐ Limited Liability Partnership (LLP)
- ☐ Accredited institution of higher learning (college, university)

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|---|---|---|---|---|---|---|
| | App | $50 | 905 | App | $50 | 905 |
| | Regis | $500/$750 | 905 | Add'l | $250.00 | 905 |
| | CRF | $90/$45 | 583 | | | |
| | Srvc Fee | $25 | BCF | | | |

**Corporation:**

a. List names and mailing addresses of all persons who own 5% or more of the corporate stock:

_____

_____

_____

b. Submit a "Certificate of Good Standing" issued by the Business Registration Division, Dept. of Commerce and Consumer Affairs, 335 Merchant Street, 2nd Floor, Honolulu, Hawaii, Phone: 586-2727. A "file-stamped" copy by the Business Registration Division of the Articles of Incorporation dated within the last 6 months may be submitted for the "Certificate of Good Standing".

**Partnership:**

a. List names and mailing addresses of each partner:

_____

_____

_____

b. Submit a "Certificate of Good Standing" issued by the Business Registration Division (see item 9 corporation b).

**Sole Proprietor:**

List name and mailing address: _____

_____

**LLC:**

a. List names and mailing addresses of each partner:

_____

_____

_____

b. Submit a "Certificate of Good Standing" issued by the Business Registration Division (see item 9 corporation b).

**LLP:**

a. List names and mailing addresses of each partner:

_____

_____

_____

b. Submit a "Certificate of Good Standing" issued by the Business Registration Division (see item 9 corporation b).

10. List Certified Instructors (if certification is pending, attach copy of Instructor Application):

| Instructor | Certification |
|---|---|
| | |
| | |
| | |

**ITEM NUMBERS 11 - 16 REFER TO INDEPENDENT STUDY COURSES.**

11. In case of transmission failure, what is your back-up plan for the course? Explain. (Who is responsible for maintaining the equipment and delivery system? Please provide the credentials and contact information for this person(s)).

_____

_____

_____

12. Whom does the student contact and how do they contact this person when they need help and clarification?

_____

_____

_____

13. Course and instructor evaluation: Provide the evaluation form you will use for student evaluation of the course and instructor. (Note: the ARELLO Distance Education Course Evaluation Form is attached as a guide to assist you in formulating your evaluation form.)

14. Submit a copy of a complete syllabus or student manual in written form. Information about admission, progression, completion criteria, dismissal, and any applicable licensing requirements must be included.

15. Submit copies of the following forms:

a) Obtain from each student the following certification statement:

"I certify that I have personally completed each assigned module of instruction."

_____ _____

Date Student's Signature

b) Certificate to be signed and dated by the instructor stating the student has:

1) Completed all instructional modules required to demonstrate mastery of the material, and
2) Passed the final examination.

16. Explain how you will provide oversight of the student's work to insure that the student who completes the work is the student who is enrolled in the course. This would include a clear policy regarding any form of cheating or misrepresenting student identity.

_____

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_____

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_____

_____

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 officer/partner/sole proprietor

_____

Print Name and Title