Print Form

CONTINUING EDUCATION EQUIVALENCY – REAL ESTATE
Instructions and Information

Access this form via web site at www.hawaii.gov/hirec

WHO MAY FILE

Hawaii-licensed real estate brokers and salespersons who hold a current, unencumbered real estate license in another state, or who hold a current, unencumbered real estate license in a jurisdiction recognized by the Association of Real Estate License Law Officials (ARELLO), intending to renew their Hawaii license on ACTIVE status and desire an equivalency of the **ELECTIVE COURSE HOURS** of the continuing education requirement. The equivalency shall be based on the successful completion of the continuing education requirements of the other state or jurisdiction prior to submission of the renewal application. Applicants shall file a complete application prior to submitting an application for license renewal.

PURPOSE

State law requires that a real estate broker or salesperson licensee complete twenty (20) hours of continuing education or its equivalent during the two-year period preceding the licensee's application for renewal of a license on "active" status. The continuing education equivalency is subject to the review and approval of the Real Estate Commission and shall be secured prior to submission of a renewal application.

Approval of the equivalency shall be subject to the **real estate licensee completing the commission-designated core course.** (§467-11.5(d), Hawaii Revised Statutes)

APPLICATION FORM

Complete the entire application form by typing or printing legibly in black ink. Complete Part I of the attached Verification of License form and send the form to your state's real estate licensing agency. Have the agency return the form to you. Verification of License form must be completed and issued by the out-of-state agency not more than six (6) months prior to the submission of the application form. Submit the completed and signed application form, the completed Verification of License form, and a NONREFUNDABLE application fee of $25.00 payable to COMMERCE & CONSUMER AFFAIRS. Submit originals only – faxed or photocopied forms will not be accepted. An application without the required documents is considered an incomplete application subject to termination and denial.

Note: *One of the numerous legal requirements that you must meet in order for acceptance and processing of the application is the payment of fees as set forth in this application. You may be sent a notice of approval before the check you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required fee and your approval will not be valid. Also, a $25.00 service charge shall be assessed for payments that are dishonored for any reason.*

If for any reason you are denied approval, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a continuing education equivalency has been denied.

FILING DEADLINE

Submit your application, including completed Verification of License form and fee, by **November 30, 2012** (renewal application deadline), to ensure that you will receive notification of approval prior to the expiration of your real estate license on December 31, 2012. Applications received after November 30, 2012, may not be processed in time to allow for license renewal with an equivalency for the elective course hours.

Since all real estate licenses expire on December 31, 2012, applications will not be accepted if postmarked after December 31, 2012. It is the responsibility of the applicant to file a compete application in sufficient time to be granted and receive a continuing education equivalency prior to renewing the Hawaii license on active status.

ADDRESS TO FILE APPLICATION

Mail the complete application to:

DCCA, PVL, Licensing Branch
CE Equivalency
P. O. Box 3469
Honolulu, HI 96813

or

Deliver the complete application to:

335 Merchant Street, Room 301
Honolulu, HI 96813
Telephone: (808) 586-3000

APPLICATION FOR CONTINUING EDUCATION EQUIVALENCY - REAL ESTATE

Read the attached instructions before completing form.

Applicants are subject to requirements, forms and fees in effect at time of filing.
Complete and submit with the $25 non-refundable application fee.
Submit **ORIGINAL** only - FAX and PHOTOCOPY will no be accepted.

FOR BOARD USE ONLY		
APPROVED	*Initials/date:*	
DENIED	*Biennium*	*Cert. Sent*

Legal Name (LAST)	(First-Middle)
Mailing Address (include apt. no., city, state & zip code)	
Phone No. (days):	Hawaii License Number:

Salesperson: RS _____ Broker: RB _____

Please answer the following:

- Do you have a real estate license in another state or jurisdiction recognized by the Association of Real Estate License Law Officials (ARELLO) other than Hawaii?..... ☐ YES ☐ NO

If YES, please provide the state or jurisdiction, license type, license number, and answer questions (a) and (b):

State or jurisdiction: _____

License Type _____

License Number: _____

(a) Is the real estate license current and unencumbered (no conditions or disciplinary actions attached to the license)?..... ☐ YES ☐ NO

(b) Have you successfully completed the continuing education requirement of the other state or jurisdiction?..... ☐ YES ☐ NO

CERTIFICATION OF APPLICANT

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees.

I hereby certify that the information provided on this application and the documents attached are true and correct. understand that misrepresentation is grounds for refusal or subsequent revocation (§710-1017, Hawaii Revised Statutes), and may result in denial of this application or revocation of license. I understand that it is unlawful to file with the Real Estate Commission any document which is false or untrue or contains any material misstatement of fact, or contains forgery. (§46720, Hawaii Revised Statutes).

_____ Date

_____ Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Appl.....580..... $25
Service Fee.....BCF..... $25