Print Form

CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION ELECTIVE COURSE

Application and Certification Procedures for Continuing Education Elective Course

- Submit a completed application form which includes a detailed Course Curriculum consisting of:
  - A Course Outline
  - Learning objectives for EACH topic
    - Students need to know what they are expected to learn in the course. The learning objectives or outcomes define the skills and knowledge the students should have at the end of the course. The learning objectives should be stated in terms of performance. For instance, "Upon completion of this course, the student will be able to identify from a set of facts, the real estate issues involved and any possible licensing law violations." Or, "Upon completion of this course, the student will be able to describe violations of the fair housing laws applicable in Hawaii."
  - Course content
  - Time spent per topic
  - Supporting materials
- Complete applications only will be reviewed and considered by the Real Estate Commission's ("Commission") Education Review Committee. Incomplete applications will not be considered. Please allow 45 days for processing.
- Course certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of the course certification. **The recertification deadline is November 30 of each even-numbered year**
- Application fee (non-refundable) - $150 for a 3 hour course. $50.00 for each additional hour for up to 15 hours of total instructional time not including breaks. Attach a check payable to "Commerce and Consumer Affairs."
- If the course being certified is authorized/owned by someone else (e.g. a Dearborn course), attach a completed “Written Authorization to Offer Course” form with application. This form must be signed by the Continuing Education Provider's administrator.
- In lieu of the author/owner's signature on the application form, a signed letter from the author/ owner giving authorization to offer the course(s) must be submitted with the certification application, including the above "Written Authorization to Offer Course" form.

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.

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:	Certification No.:
Denied/Date:	Credit Hours:
Cashier's Validation:	

APPLICATION FOR CERTIFICATION OF CONTINUING EDUCATION ELECTIVE COURSE

1.	**Name of Elective Course:**
2.	**Name, Address and Phone No. of Course Author(s) or Owner:** **Email:**
3.	**Name, Address, and Phone No. of Provider:** **Email:** **Provider is registered with the Real Estate Commission:** Yes ☐ No ☐ **Pending Provider Registration Application** ☐

4. Number of credit hours requested: _____

5. Summary description of course content:

_____

_____

_____

_____

_____

6. Course Category: Please indicate a course category for this course. If applicable, a course may fall under more than one (1) category.

- ☐ Contracts
- ☐ Investment
- ☐ Real Estate Law
- ☐ Dispute Resolution
- ☐ Property Management
- ☐ Finance
- ☐ Property Ownership and Development
- ☐ Risk Management
- ☐ Technology and the Licensee
- ☐ Broker Management
- ☐ Other: _____

For Cashier's Use Only			
	App	$150	905
	Srvc Fee	$25	BCF

7. Course Certification: Each elective course must satisfy **both (a) and (b)** of the following:

a. Furthers at least one of the following goals (check at least one):

☐ Protects the general public in its real estate transactions. Briefly explain:

_____

_____

☐ Enables the licensee to serve the objectives of the consumer in a real estate transaction. Briefly explain:

_____

_____

☐ Enables the licensee to maintain, develop and improve the licensee's competency and professionalism in a changing market place. Briefly explain:

_____

_____

b. Qualifies as either (check at least one):

☐ Consumer Protection Course. Explain briefly in what manner the course addresses issues and concepts relating to §467-14, Hawaii Revised Statutes or §16-99-3, Hawaii Administrative Rules (see copies attached to this application).

_____

_____

☐ Professional Standards or Practice course. Explain briefly in what manner the course covers issues, knowledge and concepts relating to real estate professional development.

_____

_____

8. §16-99-87, Hawaii Administrative Rules, defines "continuing education" as ". . . elective courses that involve areas designed to improve a licensee's competency or professional standards and practice, and which courses are determined by the commission to exceed minimum entry level competency in the subject matter of the course, including consumer protection in real estate transactions." "Beyond professional entry" means "the course objectives involve learning outcomes which help the licensee develop more than minimal entry level competency in the subject matter of the course. . . ."

Explain why this course is "beyond professional entry."

_____

_____

_____

_____

_____

9. Course Materials: **Attach** a detailed course curriculum consisting of all of the following:

- **Course Curriculum.** Attach a course curriculum which details the sequence of topics, the amount of time that meets the criteria for continuing education as identified in §16-99-100, HAR., *learning objectives** for each topic, and any reading assignments or materials to be covered in each topic. NOTE: Those topics that do not meet the criteria for continuing education may be found in §16-99-101, HAR. Use the attached Course Curriculum Form to identify, for the Commission, those topics that qualify for CE. The time frames noted for the CE course topics must total the number of credit hours requested.

- **Course Content.** Attach an outline of lecture materials to be covered including notes, directives to instructors and a copy of all materials to be used as handouts for students.

  Label the course topics, learning objectives for each topic, amount of time allotted to each topic, and reading assignments.

  **"learning objectives"* should be stated in terms of performance. See Application and Certification Procedures for Continuing Education Course for explanation.

10. Method of presentation (check appropriate boxes)

☐ Live seminar

☐ Interactive television

☐ Other Real Estate Commission approved interactive communication. Please describe briefly:

_____

_____

11. The course consists of how many clock hours? _____

12. Anticipated initial offering date? _____

Certification of Applicant:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I certify that all copyrighted materials are used with permission of the owner of those copyrighted materials. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification. I further certify that this course meets the criteria for continuing education as identified in §16-99-100, HAR.

_____
Signature of **Author/Owner**

_____
Print Name

_____
Date

COURSE CURRICULUM FORM

The Commission may approve and certify a continue education course when the course satisfies the requirements set forth in §16-99-100, HAR. Use this form to identify those sections of the continuing education course which meet the requirements of the rules.

Topic/Sub Topic	Topic Time Frames Meeting Requirements of §16-99-100, HAR.	Course Curriculum Page Number

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