

School Files

Hawaii Real Estate Commission

September 2008

<http://www.hawaii.gov/hirec>

What's in this Issue?

- Renewal Deadline
- New Online Real Estate Continuing Education System
- Pearson VUE Test Development Meetings and Hawaii Real Estate Educator's Forum



RENEWAL DEADLINE IS NOVEMBER 30, 2008

Remember, the renewal deadline is **NOVEMBER 30, 2008**. All real estate licenses, course certifications, prelicense school instructor and substitute instructor registrations, and continuing education provider registrations must be renewed by the renewal deadline to be assured that there is no break in the validity of your license or registration.

ON-LINE RENEWAL will be offered again! There will be a discount on renewal fees for those licensees who choose the on-line renewal route. More information will be posted on the Commission's website, www.hawaii.gov/hirec, click on Real Estate License Renewals. On-line Renewal is **NOT AVAILABLE** for continuing education providers, prelicense schools, prelicense instructors and substitute instructors. Hard-copy re-registration/re-certification applications must still be submitted by the November 30, 2008, deadline.

It is highly recommended that **the licenses/registrations of the brokerage firm, PB, BICs, and RBOs be simultaneously renewed during early November** and prior to renewals of all associating licensees to ensure sufficient time to correct any problems and to ensure successful renewals of associating licensees. If an associating licensee's renewal application is submitted prior to the PB's, BIC's, and brokerage firm's renewal applications, the associating licensee's renewal application will be held in suspense until the PB, BIC(s), and brokerage firm have successfully renewed all licenses.

PBs and BICs should complete all CE requirements immediately as successful renewal includes completion of CE requirements **prior to** submission of a renewal application.

To re-register a branch office, a BIC's license must also be successfully renewed in addition to the PB's license and the brokerage firm's license. If the PB's, BIC's, and/or the brokerage firm's license are not successfully renewed **prior** to the associating licensees, the license renewal applications of all associating licensees will be placed on "suspense" and renewed on **inactive** status come January 1, 2009.

Whether license renewals are handled by the individual licensee or the brokerage firm, the PB is responsible for the associating licensee's current and active status. It is recommended that PBs ensure all associating licensees are current and active by requiring all licensees to submit a photocopy of their 2009-2010 pocket license to the PB prior to December 31, 2008. **REMEMBER**, by January 1, 2009, licenses which are not current and active are involuntarily placed on inactive or forfeited status. If this involuntary status takes place, disciplinary action may occur and the consumer may recover all commissions and/or compensations paid for any transactions occurring during this time.

RENEWING ON ACTIVE STATUS: Individual licensees who renew their license on active status need to complete 10 hours of approved continuing education (CE) courses. Licensees are required to take the 2007-2008 mandatory core course, which consists of Part A and Part B. The CE completion certificates do not have to be submitted with the renewal application unless otherwise instructed. All CE courses should be completed in advance of the date of submission of the renewal application or the license may be renewed on an inactive status. Any individual licensee not completing the CE requirement will be renewed on an inactive status without further notice.

CE RECORDS: Upon completion of a CE core or elective course(s), the licensee will receive the CE course completion certificate with either "core" or elective" printed on the left and right sides of the certificate.

<http://pvl.hawaii.gov/rece> A principal broker or licensee can verify if a licensee has completed the 10 hours CE requirement, the specific courses completed, the number of CE hours required, the number of CE hours earned, and the number of CE hours remaining to complete the CE requirement.

Check the continuing education course schedule at <http://pvl.hawaii.gov/rece>.

RENEWING ON INACTIVE STATUS: Individual licensees who renew their license on an inactive status do not have to complete the CE requirement but must submit the renewal application and fees by November 30, 2008. An inactive licensee desiring to change to active status shall submit the original CE certificates with a completed Change Form and a reactivation fee.

NEW SALESPERSON in 2008: If you were issued a new salesperson license in calendar year 2008 and renew your license by the renewal application deadline of November 30, 2008, you will be deemed to have completed an equivalent to the CE requirement and will not have to complete the CE requirement for this license renewal only.

CANDIDATES FOR LICENSURE: Subject to compliance with the license application deadline, a candidate for licensure may want to consider being licensed as of January 1, 2009, rather than the remaining months of 2008 and be subject to renewal requirements. Please call the Real Estate Branch ((808) 586-2643) for additional information.



NEW ONLINE REAL ESTATE CONTINUING EDUCATION SYSTEM



On August 25, 2008, the Real Estate Commission ("REC") launched the Online Real Estate Continuing Education System. The system enables continuing education providers to complete multiple tasks that facilitate updating real estate licensee records.

For licensees, the system offers continuing education information previously available only by contacting the Real Estate Branch ("REB") directly by telephone or written correspondence. For the first time, licensees will be able to access up to date information on available courses and providers.

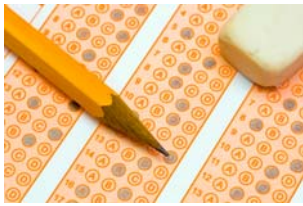
The benefits to both real estate licensees and real estate continuing education providers include:

Licensees

- View license information including current employer, license status, and license expiration date
- See a quick view of credit hours required, earned, and needed for the current biennium
- View past Continuing Education ("CE") history
- Reprint course completion certificates for the current and previous bienniums
- Search for CE providers and scheduled courses
- View a list of all associated licensees, including the individual licensee's status and expiration date, continuing education credit hours (required, earned, and needed) and the associated licensees' CE history

Continuing Education Providers

- Expedited approval process – previously the provider would have to wait for written notification by the REC before scheduling a course. The system now allows immediate scheduling by a provider once the course is approved.
- Electronic printing of door certificates – when a course is scheduled, the provider now has the opportunity to print the required door certificate. Previously, the providers mailed course offering forms, the REC then scheduled the course and mailed back to the provider a door certificate for each course scheduled.
- Electronic creation of class roster – previously, the providers were responsible for creating their own class rosters.
- Electronic creation of course completion certificate – previously, providers purchased course completion certificates from the REB and manually filled in course participant information. Course completion certificates are now available for printing by the provider immediately upon electronically providing course participant information to REC.
- Overall, the system offers providers a smoother process for reporting required course information to the REC.



PEARSON VUE TEST DEVELOPMENT MEETINGS and HAWAII REAL ESTATE EDUCATOR'S FORUM

Pearson VUE, the Real Estate Commission's test administrator, will be conducting its annual test development meetings and item writing sessions in Honolulu on Monday, September 29 through Tuesday, September 30, 2008. The meetings will take place at the Hilton Hawaiian Village Beach Resort & Spa, Mid-Pacific Conference Center.

The Hawaii Real Estate Educator's Forum will also be held on Wednesday, October 1, 2008. The Educator's Forum is open to all Hawaii real estate educators and provides an opportunity to interact with the Commission's staff and test administrator personnel.



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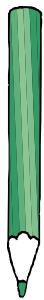
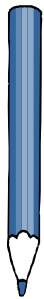
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