

School Files

Hawaii Real Estate Commission

October 2010

www.hawaii.gov/hirec

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TEST DEVELOPMENT and INDUSTRY DAY WITH PSI

PSI, the Real Estate Commission's test administrator, met with Hawaii real estate industry subject matter experts (SMEs) to review the Hawaii test item bank on Tuesday, October 5 and Wednesday, October 6, 2010, at the Hilton Hawaiian Village Resort and Spa. Those test items that were statistically not testing well were reviewed and either amended and put into the pre-test pot, or discarded. New test items were also written, and these new items will also be in the pre-test section until enough statistics have accumulated to determine whether the item is a good test question or not.

On Thursday, October 7, 2010, PSI hosted a Hawaii Real Estate Industry Day for all real estate educators. PSI presented some interesting test information. From January – August 2010, first-time test takers, the salesperson candidates had a 72% pass rate for the national portion and a 41% pass rate for the state portion of the exam. Brokers had a pass rate of 76% for the national portion and 36% for the state portion of the exam. There appears to be one test candidate who is a multiple test-repeater, and because of this, the Hawaii pass rate is negatively affected (salesperson).

Prelicense instructors should emphasize and encourage all test-takers to make use of the "Comments Function" in the licensing exam. For each test item, a "comments" function is offered. While commenting does take time from the test time allotted, it is the ONLY way to comment in a timely manner about any test item that may be troubling or problematic in some way. There appears to be ample time to complete the state portion of the exam for most test-takers. Test-takers may mark the specific question they have a concern about, and then go back to it to enter specific comments.

Test development and industry day are held once a year. Please continue to report to the Real Estate Branch any concerns regarding both the test and test sites.

UPDATES and REMINDERS ONLINE REAL ESTATE CONTINUING EDUCATION SYSTEM



- 1) Having problems inputting a licensee's name and license number in the class completion roster? Verify with the licensee their **CORRECT** real estate license number. There are **MANY** licensees who confuse their Hawaii Association of REALTORS® membership number and their real estate license number. It's true.
- 2) If you do run into problems submitting CE class information to the Real Estate Branch, please include the course ID number with your inquiry. This makes it much faster and easier to resolve the problem(s).
- 3) Start date of the course being offered must be inputted **PRIOR** to offering the course.
- 4) Mail all inquiries, comments, and reports to roster@dcca.hawaii.gov. Instead of emailing a specific Real Estate Branch staff person, please use the roster email which is set up specifically to handle all real estate education matters. The roster email will also archive all emails received.
- 5) CE instructors who wish to receive CE credit for courses taught. A written request must be submitted with the following information included:
 - a) Name of instructor
 - b) Real estate license number of instructor
 - c) Name of provider who offered the course
 - d) Name of course taught and course ID number
 - e) Date course was taught
- 6) Please use the most current form issued by the Real Estate Branch to report information. (For example: Course Change Form, Written Authorization to Offer Course Form)
- 7) Please submit all materials in original form and do not email attachments if more than two (2) pages.
- 8) To avoid irate licensees, and lessen the number of phone calls to the Real Estate Branch, please check to see if the licensee registering for a course being offered has previously taken the same course. Input the licensee information into the roster as they register, a pop-up notification will appear if the licensee has previously taken the course. Include instructions on your website for interested registrants for checking their CE history prior to registering for your course.



FORM-FILLABLE AT LAST

As of October 12, 2010, all of the forms on the Commission's website are form-fillable. Just in time for renewals, re-registration and re-certification of prelicense school registrations, CE Provider registrations, and CE course re-certifications. Other forms that are often used include the Change Form, the applications for Prelicense Education Equivalency, Equivalency to the Uniform Section of the Hawaii Licensing Examination, and the Broker Experience Certification.

Although the renewal deadline is November 30, 2010, please submit all renewal applications as soon as possible to allow sufficient time for timely processing. Be accurate in completing each application, and ensure that original signatures are used by the CE Administrator and Prelicense School Principal of record. If there are any changes in these positions, written notification from the CE Administrator and Prelicense School Principal of record must be received noting the name of the new person and the effective date of the change.



PRELIMINARY DECISION APPLICATION

Please inform license candidates that if they have an issue such as a tax obligation, a judgment against them, a conviction, or an involuntary lien, they may consider filing the Preliminary Decision Application. This application is no longer attached to any of the equivalency applications as the Real Estate Branch received too many Preliminary Decision Applications where there was NO issue of concern, and no application fee attached. This is a separate application, and the license candidate will be directed on the Commission's website if they need to submit this application.



DONNA APISA JOINS THE COMMISSION



Donna Apisa, Broker, Kauai, is the newest member of the Hawaii Real Estate Commission. She represents the island of Kauai. Ms. Apisa is the President and Principal Broker of Oceanfront Realty International, Inc. She obtained her broker's license in 1981, the same year she relocated to Kauai from O'ahu. She holds the CRB, CRS, CFF, GRI, and CEC designations. She is currently the Kauai Director, CRS, Aloha Chapter, president of the Hale Moi Homeowners' Association, and a member of the Legislative Affairs Committee of the Kauai Chamber of Commerce. She is a past president of the Kauai Board of REALTORS[®], 1993.

CERTIFYING A CE ELECTIVE COURSE – UPDATED CHART

Follow this chart when submitting continuing education courses for certification.

For re-certification purposes, you must again provide the Written Authorization to Offer Course form signed by the CE Administrator, and the written permission to offer the course from the author/owner of the course.

| | Written Authorization to Offer Course Form | Written permission to offer course from author/owner of course | Continuing Education Elective Course Application | Nationally or ARELLO Certified Course Application | Application Fee | |
|--|--|--|--|---|-----------------|--------------|
| | | | | | \$150/3 hours | \$25/3 hours |
| New Elective Course | | | X Submitted by author/owner | | X | |
| Elective Course previously certified by author/owner | X | X | | | | |
| Nationally or ARELLO Certified Course (taught by a nationally certified instructor certified by the NAR or its affiliates) | X | X | | X | | X |
| Nationally or ARELLO Certified Course (taught by a nationally certified instructor certified by BOMA, CAI or national organization approved by the Commission) | X | X | | X | | X |
| Nationally- or ARELLO-Certified Course (NOT taught by a nationally or ARELLO certified instructor, live or online) | X | X | X | | X | |

INSTRUCTORS DEVELOPMENT WORKSHOP

The “T3-Training Trainers to Train” Instructors Development Workshop, co-sponsored by the Real Estate Commission and the Hawaii Association of REALTORS® was a success and well-attended by most prelicense and continuing education instructors. For those CE or prelicense instructors who were not able to attend the IDW, the Education Review Committee, at its October 13, 2010 monthly meeting, approved two online IDWs: “Training 101” – includes teaching methods for the adult learner, and “Training 201” – how to develop continuing education courses that will provide a positive learning experience for adult learners.

If you are interested in taking either one of these IDWs, please go to www.carmelstreater.org to sign up. Each course costs \$35.00.

Also approved for IDW credit is the Certified Distance Education Instructor certificate issued by the International Distance Education Certification Center. For those prelicense and continuing education instructors unable to attend the Commission co-sponsored IDW this biennium, the above are alternatives to fulfilling the IDW requirement prior to re-registration and re-certification. Remember, the CE PROVIDER is responsible to see that his or her instructors are meeting the requirements to teach CE, including completing a Commission-approved IDW in the biennium.

There is currently a wait-list of instructors who were not able to attend the last “T3-Training Trainers to Train” IDW. More information will be forthcoming shortly regarding offering of this IDW once again early in 2011.



MORE CE COURSES

With the increase of required continuing education hours passed into law by the 2010 Hawaii State Legislature (Act 9, SB 2602 HD1) there is a buzz in the real estate community that there are not enough certified continuing education courses to meet the demand of 20 continuing education hours for each licensee every biennium. Whether this is true in reality is not certain at this time. Hawaii has about 19,000 individual licensees. While not all licensees renew their license on active status, thus requiring they complete the continuing education requirement, there is always a need for more continuing education courses taught by quality instructors.

There are already a few Hawaii-based continuing education providers who have written their own courses in the past. When the rush of renewals is over, the Commission encourages the writing of new, original continuing education courses for the upcoming biennium. What kinds of courses would gain the approval of the Commission’s Education Review Committee? Personal transactions, the topic of core course, part A, 2009-2010, is a topic that could stand more exposure. Spending a mere two hours on this important topic is not enough. Courses on commercial real estate and time share sales are always welcomed, but unfortunately, too few in actual numbers. Courses on property management would be very well-received during these hard, economic times. Courses that are geared toward environmentally prudent practices are a definite trend.

A NEW INSTRUCTORS NETWORK

By Beth Holiday

As Hawaii's real estate instructors, we possess a treasure trove of knowledge, skills and expertise. Working individually, we've made a difference one licensee at a time. It's evident that if we only join forces and work together, we can have a tremendous impact on the real estate industry statewide!

Even though we live on different islands, we don't have to be isolated. Our long-time local focus has limited our growth across the state. We have lost our ability to communicate effectively with each other inter-island. If we have a shared vision, goals and a common language, together we can create a community for Hawaii real estate instructors. I shared this vision and goal with you in the 2010 Instructors Development Workshop and the overwhelming majority of you supported the idea. The consensus was: "We need a venue that will allow us to network, share, and learn." After spending a day and a half with all of you I couldn't agree more.

The 2010 IDW created a "common language" statewide through minimum standards for classroom delivery. We focused on delivering training by: setting ground rules, clearly stating objectives, understanding learning styles and teaching styles, mastering the material, telling stories (KISSR), the Socratic method, the parking lot, incorporating learner activities, managing activities, giving instructions, clearing activities, the impact of class size, managing the classroom managing disruptive behavior, room set-up, icebreakers, the onetime introduction, visuals, planning preparation, timing, transitions and review and summary. During the first day of class, everyone planned their presentation and on day two, delivered a live presentation utilizing our new "common language". There were different levels of fluency within each class yet everyone garnered at least one jewel from each presentation . . . and we were finally speaking the same language and moving in the same direction. For all of us to develop fluency in our new language, we need to continue practicing with like-minded people who know our culture, share our successes, and understand our challenges.

To this end, we're looking for a few tech-savvy instructors who are willing to participate in a Real Estate Instructor Community Task Force. Being tech-savvy is a requirement as our forum will most likely be internet based-private social networking site, a blog format, video conferencing etc. If you would like to become a member of the new Real Estate Instructor Community Task Force please email Marsha Shimizu at mshimizu@hawaiiirealtors.com.

Once the online community is established, as a participant in the 2010 IDW, you will receive an invitation to join the Hawaii Real Estate Instructors Community. When the invitation arrives, please join in, step up and share your talents in this movement to improve the quality of real estate education in Hawaii.

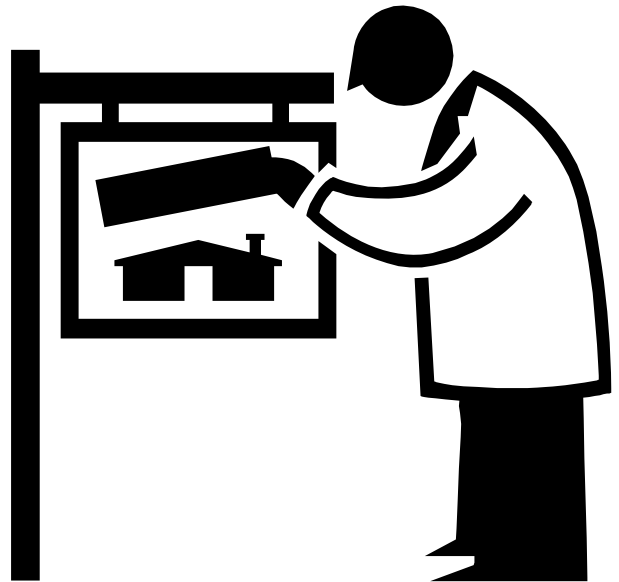
Beth Holiday facilitated the 2009-2010 Instructors Development Workshop, co-sponsored by the Hawaii Real Estate Commission and Hawaii Association of REALTORS®.

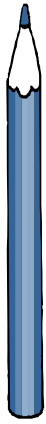
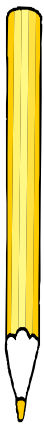
CONTINUING EDUCATION PROVIDERS

Abe Lee Seminars
Akahi Real Estate Network LLC
All Islands Real Estate School
Americas Best
Brian R. Thomas dba Edventures
Career Webschool Cengage Learning, Inc.
Carol Ball School of Real Estate
Coldwell Banker Pacific Properties
Real Estate School
Continuing Ed Express LLC
Continuing-Ed-online.org
Dower School of Real Estate
Ecobroker International
Eddie Flores Real Estate
Continuing Education
ERA School of Real Estate a Division
of SRH Inc.
Fahrni School of Real Estate
Hawaii Academy of Real Estate LLC
Hawaii Association of Realtors
Hawaii CCIM Chapter
Hawaii Institute of Real Estate (HIRE)
Hawaii Island Board of Realtors
Hogan School of Real Estate
Honolulu Board of Realtors
Institute of Real Estate Management (IREM)
Investment Property Exchange Services, Inc.
Kauai Board of Realtors
KendallTodd Inc.
Kona Board of Realtors Inc.
Levin & Hu, LLP
Lorman Education Services
Lynn W. Carlson
Maui Community College-VITEC
McKissock, LP
Michael A. Abrams
Pacific One Mortgage Inc.
Pacific Real Estate Institute
ProSchools, Inc.
Ralph Foulger's School of Real Estate
Realtors Association of Maui Inc.
REMI School of Real Estate
Richard Daggett School of Real Estate
Russ Goode Seminars
Seiler School of Real Estate
Servpro Industries Inc.
Shari S. Motooka-Higa
The CE Shop, Inc.
The Seminar Group
University of Hawaii at Manoa
Outreach College
Vitousek Real Estate Schools, Inc.

PRELICENSURE SCHOOLS

Abe Lee Seminars
Akahi Real Estate Network LLC
All Islands Real Estate School
Carol Ball School of Real Estate
Coldwell Banker Pacific Properties
Real Estate School
Dower School of Real Estate
Fahrni School of Real Estate
Hawaii Academy of Real Estate LLC
Hawaii Institute of Real Estate (HIRE)
Hudson Real Estate School
Maui Community College – VITEC
ProSchools, Inc.
Ralph Foulger's School of Real Estate
Seiler School of Real Estate
University of Hawaii at Manoa
Outreach College
Vitousek Real Estate Schools, Inc.





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Stanley M. Kuriyama, Vice Chair
Real Estate Commission

Donna Apisa

Carol Mae A. Ball, Chair
Education Review Committee

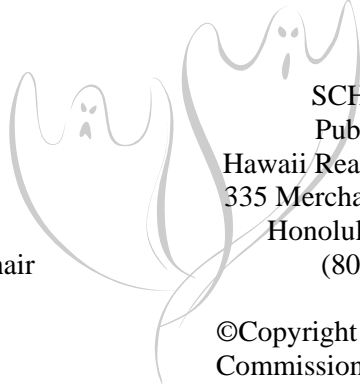
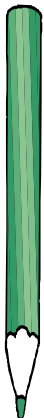
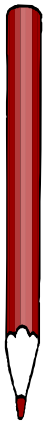
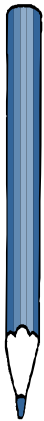
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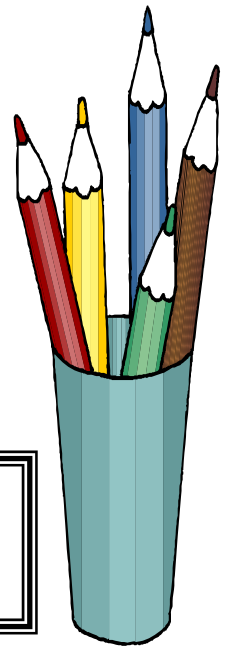
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SCHOOL FILES

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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.



**2011
REAL ESTATE COMMISSION
MEETING SCHEDULE**

| Laws & Rules Review Committee – 9:00 a.m. Condominium Review Committee – Upon adjournment of the Laws & Rules Review Committee Meeting Education Review Committee – Upon adjournment of the Condominium Review Committee Meeting | Real Estate Commission 9:00 a.m. |
|---|---|
| Wednesday, January 12, 2011 | Thursday, January 27, 2011 |
| Wednesday, February 9, 2011 | Friday, February 25, 2011 |
| Wednesday, March 9, 2011 | Thursday, March 24, 2011 |
| Wednesday, April 13, 2011 | Thursday, April 28, 2011 |
| Wednesday, May 11, 2011 | Friday, May 27, 2011 |
| Wednesday, June 8, 2011 | Thursday, June 23, 2011 |
| Wednesday, July 13, 2011 | Friday, July 29, 2011 |
| Wednesday, August 10, 2011 | Friday, August 26, 2011 |
| Wednesday, September 7, 2011 | Friday, September 23, 2011 |
| Wednesday, October 12, 2011 | Friday, October 28, 2011 |
| Wednesday, November 9, 2011 | Wednesday, November 23, 2011 |
| Wednesday, December 7, 2011 | Friday, December 16, 2011 |

All meetings will be held in the Queen Liliuokalani Conference Room of the King Kalakaua Building, 335 Merchant Street, First Floor.

Meeting dates, locations and times are subject to change without notice. Please visit the Commission's website at www.hawaii.gov/hirec or call the Real Estate Commission Office at (808) 586-2643 to confirm the dates, times and locations of the meetings. This material can be made available to individuals with special needs. Please contact the Executive Officer at (808) 586-2643 to submit your request.