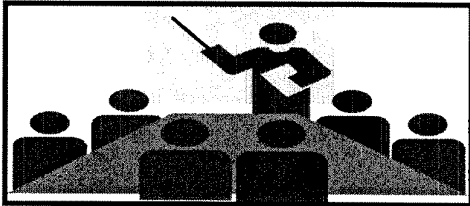


# School Files

Hawaii Real Estate Commission <http://www.hawaii.gov/hirec>

Jan/Feb/Mar 1999



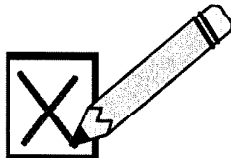
## EVALUATION OF CONTINUING EDUCATION AND PRELICENSE INSTRUCTORS – FINAL REPORT BY THE HAWAII REAL ESTATE RESEARCH AND EDUCATION CENTER

Steve W. Gilbert, Interim Director of the Hawaii Real Estate Research and Education Center (“Center”) and Evaluation Administrator for the instructor evaluation program has submitted his fourth report for this program that started in March 1998. The following is a summary of Mr. Gilbert’s report:

### Continuing Education Instructors

During the 1998 period, there were 49 elective continuing education courses offered with over 20,500 students submitting instructor evaluations. The overall averages, out of a possible score of 5, for key questions were as follows:

*Question #1* – Instructor demonstrates an in-depth knowledge of the subject. Result: 4.76. For the Mandatory Core course: 4.75.



*Question #2* – Instructor was well prepared for the presentation. Result: 4.76.

*Question #3* – Instructor presented ideas and course material clearly and understandably. Result: 4.74.

*Question #4* – Instructor encouraged appropriate participation and answered questions asked. Result: 4.74.

*Question #5* – Instructor fulfilled the course objectives. Result: 4.74.

*Question #6* – Instructor used varied techniques and visual aids to keep class attention. Result: 4.52.

*Question #7* – Quality of instructor examples. Result 4.69.

*Question #8* – Your overall evaluation of the instructor. Result: 4.75. For the Mandatory Core course: 4.74.

Based on 164,280 possible chances (in the 1998 accounting period) to mark “needs improvement or unsatisfactory” for any of the eight questions, students marked these categories only 903 times. This equates to .0056 percent, which is quite remarkable considering that continuing education is a mandatory requirement, and, usually, such a requirement has a “built-in” resentment factor sometimes expressed through student evaluations of instructors.

*(Continued on page 4)*

### ASI NEWS

#### **Register for Real Estate Exam Online!**

The Assessment Systems, Inc. (ASI) is offering a new option available to all real estate candidates wishing to register for an examination. Candidates with internet access may now request an examination reservation online. Requests can be submitted 24 hours a day through ASI’s web site at: [www.asivcs.com](http://www.asivcs.com).



Upon submitting a request, the candidate will receive e-mail confirmation within 24 hours. When creating the request, the candidate has the option of choosing specific dates and test centers. In the event that the requested times are not available, the candidate will be notified by e-mail or phone.

### 90 Day Deadline for License Applications

As previously reported, the Commission has reviewed a number of license candidates who submitted their license applications after the 90 day filing deadline. Coming soon, ASI will begin printing the 90 day filing deadline directly on the passing score report.

Also, please remind principal brokers and brokers-in-charge that pursuant to §16-99-71, Hawaii Administrative Rules, a principal broker shall be responsible for "[e]nsuring that all licensees associated with the firm maintain valid current real estate licenses including the delivery or forwarding to the commission where the principal broker or broker-in-charge has expressly agreed to deliver or forward the application for license or renewal with appropriate fees on behalf of a salesperson or broker...."

### Educator's Industry Day

As previously reported, ASI will be holding test development sessions this summer, now tentatively scheduled for mid-August, with two days for item-writing and one industry day for all prelicense and continuing education schools, providers and instructors. ASI will send notices to those currently registered/certified schools, providers and instructors, after plans are finalized.



### THE FUTURE OF THE HAWAII REAL ESTATE RESEARCH AND EDUCATION CENTER ("CENTER")

The contract between the Commission and the Center is due to expire at the end of June 1999. The Center has been working on finalizing existing programs and projects for the Commission. The Commission has organized a focus group to evaluate the carry-over programs once the Center transfers the programs to the Commission. The following is

a list of existing programs to be transferred to the Commission for disposition:

#### Professional Responsibility Course

This is an independent study course developed by the Center on professional responsibility for use as a Commission option in disciplinary sanctions, restorations and reinstatements. The Center administers the course to individuals sanctioned by the Commission.

#### Evaluation and Education System for Continuing Education and Prelicense Instructors

The fourth quarter report for the 1998 evaluation period was reviewed by the Commission at their March 10, 1999 Education Review Committee. See related article in this issue.

#### Continuing Education Elective Courses

Since the inception of continuing education, the Center has developed the following courses: "Basic Real Estate Investment Analysis," "Disclosures in Hawaii Residential Transactions," "Fair Housing," "Introduction to Broker Management," and "Residential Property Management: Laws and Rules." The focus group will be deciding on the fate of these courses. One suggestion was to make the courses available to all instructors to develop and update as their own.

## COMMISSION REQUESTS YOUR INPUT

The Real Estate Commission will be working on finalizing its program of work for the fiscal year 2000. The Commission is asking interested parties or individuals to submit written comments or to attend any of the following meetings to voice their comments, concerns and recommendations:

#### **Wednesday, April 14, 1999**

Laws & Rules Review Committee 9:00 am  
Education Review Committee 10:00 am  
Condominium Review Committee 1:30 pm  
Kapuaiwa Room, Second Floor  
HRH Princess Victoria Kamamalu Building  
1010 Richards Street  
Honolulu, Hawaii

**Friday, May 14, 1999**

Laws & Rules Review Committee 10:00 am  
Education Review Committee 11:00 am  
Condominium Review Committee 1:30 pm  
Natural Energy Laboratory of Hawaii Authority's  
Conference Room  
73-4460 Kaahumanu Highway  
Kailua-Kona, Hawaii

*The following is a brief description of the Commission's standing committees:*

**LAWS AND RULES REVIEW COMMITTEE**

Interpretation, concerns, problems, and proposed amendments relating to: Chapter 467, HRS, Real Estate Brokers and Salespersons, and Chapter 99, HAR; Chapter 436B, HRS, Professional and Vocational Licensing Law; Chapter 53, HAR, Fees Relating to Boards and Commissions; and concerns about related laws and rules.

**EDUCATION REVIEW COMMITTEE**

Real estate brokers and salespersons; real estate education; mandatory continuing education curriculum, courses, providers, and instructors; prelicensing education curriculum, schools, and instructors; Hawaii Real Estate Research and Education Center; real estate licensing exam, curriculum, and administration; real estate education fund, etc.

**CONDOMINIUM REVIEW COMMITTEE**

Chapter 514A, HRS, Condominium Property Regimes and Chapter 107, HAR, condominium projects and public reports, sales to owner-occupants, condominium governance and management, condominium association registration, condominium dispute resolution program, condominium managing agent registration, condominium education programs, condominium management education fund, Hawaii Real Estate Research and Education Center, etc. and Chapter 421H, HRS, Limited Equity Housing Cooperatives.

The Americans with  
Disabilities Act  
Applies to Schools and  
Providers

The federal Americans with Disabilities Act (42 USC Section 12101 et. seq.) ("ADA") gives civil



rights protections to individuals with disabilities, similar to those rights provided to individuals who may be discriminated against on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

Places of public accommodation include a wide range of entities, such as *private schools*, restaurants, theaters, doctor's offices, retail stores, etc. A variety of steps *may* be required for compliance with the ADA, including provision of auxiliary aids and services and removal of some physical barriers at facilities.

The exact type and extent of required services and modifications depends on the ADA's application to particular circumstances. Various publications and fact sheets offering guidance on ADA compliance are available from federal and state agencies.

If you have specific questions about complying with the ADA, you may wish to seek further information from the Hawaii Commission on Persons with Disabilities, the U.S. Department of Justice, the Equal Employment Opportunity Commission, or a private attorney.

**The Commission's Website Contains Useful Information**

Change Forms and Office Location and CHO Exemption Forms are downloadable from the Commission's website at <http://www.hawaii.gov/hirec>.

Among other items, the website includes regularly updated schedules of prelicense and continuing education courses, the Real Estate Bulletin, School Files, the Annual Report, the Condominium Bulletin, association registration form, project registration form, the Commission's meeting schedule and agendas, and links to other state agencies.

If you haven't visited the website lately, take a look at its recently updated appearance and ever-improving information!

(Continued from page 1)

### Prelicensure Instructors

The evaluation of prelicensure instructors began in the third quarter (July – September) of 1998. Instructors were required to give two confidential student evaluations, one approximately half way through the course and one at the end of the course. The overall average for questions, out of a possible score of 5, is as follows:

*Question #1* – Instructor made subject matter understandable. Result: 4.49.

*Question #2* – Instructor provides and follows the outline of the course material. Result 4.59.

*Question #3* – Instructor encourages questions and participation. Result 4.48.

*Question #4* – Instructor is well prepared for presentation. Result: 4.66.

*Question #5* – Instructor shows enthusiasm for the subject. Result: 4.67.

*Question #6* – The quality of teaching material and visual aids. Result: 4.36.

*Question #7* – Instructor behavior as a professional. Result 4.52.


*Question #8* – The overall quality of the course. Result 4.47.

*Question #9* – The overall evaluation of the instructor. Result 4.60.

Based on 5,288 possible chances in the 1998 accounting periods to mark “needs improvement or unsatisfactory” for any of the nine questions, students marked these categories only 134 times. This equates to 2.5%. Although higher than the continuing education results, it still means that 97.5% rated instructors “average, above average or excellent.” Students in these courses see the instructors for many more hours than in the continuing education format, and so they have more time to make judgments.

Although Mr. Gilbert has recommended that the Commission continue the instructor evaluation program for various reasons, the Commission will be considering the future of this program at the April committee meetings since the contract

with the Center is due to expire at the end of June 1999. (See related article in this issue.)



## ANNOUNCEMENTS

**Meetings, Conferences, Conventions,  
etc.**

*Specialist Office of the Day*  
On May 10, 1999, a real estate and condominium specialist will be available by appointment to discuss any questions about real estate and condominiums between 8:30 - 3:30. See flyer on page 8 for specific details.

*Commission Meeting Rescheduled*  
The May 12, 1999 Commission standing committees (Laws and Rules, Education and Condominium) meetings have been rescheduled for Friday, May 14, 1999 and will be held on the Big Island at the Natural Energy Laboratory of Hawaii Authority in Kailua-Kona. (See “Commission Requests Your Input,” herein, for details.)

*Hawaii Association of REALTORS (“HAR”)*  
HAR has redesigned its annual convention and will be holding “mini conventions” on each major island during 1999 as follows:  
July 2 - Kauai, Outrigger Kauai Beach  
July 9 - Maui, Aston Wailea  
July 23 - Hawaii, Hilton Waikoloa  
July 30 - Oahu, Hilton Hawaiian Village

*Association of Real Estate License Law Officials (“ARELLO”)*  
ARELLO will be holding its Board of Director’s Meeting and Western District Conference in Victoria, British Columbia, April 8 and 9, and April 10, 11 and 12, 1999.

*Real Estate Educators Association (“REEA”)*  
REEA will be holding its 1999 annual conference June 3-6, 1999 in Pittsburgh, PA.

**REMINDER: CONTINUING EDUCATION PROVIDERS...**

Any changes made in the location of the classroom, change of instructor, change of date of course, change of time of course, etc., must be noted on the original door certificate.

Changes should be noted on the door certificate, signed by the administrator and returned to the Real Estate Commission office at 250 South King Street, Room 702, Honolulu, Hawaii 96813, at which time the changes will be made and a corrected door certificate will be issued. Please do not turn in a new Course Offering Form.

To change a course, the provider must indicate "cancelled" and sign the door certificate and submit a new Course Offering Form. The reason a new door certificate is issued is because when the course changes, a new course number is issued.

**APPROVED EDUCATION APPLICATIONS, RECERTIFICATIONS and REREGISTRATIONS**

**Continuing Education Providers:**

Hawaii Association of REALTORS (Marsha Shimizu, Administrator)  
John Reilly Real Estate Continuing Education (John Reilly, Administrator)  
UH – Small Business Management Program, Outreach College (Dr. Pamela Fujita-Starck, Administrator)  
Lynn W. Carlson (Lynn W. Carlson, Administrator)  
Honolulu Board of REALTORS ( Suzanne K. King, Administrator)  
Kapiolani Community College (Edward V. Valdez, Administrator)  
Maui Board of REALTORS (Judi Pasco/Jane Ortiz, Co-Administrators)  
Max Sherley Real Estate Center (Max Sherley, Administrator)  
Dower School of Real Estate (Elizabeth L. Dower, Administrator)

Eddie Flores Real Estate Continuing Education (Eddie Flores, Jr., Administrator)

**Continuing Education Instructors:**

Louis Chang  
Course category: Contracts, Real Estate Law and Dispute Resolution  
Max Sherley  
Course category: Fair Housing  
M. Russell Goode, Jr.  
Elective course: "Commercial Real Estate Sales and Leasing Law"  
Course categories: Contracts, Real Estate Law Update & Ethics, Finance and Fair Housing  
Steven W. Gilbert  
Course categories: Fair Housing, Finance and Real Estate Law Update & Ethics  
Lynn W. Carlson  
Elective courses: "Fair Housing" and "Basic Real Estate Investment Analysis"  
Course category: Real Estate Law Update & Ethics  
John Reilly  
Course category: Real Estate Law  
Gina L. Gabrio  
Elective course: "Commercial Real Estate Sales and Leasing Law"  
Course category: Real Estate Law  
Jay J. Spadinger  
Elective courses: "Fair Housing", "Introduction to Broker Management" and "Disclosures in Hawaii Residential Transactions"  
Course categories: Contracts, Finance and Real Estate Law Update & Ethics  
Eddie Flores, Jr.  
Elective courses: "How to List and Sell Business Opportunities", "Foreclosure and the Role of the Commissioner", "Disclosures in Hawaii Residential Transactions" and "Fair Housing"  
Course categories: Contracts, Investment, Property Management, Real Estate Law Update & Ethics, Finance and Risk Management  
A. Bernard Bays  
Course categories: Real Estate Law and Dispute Resolution  
Mark Robert James  
Course category: Finance  
Margaret M. Moore  
Elective course: "Disclosures in Hawaii Residential Transactions"  
Course categories: Contracts, Property Management, Real Estate Law Update & Ethics and Finance  
Lloyd K. Sodevani  
Elective courses: "Condominium Laws and Issues" and "Fair Housing"  
Course categories: Contracts and Real Estate Law

Update & Ethics

Brian R. Thomas

Course categories: Contracts, Investment, Fair Housing, Dispute Resolution, Property Management, Real Estate Law Update & Ethics, Risk Management and General Brokerage

Elizabeth L. Dower

Elective course: "Residential Property Management: Laws & Rules"

Course categories: Fair Housing and Real Estate Law Update & Ethics

Frederick J. Luning

Course category: Finance

Teney K. Takahashi

Course categories: Investment and Property Ownership & Development

Kenneth D. H. Chong

Elective courses: "Commercial Real Estate Sales & Leasing Law", "Fair Housing" and "Alternative Dispute Resolution"

Course categories: Investment, Real Estate Law, Property Ownership & Development and Risk Management

Mark K. Mukai

Course categories: Real Estate Law and Property Ownership & Development

Madeline Jeanne Walls

Course categories: Contracts and Real Estate Law Update & Ethics

Manuel D. Garcia

Course categories: Investment and Real Estate Law

Max Sherley

Elective course: "Introduction to Broker Management"

Course categories: Contracts, Property Management, Finance and Real Estate Law Update & Ethics

Michael Toner

Elective course: "Real Estate and the Internet, Understanding a Changing Market"

**Continuing Education Courses:**

"Using HAR Standard Forms" – Hawaii Association of REALTORS

"GRI 101" – Hawaii Association of REALTORS

"GRI 201" – Hawaii Association of REALTORS

"GRI 301" – Hawaii Association of REALTORS

"Essentials of Finance" – Hawaii Association of REALTORS

"Essentials of the DROA" – Hawaii Association of REALTORS

"Essentials of Listing" – Hawaii Association of REALTORS

"Permits, Permits and More Permits: Research-

ing Building Permits and 25+ Other Permits Handbook" – Abe Lee

**Nationally Certified Continuing Education Courses/Instructors:**

"At Home with Diversity: One America" – Hawaii Association of REALTORS

**Prelicensure Education Schools:**

Fahrni School of Real Estate (Helen K. Fahrni, Principal) – Salesperson curriculum

Century 21 Real Estate School (Ralph S. Foulger, Principal) – Salesperson/Broker curriculum

REEF, Inc., Hawaii Institute of Real Estate (John F. Stapleton, Principal) – Salesperson/Broker curriculum

UH – Small Business Management Program, Outreach College (Dr. Pamela Fujita-Starck, Principal) – Salesperson curriculum

Akahi Real Estate Network, LLC (Jay J. Spadinger, Principal) – Salesperson/Broker curriculum

**Prelicensure Education Instructors:**

Ricardo D. Seiler – Salesperson/Broker curriculum

Paige B. Vitousek – Salesperson/Broker curriculum

Frederick J. Luning – Math Guest Lecturer – Salesperson/Broker curriculum

Jay J. Spadinger – Salesperson/Broker curriculum

Helen K. Fahrni – Salesperson curriculum

Martha Lee Ruggles – Salesperson/Broker curriculum

John F. Stapleton – Salesperson/Broker curriculum

Ralph S. Foulger – Salesperson/Broker curriculum

M. Russell Goode, Jr. – Salesperson/Broker curriculum

Madeline Jeanne Walls – Salesperson/Broker curriculum

Elizabeth L. Dower – Salesperson/Broker curriculum

Brian R. Thomas – Salesperson/Broker curriculum

Jonathon C. Hudson – Salesperson curriculum

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2645 to submit your request.

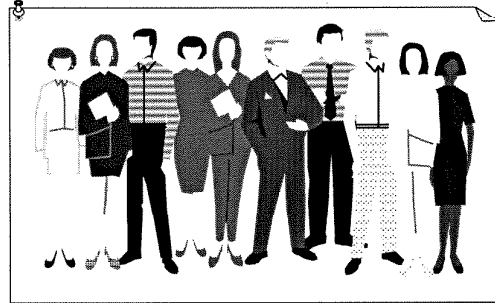
## LEGISLATIVE UPDATE

Legislative bills impacting real estate continuing education ("CE") and real estate licensees are moving toward passage in the state legislature. Of particular interest to educators is House Bill 791, sponsored by the Hawaii Association of Realtors, and House Bill 353, introduced by the Commission.

HB 791 would add flexibility in offerings of continuing education courses, require CE providers to certify that instructors have met the Commission's requirements, codify real estate brokers' responsibilities, including continuing education of associating real estate licensees, and combine existing real estate continuing education provisions into a single section. The bill also directs that a work study group convene to discuss continuing education and administration issues and to make recommendations for future legislation.

HB 353 would streamline, simplify, and clarify various provisions relating to real estate licensees. Additionally, it proposes to deregulate the posting of salespersons' license certificates, deregulate real estate branch office licensing to a simple registration, and repeal the registration of site offices.

The legislature is scheduled to adjourn May 4, 1999, and the fate of these bills will be known soon afterward. At press time, prospects for passage appear good.



## School Files

### *Published by the:*

Hawaii Real Estate Commission  
250 South King Street  
Honolulu, Hawaii 96813  
(808) 586-2643

### *Commissioners:*

Alvin Imamura, Chair  
Nora Nomura, Vice-Chair  
Michael Ching, Member  
Chair, Laws & Rules Review Committee  
John Ohama, Member  
Vice-Chair, Laws & Rules Review Committee  
Charles Aki, Member  
Chair, Education Review Committee  
Helen Lindemann, Member  
Vice-Chair, Education Review Committee  
Alfredo Evangelista, Member  
Chair, Condominium Review Committee  
Mitchell A. Imanaka, Member  
Vice-Chair, Condominium Review Committee  
Iris Okawa, Member

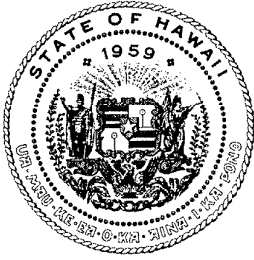
### *Real Estate Branch Staff:*

Calvin Kimura, Supervising Executive Officer  
Christine Rutkowski, Executive Officer  
Pamela Garrison, Sr. Real Estate Specialist  
Russell Wong, Real Estate Specialist  
Lee Ann Teshima, Real Estate Specialist  
Cynthia Yee, Sr. Condominium Specialist  
Gina Watumull, Condominium Specialist  
Morris Atta, Condominium Specialist

### State of Hawaii Real Estate Bulletin

#### SCHOOL FILES

© Copyright Hawaii Real Estate Commission 1999. All rights reserved. Funded by the Real Estate Education Fund and provided as an educational service to Hawaii real estate educators. This publication is designed to provide general information on the subject matter covered and is not a substitute for professional services to address specific situations. If legal advice or other expert assistance is required, seek the services of a competent professional.



# Real Estate Commission

## Real Estate and Condominium Specialists

### Office for the Day

The State of Hawaii Real Estate Commission's real estate and condominium specialists will set up offices for a day to discuss real estate licensing and condominium concerns with interested parties.

The real estate specialist will be available to discuss questions about licensing laws and rules, licensing applications, broker experience certificate applications, examination administration, mandatory continuing education, new legislation, Real Estate Commission procedures, educational programs, and other related topics.

The condominium specialist will be available to discuss questions about boards, associations, meetings, condominium managing agents, condominium association registration, fidelity bonding, condominium property regime statute, sales to owner-occupants, public reports, project registration, new legislation, reserves, and other condominium related topics.

This program is funded by the Condominium Management Education Fund and the Real Estate Education Fund.

The Specialist Office of the Day will be held on **May 10, 1999**, by appointment only, from **8:30 a.m. to 3:30 p.m.** at the following location:

**Kona, Hawaii**  
Regulated Industries Complaints Office  
Keauhou Shopping Center  
Room 134A

To arrange an appointment or if you have any questions, you may contact a real estate specialist at 586-2645, a condominium specialist at 586-2646 or dial toll free from the neighbor islands as follows: Maui - 984-2400 ext. 6-2645 or 6-2646; Kauai - 274-3141 ext. 6-2645 or 6-2646; Hawaii - 974-4000 ext. 6-2645 or 6-2646; Molokai and Lanai – 1-800-468-4644 ext. 6-2645 or 6-2646). You may also write to: Real Estate Commission, 250 South King Street, Room 702, Honolulu, Hawaii 96813.

**Dates, times and locations are subject to change. Please call prior to the date listed to confirm. 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.**