

# EDUCATION REVIEW COMMITTEE

REAL ESTATE COMMISSION  
www.hawaii.gov/hirec

## AGENDA

Date: Wednesday, October 13, 2004

Time: Upon adjournment of the Laws and Rules Review Committee meeting,  
which convenes at 9:00 a.m.

Place: Queen Lili'uokalani Conference Room  
King Kalakaua Building  
335 Merchant Street, First Floor

1. Call to Order, Public Notice, Quorum
2. Chair's Report
3. Senior Real Estate Specialist's Report
  - a. Announcements, Introduction, Correspondence, and Additional Distribution
  - b. Minutes of Meeting
4. Continuing Education Administration, Curriculum, Courses, Providers, and Instructors
  - a. Administrative Issues – CE completions -
  - b. Applications
    - 1) Course – “The Accredited Staging Professional Course;” Author/Owner: Barb Schwarz, Stagedhomes.com; Provider: TBA; Course Category: Other (Staging); Clock Hours: 14 (6 credits for the 14 clock hours, a two-day course)
    - 3) Provider – Roger Butcher Training, Rhonda Butcher, Administrator
    - 2) Course – “How to Market You”; Author/Owner: Roger Butcher; Provider: Roger Butcher Training (pending approval); Course Category: Technology and the Licensee, Other (Professional Customer Service); Clock Hours: 3
  - c. Continuing Education Core Course
    - 1) 2005-2006 Core Course RFP
    - 2) Evaluations on file
  - d. Elective Courses
  - e. ARELLO Certification Program
  - f. Other Jurisdictions
  - g. Continuing Education Review Panel
  - h. Education Evaluation Task Force – Next meeting Monday, November 22, 2004, 9:30 a.m. – 2:30 p.m., Queen Lili'uokalani Conference Room
5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
  - a. Administrative Issues – Evaluation forms (6) – Seiler School of Real Estate
  - b. Applications
  - c. Broker Curriculum and Resources
  - d. Salesperson's Curriculum – RFP
  - e. Education Equivalency
  - f. Other
6. Administration of Examinations
  - a. Promissor
    - 1) Licensing Examination Statistics
    - 2) August 2004 School Summary Reports
  - b. Uniform Section Equivalency
  - c. ARELLO Examination Certification Program

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- d. Test Development and Scenario Exam Items
    - 1) Test Development Committee Meeting – Report
    - 2) Real estate Educator's Forum - Report
    - 3) Amended Salesperson Content Outline
  - e. Exam Monitoring
  - f. Instructor Workshop
  - g. Promissor Test Problem – Maria Alayon
7. Educator's Forum
- a. Hawaii Association of REALTORS®
  - b. Hawaii Association of Real Estate Schools (HARES) – next meeting October 15, 2004, 12 noon, Yum Yum Tree
  - c. Public and Private Institutions of Higher Education
8. Program of Work, FY05
- a. Advice, Education, and Referral
  - b. Meetings and Symposium
  - c. Annual Report, Quarterly Bulletin, and School Files
  - d. Neighbor Island Outreach – 2004 Renewal Workshops
  - e. Interactive Participation with Organizations – Pacific Rim Real Estate Conference, September 16-17, 2004 – Reports
  - f. Real Estate Seminars
  - g. Legislative Participation, Research and Report
  - h. Instructor's Development Workshop
  - i. Evaluation and Education System for CE and Prelicensing Instructors
  - j. Real Estate Specialists' Office for the Day
    - 1) Lihue, Kauai, 9/18/04 – Report
    - 2) Schedule for November 2004
  - k. Real Estate Speakership Program
  - l. New Technology Program and REC Web Site
  - m. Records Management
  - n. Information Distribution System
  - o. New Salesperson and New Broker Startup Kits
  - p. Cooperative Education, Research, and Administration Program
  - q. Division and Department Programs – New salesperson licensees 2004
  - r. Staff and Commissioner Development
  - s. Real Estate Reference Library
9. Special Issues
10. ARELLO, REEA and Other Organizations
11. Open Forum
12. Budget and Finance Report
13. Next Meeting: Wednesday, November 10, 2004  
Upon adjournment of the Laws and Rules Review Committee Meeting, which convenes at 9:30 a.m.  
REALTORS Association of Maui, Inc.  
441 Ala Makani Place  
Kahului, HI 96832
14. Adjournment

Individuals who require special needs accommodations are invited to call the Senior Real Estate Specialist at 586-2643, at least **4 working days** in advance of the meeting.