

**EDUCATION REVIEW COMMITTEE**  
REAL ESTATE COMMISSION  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii  
[www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

MINUTES OF MEETING

The agenda for this meeting was filed with the Lieutenant Governor's Office as required by Section 92-7(b), Hawaii Revised Statutes.

Date: May 11, 2005

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

Place: King Kalakaua Building  
Queen Liliuokalani Room  
335 Merchant Street, First Floor  
Honolulu, Hawaii

Present: John Ohama, Chair Pro Tem  
Louis Abrams, Member  
Mitchell Imanaka, Member  
Kathleen Kagawa, Member  
Iris Okawa, Member  
Michele Sunahara Loudermilk, Member  
  
Calvin Kimura, Supervising Executive Officer  
Neil K. Fujitani, Executive Officer  
Diane Choy Fujimura, Senior Real Estate Specialist  
Ryan Yamashiro, Real Estate Specialist  
Cynthia Yee, Senior Condominium Specialist  
David Grupen, Condominium Specialist  
Cheryl Leong, Condominium Specialist  
Karyn Takahashi, Recording Secretary

Others: Janice Lind, Hawaii Academy of Real Estate

Absent: Vern Yamanaka, Chair  
Trudy Nishihara, Vice Chair  
Carol Ball, Member

Call to Order: Chair Pro Tem Ohama called the meeting to order at 9:36 a.m., at which time quorum was established.

Chair Pro Tem Report: At this time, Chair Pro Tem Ohama requested recommendations for an interim Commissioner to replace Commissioner Imanaka.  
  
Commissioner Abrams stated that it will be difficult to replace Commissioner Imanaka and hopes that some thought is put into the selection and that the person selected should be someone that has expertise in the condominium area.  
  
SEO Kimura added that we need someone who can balance the knowledge on the Commission.

Upon a motion by Commissioner Okawa, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend delegating authority to Commissioner Ohama to work with Commissioner Imanaka and SEO Kimura to submit a recommendation for interim Commissioner.

Sr. Real Estate  
Specialist's Report:

Announcements, Introduction, Correspondence and Additional Distribution

Upon a motion by Commissioner Okawa, seconded by Commissioner Abrams, it was voted on and unanimously carried to add the following to the agenda:

5. Prelicensing Education Administration, Curriculum, Courses, Schools, Instructors, and Equivalency
  - b. Applications – Instructor – Yuki Kajiwara, Salesperson and Broker Curricula, REEF Inc. dba Hawaii Institute of Real Estate
6. Administration of Examinations
  - d. Test Development and Scenario Exam Items – Proposed Real Estate Salesperson and Broker Content Outline

The following were distributed as additional distribution:

5. Prelicensing Education Administration, Curriculum, Courses, Schools, Instructors, and Equivalency
  - d. Salesperson's Curriculum – Second Draft

Minutes

Upon a motion by Commissioner Abrams, seconded by Commissioner Loudermilk, it was voted on and unanimously carried to accept the minutes of the April 13, 2005, Education Review Committee meeting as distributed.

Continuing Education: **Applications**

Course – "Maintaining Homeowners' Associations in Hawaii," Author/Owner: Lorman Business Center, Inc.; Provider: Lorman Business Center, Inc.; Course Categories: Real Estate Law, Property Management, Property Ownership and Development; Clock Hours: 6

Upon a motion by Commissioner Okawa, seconded by Commissioner Imanaka, it was voted on and unanimously carried to recommend approval of "Maintaining Homeowners' Associations in Hawaii" as a six clock hour continuing education course under the course categories Real Estate Law, Property Management and Property Ownership and Development.

Course – "Real Estate Investment Analysis and 1031 Exchanges in Hawaii," Author/Owner: Lorman Business Center, Inc.; Provider: Lorman Business Center, Inc.; Course Category: Investment; Clock Hours: 6

Upon a motion by Commissioner Abrams, seconded by Commissioner Okawa, it was voted on and unanimously carried to recommend approval of "Real Estate Investment Analysis and 1031 Exchanges in Hawaii" as a six clock hour continuing education course under the course category Investment.

### **Continuing Education Core Course**

#### Evaluations on File

Written evaluations of the Commissions' continuing education core course, on-line and live delivery, are available for the Commissioners' review.

### **Education Evaluation Task Force**

#### Report, April 15, 2005 meeting

Senior Specialist Fujimura reported that the first draft of the 2005 – 2006 core course is just about completed and will be distributed to EETF members for review and comment. The next EETF meeting is scheduled for Thursday, June 30, 2005.

### Prelicense Education: **Administrative Issues**

#### Evaluations – Independent Study – Seiler School of Real Estate (5)

Copies of evaluations of Seiler School of Real Estate's independent study course were distributed to the Commissioners for their information.

### **Applications**

#### Instructor – Yuki Kajiwara, Salesperson and Broker Curricula, REEF, Inc. dba Hawaii Institute of Real Estate

Upon a motion by Commissioner Abrams, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend approval of Yuji Kajiwara as a prelicense instructor for the salesperson and broker curricula.

### **Salesperson's Curriculum**

#### Second Draft

Janice Lind, Hawaii Academy of Real Estate, distributed the Salespersons' Prelicensing Curriculum Content Outline. Ms. Lind reported that they are recommending a 60 hour course and believe that the course could not be done in less than 60 hours. The broker and salesperson courses will no longer be overlapping in content. Ms. Lind reported that they received good input at the April 15<sup>th</sup> EETF meeting and received additional feedback from Commissioner Ball and Prelicense Instructor Paige Vitousek. Ms. Lind noted that there is room for input and adjustments.

Upon a motion by Commissioner Imanaka, seconded by Commissioner Kagawa, it was voted on and unanimously carried to recommend approval of the Salespersons' Prelicensing Curriculum Outline second draft.

### Administration of Examinations:

### **Promissor**

#### Licensing Examination Statistics

Examination statistics for March 2005 was distributed to the Commissioners for their information.

March 2005 School Summary Reports

A copy of the performance summary report, by school, was distributed to the Commissioners for their information. The report is derived from statistics for first time test takers.

**Test Development and Scenario Exam Items**

Proposed Real Estate Salesperson and Broker Content Outline

Senior Specialist Fujimura reported that the new salesperson and broker content outlines for the uniform section of the examination is a result of the national real estate job analysis. Promissor anticipates launching the new outlines later this year.

Educator's Forum: **Hawaii Association of REALTORS®** – No discussion presented.

**Hawaii Association of Real Estate Schools (HARES)** – No discussion presented.

**Public and Private Institutions of Higher Education** – No discussion presented.

Program of Work: **Annual Report, Quarterly Bulletin, and School Files**

Bulletin – May 2005

Senior Specialist Fujimura reported that she is currently working on the May 2005 issue of the *Bulletin* and hopes to have it distributed shortly.

**Neighbor Island Outreach**

Big Island, June 2005

The next neighbor island outreach is scheduled for Kona on the island of Hawaii on June 14, 2005, at the Natural Energy Laboratory of Hawaii's Conference Room, located at 73-4460 Queen Kaahumanu Highway, #101, Kailua-Kona. Meeting times are as follows:

Laws and Rules Review Committee – 9:30 a.m.  
Education Review Committee – Upon adjournment of the Laws and Rules Review Committee meeting  
Condominium Review Committee – Upon adjournment of the Education Review Committee meeting

**Interactive Participation with Organizations**

HAR Outreach 2005 – May 2005

The dates for the Hawaii Association of REALTORS® Outreach 2005 have been set as follows:

May 25, 2005 – Kauai  
May 27, 2005 – Big Island – Kona  
May 31, 2005 – Maui  
June 1, 2005 – Oahu

**Programs of Work and Budget, FY06**

The draft of the Program of Work and Budget for fiscal year 2006 was distributed to the Commissioners.

Next Meeting: Tuesday, June 14, 2005  
Upon adjournment of the Laws and Rules Review Committee Meeting, which convenes at 9:30 a.m.  
Natural Energy Laboratory of Hawaii Conference Room  
73-4460 Queen Kaahumanu Highway, #101  
Kailua-Kona, Hawaii

Adjournment: With no further business to discuss, Chair Pro Tem Ohama adjourned the meeting at 9:59 a.m.

Reviewed by:

/s/ Diane Choy Fujimura  
Diane Choy Fujimura  
Senior Real Estate Specialist

June 14, 2005  
Date

[ X ] Minutes approved as is.  
[ ] Minutes approved with changes.