Print Form

REGISTRATION OF REAL ESTATE CONTINUING EDUCATION PROVIDERS

Instructions and Application

- A Continuing Education Provider shall be responsible for the development and administration of the course offerings including certification of instructors. An application shall be made to the Real Estate Commission ("Commission") **at least 45 days prior to the day of the first anticipated course offering.**

- The Continuing Education Provider shall have on file a signed Statement of Ethical Teaching Practices for each instructor who teaches for that provider, and shall certify that each instructor meets the Commission's requirements.

- Provider registration expires and must be renewed prior to the end of each even-numbered year. Failure to reregister will result in forfeiture of the provider registration. **The reregistration deadline is November 30 of each even-numbered year.**

- Review Hawaii Administrative Rules, Chapter 99, SUBCHAPTER 9 CONTINUING EDUCATION (attached). Continuing Education ("CE") providers must comply with **all** rules as outlined in this chapter.

- The Continuing Education Provider's owner or administrator is responsible for reporting and disclosing all investigations, judgments and penalties as required by Chapter 436B, Hawaii Revised Statutes ("HRS").

- Complete applications will be reviewed and considered by the Commission. Incomplete applications will not be considered. Please allow 45 days for processing.

UNTIL RECEIPT OF WRITTEN NOTIFICATION OF APPROVAL FROM THE REAL ESTATE COMMISSION, NO PROVIDER SHALL ADVERTISE, SCHEDULE CLASSES, ACCEPT APPLICATIONS OR TUITION FEES FROM PROSPECTIVE STUDENTS, OR HOLD CLASSES.

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.

Instructions for "Yes" Answers on Section 10 of the Application for Continuing Education Provider Registration

A. The following documents must be provided at the time you apply for certification. Applications will not be considered without this material.

Question a1)
If you have applied for, been granted, or held a real estate license in Hawaii or any other jurisdiction, list the jurisdiction, license type, and license number in the space provided. Attach a separate page if more space is required.

Questions a2, a3, a4, and a5)
These questions refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both real estate and those other than real estate. If your answer is "yes" to one or more of these questions, read paragraph B below, and you must submit the following

i. A statement signed by you explaining the circumstances;

ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;

iii. A resume of any employment, business activities, and education since the date of the action; and

iv. You may also include statements from employers, business associates, clients, and others who can attest to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question b)
If your application indicates a criminal conviction, read paragraph B below, and you must submit the following:

i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;

ii. A copy of the court order, verdict, and terms of sentence; written proof of completion and/or compliance with applicable terms of sentence, e.g., payment of fine(s) or restitution;

iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing; and

iv Signed statements from employers, business associates, clients, and others who can attest to your business dealings since the conviction, including a statement as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question c)
If you have any pending lawsuits, unpaid judgments, outstanding tax obligation, or any other type of involuntary liens against you, read paragraph B below, and you must submit the following:

i. A statement signed by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason;

ii. A resume of employment and business activities; and

iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.

B. If your answer to questions a2), a3), a4), a5), b), or c) is "yes", your application will be reviewed at a monthly Real Estate Commission meeting if you have provided all applicable information and documents as described above. The Commission will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application. A courtesy notice with information on the date, time, and location of the meeting will be sent to you.

Continuing Education Provider Registration
Schedule of Fees

Initial provider registration

Attach two (2) separate payments:

1. Application fee (nonrefundable) $150
2. Compliance Resolution Fund (if registration to take effect in odd-numbered year) $90

   OR

   Compliance Resolution Fund (if registration to take effect in even-numbered year) $45

Note: Compliance Resolution Fund refundable if registration denied.

ATTACH TWO CHECKS FOR THE AMOUNTS PAYABLE TO "COMMERCE AND CONSUMER AFFAIRS"