FINAL REMINDERS

As 2009 draws to a close, here are some final reminders to assist your education efforts.

CORE COURSE

1. The live, classroom offerings of the 2009-2010 core course, Part A, may only be offered through Thursday, December 31, 2009.
2. Beginning, Friday, January 1, 2010, the 2009-2010 core course, Part A, will only be offered in an online format.
3. 2009-2010 core course, Part B, is targeted for release about June 2010. Part B may be offered in an online version or a live-classroom version through December 31, 2010.
4. Beginning January 1, 2011, both Part A and Part B of the 2009-2010 core course will only be offered in an online format and will be available until May 1, 2011.

CORE COURSE EVALUATIONS

Please forward a copy of the evaluations of the core course to the Real Estate Branch after a course is taught.

DUPLICATE CE COURSE CREDIT

1. The Online CE System will NOT allow duplicate CE courses to be taken by the licensee. All licensees should be told how to verify their past CE course history: Go to the Commission’s website at www.hawaii.gov/hirec, click on “CE Online System”, click on “My CE” and input the licensee’s license number and the last four digits of the licensee’s social security number.
2. CE Providers should get into the habit of creating the class roster as licensees register for each course. This will provide notification if the licensee has already received a CE course completion certificate for this course, and will not be permitted to receive CE credit for the same course.
3. CE Providers offering online CE courses – include a reasonable amount of lag time so that you can monitor the course registrations and add each licensee to the class roster BEFORE they start the online course. This will prevent eager licensees from starting the online course immediately, only to find out later that they have previously received CE credit for the same course. This will also save a lot of headache for the CE Provider who will have to deal with an irate licensee.

CE INSTRUCTORS

If you wish to receive CE credit for courses you teach, please notify the Real Estate Branch in writing as to which courses you taught, the date taught, and that you wish to receive CE credit for the course(s). Sign the notice. Staff will input the information and you will receive the appropriate credit. Email staff via: roster@dcca.hawaii.gov

PRELICENSE INSTRUCTORS:

Please continue notifying the Real Estate Branch staff regarding problematic test questions, test centers, and test procedures. Because we are working with a new test administrator, PSI Services, there is obviously a transition period, and a settling in period that must be weathered before we see reliable statistics for testing.

EXCESS CE CREDIT

According to Hawaii Administrative Rules (HAR) section 16-99-93, Excess continuing education hours. “Except as permitted by sections 16-99-91 and 16-99-92, continuing education clock hours obtained in excess of ten hours cannot be carried forward to satisfy the continuing education requirements for any subsequent license renewal.” (Note: HAR sections 16-99-91 and 16-99-92 refer to activating an inactive and restoring a license.)

For those licensees who take more continuing education courses than necessary to renew their real estate license on active status in the new biennium, they will have to inform the CE Provider that they are NOT taking these excess continuing education hours for credit. Currently, the CE Online System cannot monitor these situations. If the licensee who is taking more than the required number of CE courses for license renewal DOES NOT request that no credit be given for these courses, the courses will appear on the licensee’s CE history in the CE Online System, and they will NOT be able to take these courses for actual CE credit in the future.

CE COURSE APPLICATIONS

A new question number eight on the Continuing Education Elective Course Application reads, “Section 16-99-87, Hawaii Administrative Rules, defines ‘continuing education’ as ‘. . . elective courses that involve areas designed to improve a licensee’s competency or professional standards and practice, and which courses are determined by the commission to exceed minimum entry level competency in the subject matter of the course, including consumer
‘Beyond professional entry’ means ‘the course objectives involve learning outcomes which help the licensee develop more than minimal entry level competency in the subject matter of the course . . . .’ Explain why this course is ‘beyond professional entry.’”

Topics included in the prelicense curricula may be topics of continuing education courses. When creating and developing a continuing education course, keep in mind how the course content rises above entry level material. Rather than just explaining basics, applying basics to case studies or real life scenarios will give the licensee a deeper understanding of any basic principles.

Common pitfalls, mistakes, and red flags to watch for, would be ingredients to move an entry level course to “beyond professional entry.”

If a continuing education course is ARELLO certified, or a Nationally Certified course, a continuing education provider may submit the course along with documentation showing that the course is an ARELLO or Nationally Certified course, and that the provider has permission to offer the course. If the continuing education provider is an ARELLO certified provider, submit the course on the Nationally or ARELLO Certified Continuing Education Course application along with the appropriate application fee. If the continuing education provider is not an ARELLO certified provider, submit the Continuing Education Elective Course application with the appropriate fee(s).
FAREWELL TOA!!

The Real Estate Branch (REB) lost a valuable and important family member this month. Toalua Lavatai, REB’s education clerk, moved “north, to Alaska” to be with her family, who have settled in Anchorage.

Toa’s knowledge and expertise, her willingness to help confused prelicense instructors, continuing education providers, and their administrative staff, will be sorely missed.

We all wish her a safe and happy life in that cold place with its long nights, huge mosquitoes, visiting moose, and other wildlife adventures around every corner. Toa has promised to send photos of her ice fishing experiences.

ALOHA, TOA! You are one of a kind and will never be replaced.

Commissioners:
Trudy I. Nishihara, Chair
Real Estate Commission
Stanley M. Kuriyama, Vice Chair
Real Estate Commission
Louis E. Abrams, Chair
Laws and Rules Review Committee
Annette Aiona, Vice Chair
Education Review Committee
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Condominium Review Committee
Mark Suiso, Vice Chair
Condominium Review Committee

SCHOOL FILES
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(808) 586-2643

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This material may be made available to individuals with special needs. Please call the Senior Real Estate Specialist at 586-2643 to submit your request.
## JANUARY – JUNE 2010
### REAL ESTATE COMMISSION MEETING SCHEDULE

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<tr>
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<tr>
<td><strong>Laws &amp; Rules Review Committee – 9:00 a.m.</strong></td>
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<tr>
<td><strong>Condominium Review Committee – Upon adjournment of the Laws &amp; Rules Review Committee Meeting</strong></td>
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<td><strong>Education Review Committee – Upon adjournment of the Education Review Committee Meeting, which is upon the adjournment of the Laws &amp; Rules Review Committee Meeting, which convenes at 9:00 a.m.</strong></td>
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<td>Real Estate Commission</td>
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<tr>
<td><strong>Meeting</strong></td>
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<tr>
<td>Wednesday, January 13, 2010</td>
<td>Thursday, January 28, 2010</td>
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<td>Wednesday, June 9, 2010</td>
<td>Thursday, June 24, 2010</td>
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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](http://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.