

SCHOOL FILES

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

November/December 1997

COURSE MONITORING AND EVALUATIONS

The Hawaii Real Estate Research and Education Center ("HREREC") is working on an evaluation system for the schools, providers, instructors and continuing education courses. The Commission has moved this program up in priority for the 1998 fiscal year. Also, please note that RICO will investigate any violation of the laws and rules, including the following: §16-99-108, 16-99-109 and 16-99-110, Hawaii Administrative Rules, the Commission may revoke or suspend the certification and registration of a continuing education course, instructor or provider if the course contains outdated or incorrect information, the provider allows its instructors to use outdated course information and material in the teaching of any continuing education course, the instructor no longer demonstrates command knowledge and understanding of the subject matter of the course offering, or the instructor uses outdated information and course materials in the teaching of any continuing education course.

REMINDERS:

MATERIAL CHANGES

Any anticipated material change to a Commission certified continuing education course offering, its curriculum, or objectives shall be submitted in writing by the provider or by the instructor to the Commission for approval thirty days prior to making the changes - §16-99-117, Hawaii Administrative Rules.

Changes reported in an untimely manner will not be accepted and may not be recognized by the Commission if offered.

PRELICENSE INSTRUCTOR'S REQUIRED TO TAKE EXAM

Every instructor, every three (3) years, as a condition of recertification shall take and pass an instructor's exam, demonstrating the instructor's current command of the prelicense course.

CONTINUING EDUCATION INSTRUCTORS WHO ARE LICENSEES

In satisfying the continuing education hours of a license period, an instructor who is a real estate licensee, may use once in any biennium, the clock hours for each course topic taught. The one time use applies even when the instructor has taught the course more than once. Please submit your request in writing directly to the Commission's office at 250 S. King Street, Room 702, Honolulu, Hawaii 96813, Attention: Lorene. All written requests must state the correct and complete name of the continuing education course and when the course was taught by that instructor. Incomplete written requests will delay processing.

ASSESSMENT SYSTEMS, INC. (ASI):

INCREASE IN EXAM FEES

ASI exam fees will increase from \$50 to \$65 effective January 1998.

NEW CONTENT OUTLINE

Effective March 1, 1998, ASI will be utilizing a new *general* content outline. In the last issue of School Files, we reported a new content outline for the *State* portion of the Hawaii real estate examination which was effective November 15, 1997.

NON-TESTING DAYS FOR 1998

Attached is a list of ASI's non-testing days and changes for Saturday exams for 1998. Please keep this information for your records.

COMMISSION'S WEB PAGE: APPLICATIONS

Some Commission applications are now available on the internet (url located at top of first page): Prelicense applications for schools and instructors, including reregistration and recertification applications, continuing education providers, instructors and courses, including reregistration and recertification applications.

Also included are Condominium Association registration applications and condominium project registration forms.

1998 MASTER CALENDAR OF EVENTS

The Commission's web page includes a master calendar of meetings, education, etc. for both real estate and condominium related events.

The purpose of the Commission's calendar is for planning and scheduling meetings and educational events to avoid conflicts and limit duplication of efforts. The calendar may also be used to publicize events and provide a centralized listing which may be shared with participating organizations and the public.

Continuing education and prelicense courses are listed separately on the web page.

EX-PARTE COMMUNICATIONS WITH INDIVIDUAL COMMISSIONERS

We have received information from Commissioners that they have been contacted by applicants for real estate licenses to discuss their application and to get their opinion on what their chances are of obtaining a license. Please read the attached memorandum on "ex parte" communications and remind your students that if they attempt to discuss their pending application with a Commissioner, that Commissioner may be disqualified from discussing, voting or decision making on the matter and the applicant may be doing more harm than good.

INSTRUCTOR DEVELOPMENT WORKSHOP (IDW)

The HREREC and the Hawaii Association of REALTORS (HAR) are working to co-sponsor an Instructor Development Workshop (IDW) for those instructors who need to comply with initial and recertification requirements. The IDW is targeted for late February 1998 and may be the only IDW for 1998. A special notice will be sent to all instructors.