

School Files

Hawaii Real Estate Commission

April 2013

www.hawaii.gov/hirec

What's in this Issue?

- Continuing Education - How Do I?
- Independent Study Prelicense Course Evaluations
- Core Course
- 2012 Annual Report Stats
- Committee Meetings on Kauai
- 2013 REC Meeting Schedule
- List of CE Providers
- List of Prelicense Schools



Continuing Education

HOW DO I . . . ??????????

Offer a course written by someone else

First of all, is the course author/owner a “local” person? If so, download the “Course Author/Owner Authorization to Offer Course” form on our website, www.hawaii.gov/hirec, click on “Forms” in the yellow column on the right. Complete the form and send the completed form to the Real Estate Branch at roster@dcca.hawaii.gov. You will note that this is a NEW form and must be completed by the course author/owner, NOT the CE Provider. It is assumed that the course author/owner has communicated with the CE Provider to authorize the CE Provider to offer the author/owner’s course.

Is the course author/owner a national organization? Is the course an ARELLO-certified course? If so, and you, as the CE Provider, are NOT an ARELLO provider, or a national organization, you must submit the Continuing Education Elective Course application, and include the application fee. The course fees amount to \$50/credit hour. So, if a course is 3 hours, the application fee is \$150.00. If the course is a six-hour course, the application fee is \$300.00. You must also provide the course outline and time frames, along with the author/owner’s permission to offer the course.

If the course is a national course, and the course instructor is a national instructor, certified to teach the specific course(s), use the Nationally- or ARELLO-Certified Continuing Education Course Certification application, and enclose the course application fee of \$25/each 3 hours of credit or portion thereof.



Offer a certified CE course that I have permission to offer

If you have received permission to offer a course, the course has been certified by the Commission, and the course has been entered under the SUBJECTS for your providership in the online database, what do you do to actually OFFER or SCHEDULE the course?

As a CE Provider registered with the Commission, you received a set of instructions when you were registered as a CE Provider after the start of the Online Real Estate Continuing Education website. If you have misplaced or misfiled the instructions, they are **available at the online CE website**. Please download the instructions to refresh your recollection of how to offer a course. While we love hearing from each of you, there are some matters where the information is readily available AND you should really know by now...after three biennia working with the online system. ☺

Here is a quick review of the steps to offer/schedule a CE course that has been added to your subjects.

On the Online Real Estate Continuing Education website, you may click on “Courses” under “PROVIDER”. In item #3, the provider may schedule a future course for the subject listed.

Click “Add a Course” to schedule a new course.

Enter the information asked for in the red box, which will include selecting the subject from the drop-down menu, the location of the class, the date of the course, the start-time, the end date, the maximum number of attendees, the course fee, and the name of the instructor.

Then, click on SAVE. You did it! Keep it up! Congratulations!!

Prevent a licensee from completing a duplicate CE course?

Build the class roster BEFORE THE COURSE is offered. If this is an online course, when a licensee registers for the course, include a certification statement on the Provider’s website that states the licensee checked his/her CE history for any duplicate CE courses. Place this certification statement before the payment screen for the course. It is the responsibility of BOTH the licensee and the CE Provider to check for duplicate CE courses. The licensee may check his/her CE History on the Online Real Estate Continuing Education website. The CE Provider may double-check if the licensee has taken the same CE course previously by inserting a completion date for the course and the particular licensee. No credit will be allowed if the licensee has already received CE credit for the same course.

If the licensee ends up taking a duplicate CE course, they cannot receive CE credit for the course a second time. The CE Provider has the ability to work out a satisfactory resolution with the licensee if the licensee ends up taking the course. However, DO NOT CREDIT THE LICENSEE WITH A CE COURSE THEY DID NOT TAKE to make up for the duplicate CE course they completed.

In a renewal year, many CE providers devise CE course “bundles” for the licensee. These bundles are usually comprised of several specific CE courses and the Commission’s core course. Licensees may register for the CE course bundle and thereby receive a discounted course fee, etc. **The licensee should check their CE History to make sure the bundled courses do not include any duplicate CE course. Likewise, the CE Provider should again create a final roster for the bundle to see if the licensee will receive credit for all courses included in the bundle.**

If the licensee fails to check his or her CE History prior to registering for a course, AND the CE Provider fails to build the course roster prior to the licensee beginning the course, whatever results as far as a disgruntled, upset, angry, demanding, irritating licensee is up to the CE Provider to handle and manage. The Commission does not intervene in these matters. How the CE Provider handles this situation should be clearly stated in the registration information for each CE course offered, and the certification statement that the licensee has checked their CE history prior to registering and paying for the CE course clearly highlighted during the registration process. GOOD LUCK!

A licensee is required to take a specific CE course(s) by the Commission. How is this handled by the CE Provider?

A licensee disciplined by the Commission may be ordered to take a CE course(s) as specified by the Commission. If this licensee registers for a course the CE Provider is offering, the licensee must disclose why he or she is taking the course(s). The CE Provider should ALWAYS ask if the licensee is taking the CE course for a specific purpose, i.e. reactivation, restoration, or because of a disciplinary action. If the licensee is taking the course(s) because of a disciplinary action, upon completion of the course(s), the CE Provider shall:

1. Issue a letter to the licensee stating the licensee has successfully completed the specific course(s), and list the title(s) of the course(s)
2. Include the date of completion of the course(s)
3. NOT issue CE credit to the licensee for the specific course(s)

It is the licensee’s responsibility to notify the Commission that they are in compliance with the disciplinary sanctions.



Independent Study Prelicense Course Evaluations

If you are a prelicense school offering independent study prelicense courses, please submit the student evaluations completed by each student at the end of the course. You may submit the evaluations as you receive them, or you may compile a monthly submission. Submit the evaluations by either FAX (808-586-2650) or regular mail to: Real Estate Branch, 335 Merchant Street, Room 333, Honolulu, HI 96813.



CORE COURSE

For the 2013-2014 biennium, the Commission's mandatory core course is on target to be offered in two parts, A and B. Part A is targeted for offering in June 2013 and Part B for offering in June 2014. Both Parts A and B will include the legislative update for that year.

The topic for Part A is "Policies and Procedures Manuals". The topic for Part B is targeted to cover the new rule amendments to Chapter 99, Hawaii Administrative Rules. However, depending on how far along in the rule-making process the proposed rule-changes are, the topic may be adjusted to include other topics of general interest.

At its monthly March 6, 2013 Education Review Committee (ERC) meeting, the ERC voted to increase the number of core course hours from the current 5 hours to a total of 8 hours. **This will take effect with the Commission's 2015-2016 core course.** So, for the 2015-2016 biennium, real estate licensees will be required to complete the 8-hour mandatory core course, and 12 hours of elective continuing education to renew their license on current and active status for the following biennium.



CODE OF ETHICS CONTINUING EDUCATION COURSES

If you are a currently registered Continuing Education Provider and are or will be offering a continuing education course on "ethics", please inform the Real Estate Branch if the course satisfies the National Association of REALTORS®' (NAR) quadrennial Code of Ethics requirement for its members. From 2013 – 2016, NAR members are required to take a continuing education course on ethics.

Real Estate Branch personnel often receive calls from confused real estate licensees regarding the NAR Code of Ethics requirement. Any relevant information we may share with these licensees will be appreciated.

Please email roster@dcca.hawaii.gov with information on whether or not the ethics continuing education course(s) you offer meet the NAR ethics requirement.





2012 ANNUAL REPORT STATS

In the 2012 Annual Report – Real Estate Commission, the information in Table 2, page 21, on “Real Estate Licensing Examination” requires further clarification, which will be noted in future Commission annual reports.

	FY 2011	FY 2012	% Change
Brokers Tested	620	614	-1.0%
Salespersons Tested	3410	3118	-8.6%
Total Tested	4030	3732	-7.4%
Brokers Passed	286	293	2.4%
Salespersons Passed	1657	1599	-3.5%
Total Passed	1943	1892	-2.6%
% Brokers Pass	46.1%	47.7%	
% Salespersons Pass	48.6%	51.3%	

The % Brokers Pass and % Salespersons Pass numbers are based on the number of broker candidates and salesperson candidates respectively, who passed the exam, which includes 1st time and repeat test takers and those who passed both the national and state portions of the exam.

So, for example, 614 broker candidates tested and 293 passed the exam. For salespersons, 3,118 salesperson candidates tested and 1,599 passed the exam.

A test candidate who took the state portion of the exam three times, or a candidate who took the state and national portions two times, are included in the above statistics.



COMMITTEE MEETINGS ON KAUAI

From time to time, the Hawaii Real Estate Commission holds its monthly standing committee meetings on a Neighbor Island. In conjunction with these meetings, the Commission’s Real Estate and Condominium Specialists will set up offices for the day to discuss real estate licensing and condominium concerns with interested parties.

The next such meeting will take place on Wednesday, June 12, 2013, at the Kauai State Office Building, 3060 Eiwa Street, Room 303 at 9:30 a.m.

The Laws and Rules Review Committee will convene at 9:30 a.m., and following its adjournment, the Condominium Review Committee will convene, and lastly, following its adjournment, the Education Review Committee will convene.

The Specialists are prepared to discuss questions about licensing laws and rules, license applications, broker experience certificate applications, examination administration, continuing education, new legislation, Commission procedures, educational programs, and related topics.

Other questions that may come up at the sessions concern boards, associations, meetings, managing agents, condominium association registration, condominium hotel operators, fidelity bonding, the condominium property regime statute, public reports, project registration, new legislation, reserves, and other condominium-related topics.

If you have any questions or would like to set up an appointment, you may contact a Real Estate Specialist or Condominium Specialist at (808) 586-2643. You may also write to: Real Estate Commission, 335 Merchant Street, Room 333, Honolulu, HI 96813, or you may email staff at hirec@dcca.hawaii.gov.

The Specialists' Office for the Day program is funded by the Condominium Education Fund and the Real Estate Education Fund.



2013 REAL ESTATE COMMISSION MEETING SCHEDULE

Laws & Rules Review Committee – 9:00 a.m. Condominium Review Committee – Upon adjournment of the Laws & Rules Review Committee Meeting Education Review Committee – Upon adjournment of the Condominium Review Committee Meeting	Real Estate Commission 9:00 a.m.
Wednesday, April 10, 2013	Friday, April 26, 2013
Wednesday, May 8, 2013	Friday, May 24, 2013
Wednesday, June 12, 2013	Friday, June 28, 2013
Wednesday, July 10, 2013	Friday, July 26, 2013
Wednesday, August 7, 2013	Friday, August 23, 2013
Wednesday, September 11, 2013	Friday, September 27, 2013
Wednesday, October 9, 2013	Friday, October 25, 2013
Wednesday, November 13, 2013	Wednesday, November 27, 2013
Wednesday, December 11, 2013	Friday, December 20, 2013

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 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.

CONTINUING EDUCATION PROVIDERS

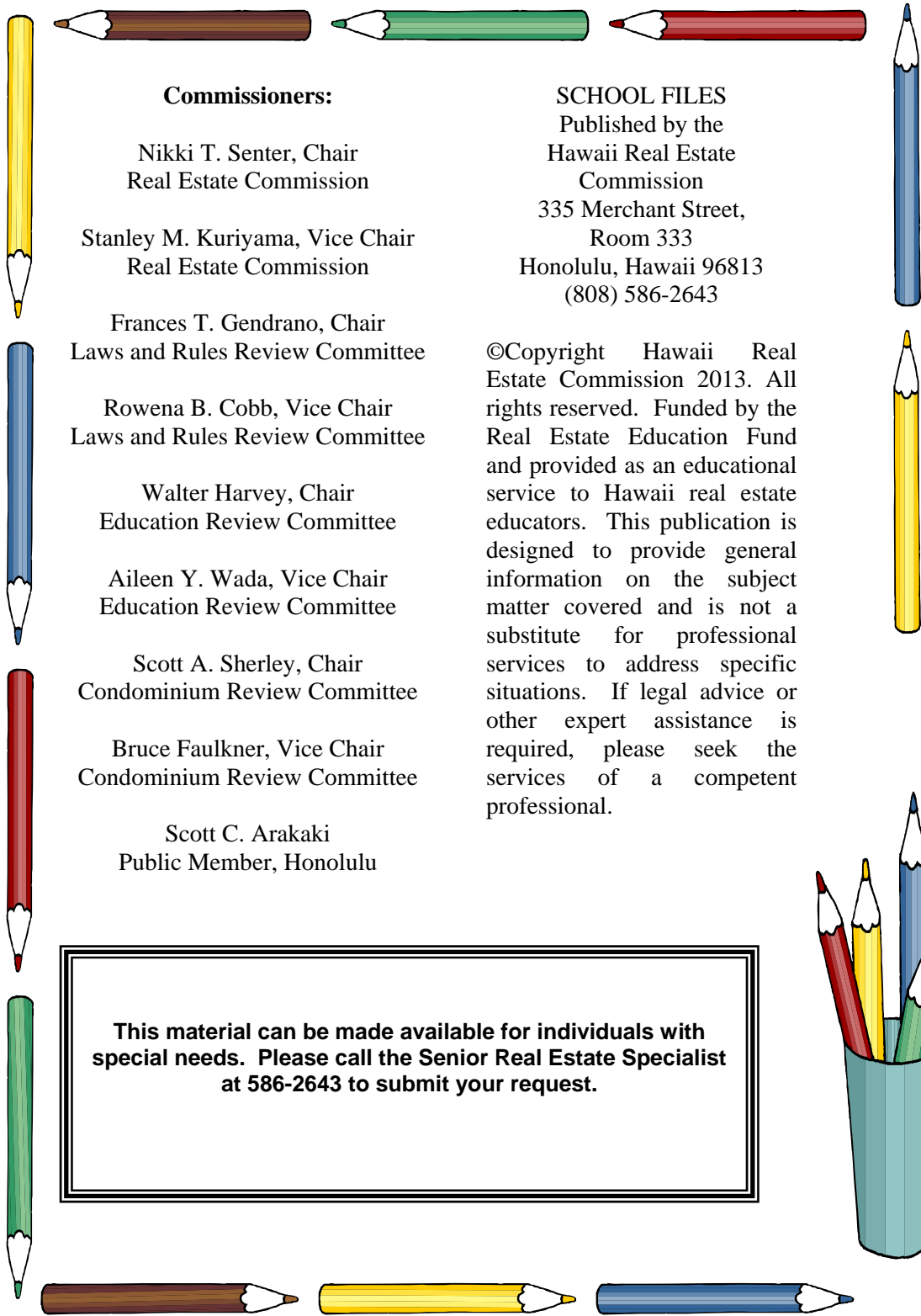
Abe Lee Seminars
Akahi Real Estate Network, LLC
Carol Ball School of Real Estate
Carol M. Egan, Attorney at Law
Charfen Institute dba Distressed Properties Institute LLC
Coldwell Banker Pacific Properties Real Estate School
Continuing Ed Express, LLC
Dower School of Real Estate
Eddie Flores Real Estate Continuing Education
Green Building, LLC
Hawaii Association of Realtors
Hawaii CCIM Chapter
Hawaii Institute of Real Estate, LLC
Hawaii Island Realtors
Honolulu Board of Realtors
Institute of Real Estate Management – Hawaii Chapter No. 34
Institute of Real Estate Management – National
Investment Property Exchange Services, Inc.
Kauai Board of Realtors
Key Realty School, LLC
Lorman Business Center, Inc. dba Lorman Education Services
McKissock, LP
OnCourse Learning Corporation dba Career WebSchool
Pacific Real Estate Institute
Property Merchants, Inc. dba All Islands Real Estate School
ProSchools, Inc.
Ralph Foulger's School of Real Estate
Real Class, Inc.
Realtors Association of Maui, Inc.
REMI School of Real Estate
Russ Goode Seminars
Shari S. Motooka-Higa
The CE Shop, Inc.
The Seminar Group
TM Education Services
University of Hawaii Maui College – OCET Real Estate School
Vitousek Real Estate Schools, Inc.
Waiwai Nui, Inc. dba Hawaii Business Training
West Hawaii Association of Realtors



PRELICENSE SCHOOLS

Abe Lee Seminars
Akahi Real Estate Network, LLC
Carol Ball School of Real Estate
Coldwell Banker Pacific Properties Real Estate School
Dower School of Real Estate
Fahrni School of Real Estate
Hawaii Institute of Real Estate, LLC
Property Merchants, Inc. dba All Islands Real Estate School
ProSchools, Inc.
Ralph Foulger's School of Real Estate
REMI School of Real Estate
Seiler School of Real Estate
University of Hawaii Maui College – OCET Real Estate School
Vitousek Real Estate Schools, Inc.





Commissioners:

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Real Estate Commission

Stanley M. Kuriyama, Vice Chair
Real Estate Commission

Frances T. Gendrano, Chair
Laws and Rules Review Committee

Rowena B. Cobb, Vice Chair
Laws and Rules Review Committee

Walter Harvey, Chair
Education Review Committee

Aileen Y. Wada, Vice Chair
Education Review Committee

Scott A. Sherley, Chair
Condominium Review Committee

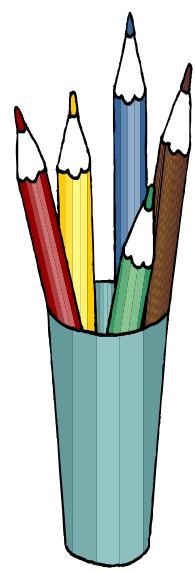
Bruce Faulkner, Vice Chair
Condominium Review Committee

Scott C. Arakaki
Public Member, Honolulu

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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.



PRELICENSE SURVEY

All Prelicense Instructors:

Please take the time to complete the survey below and mail, email, or FAX the completed survey to:

Diane Fujimura
Real Estate Branch
335 Merchant Street, Room 333
Honolulu, HI 96813

FAX: 808-586-2650

Email: Hirec@dcca.hawaii.gov

The Commission is contemplating revising both the salesperson's and broker's prelicense curricula. The actual revision will be procured and the vendor awarded the contract will complete the revisions. We are soliciting comments from the Commission's prelicense instructors on each curriculum, so that the vendor who is awarded the contract will have some guidance as to how to proceed.

Salesperson's Prelicense Curriculum

1. In the existing salesperson's curriculum, please identify the topics that may be deleted and explain why.

2. In the existing salesperson's curriculum, please identify the topics that may be expanded and updated and explain, briefly, why.

3. Do you have any recommendations about the flow of the existing curriculum? If so, how would you re-arrange the topics of the existing curriculum for instructional purposes?

4. What are your thoughts on how to make the prelicense course attractive to young license candidates? Or, does the instructional approach have to change in order to reach out to these younger license candidates? For example, should the prelicense course integrate different methods of teaching, such as online study, face-to-face classes, projects in teams or individually, etc.

5. What is a reasonable passing rate percentage for first-time license candidates?

6. The salesperson's prelicense curriculum should be _____ hours.

Broker's Prelicense Curriculum

1. In the existing broker's curriculum, please identify the topics that may be deleted and explain why.

2. In the existing broker's curriculum, please identify the topics that may be expanded and updated and explain, briefly, why.

3. Do you have any recommendations about the flow of the existing curriculum?
If so, how would you re-arrange the topics of the existing curriculum for instructional purposes?

4. What are your thoughts on how to make the prelicense course attractive to young license candidates? Or, does the instructional approach have to change in order to reach out to these younger license candidates? For example, should the prelicense course integrate different methods of teaching, such as online study, face-to-face classes, projects in teams or individually, etc.

5. What is a reasonable passing rate percentage for first-time license candidates?

6. The broker's prelicense curriculum should be _____ hours.

7. Should a practicum or project requirement be added to the broker's prelicense curriculum as part of a final exam component? If so, what type of project would this be? How many hours should a student expect to input to complete this project for credit?
