

**STATE OF HAWAII
REAL ESTATE APPRAISERS**
www.hawaii.gov/dcca/pvl

COURSE PROVIDER AGREEMENT – APPROVAL REQUEST FOR PRE-LICENSING EDUCATION/CONTINUING EDUCATION

Course Provider Name

Type of Organization

Business Address

FOR OFFICE USE ONLY

Index number _____

Hours:

Requested _____ Reviewed by _____

Approved _____ Approved by _____

Date approved _____

Amended date _____

Contact Person _____ Phone No. _____

Name of course _____

Location of Courses _____ Date(s) of Course _____

Approval for _____ hours for: [] education credit AND/OR [] continuing education is hereby requested. The subject topics that are covered are in compliance with Chapter 114, Hawaii Administrative Rules, entitled "Real Estate Appraisers" as designated below (check applicable items).

<u>EDUCATION-PRE-LICENSE OR CERTIFICATE</u>	<u>FOR CONTINUING EDUCATION</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Basic Appraisal Principles (30 hrs) <input type="checkbox"/> Basic Appraisal Procedures (30 hrs) <input type="checkbox"/> 15 hours National USPAP course or equivalent (15 hrs) <input type="checkbox"/> Residential Market Analysis and Highest & Best use (15 hrs) <input type="checkbox"/> Residential Appraiser Site Valuation and Cost Approach (15 hrs) <input type="checkbox"/> Residential Sale Comparison and Income Approach (15 hrs) <input type="checkbox"/> Residential Report Writing and Case Studies (15 hrs) <input type="checkbox"/> Statistics, Modeling and Finance (15 hrs) <input type="checkbox"/> Advanced Residential Applications and Case Studies (15 hrs) <input type="checkbox"/> Appraisal Subject Matter Electives (20 hrs) <input type="checkbox"/> General Appraiser Market Analysis and Highest & Best Use (30 hrs) <input type="checkbox"/> General Appraiser Site Valuation and Cost Approach (30 hrs) <input type="checkbox"/> General Appraiser Sales Comparison Approach (30 hrs) <input type="checkbox"/> General Appraiser Income Approach (60 hrs) <input type="checkbox"/> General Appraiser Report Writing and Case Studies (30 hrs) <input type="checkbox"/> Appraisal Subject Matter Electives (30 hrs) <p>In compliance with the requirements, the provider agrees that the course shall:</p> <ul style="list-style-type: none"> (a) Be at least 15 hours in length; (b) Offer a closed book examination pertinent to the course; (c) Be equivalent in content and complexity to a college or professional level course; (d) Contribute to the professional competence of participants; and (e) Not consist of nonsubstantive material such as, but not limited to, personnel management or computer programs not related to the appraisal practice. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ad valorem taxation <input type="checkbox"/> Arbitrations <input type="checkbox"/> Business courses related to real estate appraisal <input type="checkbox"/> Construction estimating <input type="checkbox"/> Ethics and standards of professional practice <input type="checkbox"/> Financial markets and cost of capital <input type="checkbox"/> Land use planning, zoning, and taxation <input type="checkbox"/> Litigation <input type="checkbox"/> Management, leasing, brokerage, time sharing <input type="checkbox"/> Property development <input type="checkbox"/> Real estate appraisal (valuations/evaluations) <input type="checkbox"/> Real estate financing and investment <input type="checkbox"/> Real estate law <input type="checkbox"/> Real estate litigation <input type="checkbox"/> Real estate appraisal related computer applications <input type="checkbox"/> Real estate securities and syndication <input type="checkbox"/> Real property exchange <p>The course provider agrees the course is at least 2 hours in length</p>

Course Provider Fee 695 \$25
Service Charge BCF \$25

List the names of the course instructors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have the course instructor(s) or administrator(s) of the course provider had any disciplinary action taken against them by any jurisdiction? YES NO

Our instructors have knowledge and competency in the subject matters? YES NO

The provider agrees to:

- Submit
2
Copies
- 1) Submit the following information:
 - a) Course instructor(s) qualifications to teach the course.
 - b) If there are multiple instructors for a course, identify the part of the course that will be covered by each instructor;
 - c) Course description;
 - d) Course objectives;
 - e) Detailed course schedule (include number of minutes spent on each topic); and
 - f) Course materials.
 - 2) Submit, upon request, a copy of the course examination for review;
 - 3) Provide completion certificates to attendees within 60 days of completion of the course/examination. Completion certificates shall include information regarding the number of classroom hours, whether there was successful passage of the course examination and the index number assigned to the course by the director;
 - 4) Permit the director or the director's representative to audit the course at no cost to the director or the director's representative;
 - 5) Provide that nonmembers of the association or organization may apply for the course without membership in the association or organization on the same terms and conditions as members of the association and organization;
 - 6) Keep attendance records for a minimum of three years; and
 - 7) Provide that attendees may take no more than one make-up examination as long as the examination is taken within ninety days of the ending date of the course.

APPLICATION FEE: Attach a check of \$25 made payable to: Commerce and Consumer Affairs.
Application fee is not refundable.

Note: A \$25.00 service charge shall be assessed for payments dishonored for any reason. Should payment be dishonored, the approval is voided and a new approval date is issued upon payment for the new fees.

Signature of CEO or individual responsible
for administration of educational offerings

Title

Print/Type Name

Date

Mail to:
Real Estate Appraiser Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96813
Phone: (808) 586-2704