

APPLICATION FOR PRELICENSE INDEPENDENT STUDY COURSE

Application and Approval Procedures

- ❖ All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will not be considered. Please allow 45 days for processing.
 - ❖ Course approval expires and must be renewed prior to the end of each even-numbered year; failure to renew will result in forfeiture of the course approval. **The re-approval deadline is November 30 of each even-numbered year.**
 - ❖ Fees:

Application (non-refundable)	\$50
Additional Course Offering Fee	\$100
Restoration Fee (if course approval has forfeited [i.e. expired])	\$10
- Make check payable to "Commerce and Consumer Affairs"
- ❖ Review §16-99-52.1, Hawaii Administrative Rules, "Independent Study Courses."

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.

REAL ESTATE COMMISSION
State of Hawaii
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
335 Merchant Street, Room 333
Honolulu, Hawaii 96813

FOR OFFICE USE ONLY	
Approved/Date:	Approval. No.:
Denied/Date:	
Cashier's Validation:	

APPLICATION FOR PRELICENSE INDEPENDENT STUDY COURSE

CERTIFICATION

RECERTIFICATION

Check appropriate box: Salesperson Curriculum Broker Curriculum

Name, Address and Phone No. of Registered Real Estate School:
Email:
Name, Address and Phone No. of School Principal:
Email:

Pending School Registration Application

Course materials: Attach a detailed course curriculum consisting of all of the following:

(Note: Although the prelicense curriculums are set, because this is an independent study course format, the following information must be submitted.)

- **Course Curriculum.** Attach a course curriculum which details the sequence of topics, time spent on each topic, course objectives for each topic, learning outcomes, and any reading assignments or materials to be covered in each topic. Please include information on the amount of time spent on each module, how student's progress is monitored and tracked, quizzes to measure understanding and mastery of topics, passing grades/scores.
- **Course Outline.** Attach an outline of materials to be covered including notes, directives to instructors and copy of all materials to be used as handouts for students.

For Cashier's Use Only	Application	\$50	905
	Addl. Course Offering	\$100	905
	Service Fee	\$25	BCF

- **Behavioral Objectives.** The list should state, in performance terms, what the student should be able to do at the end of the course, i.e., "By the end of the course the student shall be able to identify from a set of facts, the real issues involved and any possible license violations."

Method of distance delivery: _____

Certification of Applicant:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I certify that all copyrighted materials are used with permission of the owner of those copyrighted materials. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

I also certify that personnel shall be available to answer students' questions or provide them assistance as necessary, that reasonable oversight of students' work is provided to insure that the student who completes the work is the student who is enrolled in the course, that each student will sign a certification statement and that only the students who have completed all instructional modules and passed the final exam will be certified. (See §16-99-52.1(c), Hawaii Administrative Rules)

Signature of Applicant

Print Name of School Principal

Date