

REGISTRATION OF REAL ESTATE PRELICENSE GUEST LECTURER OR SUBSTITUTE INSTRUCTOR

INSTRUCTIONS

1. Read entire instructions prior to completing the required forms.
2. Review Hawaii Administrative Rules, Chapter 99, Subchapter 5, REGISTERED REAL ESTATE SCHOOLS. Prelicense guest lecturers must comply with all rules as outlined in this chapter.
3. Prelicense guest lecturer or substitute instructor registration expires and must be re-registered prior to the end of each even-numbered year. Failure to re-register will result in forfeiture of prelicense guest lecturer registration. **The re-registration deadline is November 30th of each even-numbered year.**
4. Only 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.
5. Prelicense guest lecturer applicants may be required to appear before the Commission to demonstrate the guest lecturer's command of and ability to communicate the specific subject matter.

UNTIL RECEIPT OF WRITTEN NOTIFICATION OF APPROVAL, NO SCHOOL SHALL SCHEDULE A CLASS OR ADVERTISE WITH YOU AS THE GUEST LECTURER OR SUBSTITUTE INSTRUCTOR.

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.

Submit the following:

- Completed Application for Real Estate Prelicense Guest Lecturer or Substitute Instructor Registration form.
- Resume that provides evidence of “expertise” in the specific subject matter.
- A check made payable to “Commerce and Consumer Affairs”

Application fee (nonrefundable)	\$50
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Certification fee	\$25
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Compliance Resolution Fund:

If certification to take effect in odd-numbered year	\$90
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If certification to take effect en even-numbered year	\$45
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Instructions for "Yes" Answers on Section 7 of the Application for Prelicense Guest Lecturer or Substitute Instructor Registration

A. The following documents must be provided at the time you apply for certification. Applications will not be considered without this material.

Question a1)

If you have applied for, been granted, or held a real estate license in Hawaii or any other jurisdiction, list the jurisdiction, license type, and license number in the space provided. Attach a separate page if more space is required.

Questions a2, a3, a4, and a5)

These questions refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both real estate and those other than real estate. If your answer is "yes" to one or more of these questions, read paragraph B below, and you must submit the following

- i. A statement signed by you explaining the circumstances;
- ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;
- iii. A resume of any employment, business activities, and education since the date of the action; and
- iv. You may also include statements from employers, business associates, clients, and others who can attest to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question b)

If your application indicates a criminal conviction, read paragraph B below, and you must submit the following:

- i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
- ii. A copy of the court order, verdict, and terms of sentence; written proof of completion and/or compliance with applicable terms of sentence, e.g., payment of fine(s) or restitution;
- iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing; and
- iv. Signed statements from employers, business associates, clients, and others who can attest to your business dealings since the conviction, including a statement as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question c)

If you have any pending lawsuits, unpaid judgments, outstanding tax obligation, or any other type of involuntary liens against you, read paragraph B below, and you must submit the following:

- i. A statement signed by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason;
- ii. A resume of employment and business activities; and
- iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.

B. If your answer to questions a2), a3), a4), a5), b), or c) is "yes", your application will be reviewed at a monthly Real Estate Commission meeting if you have provided all applicable information and documents as described above. The Commission will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application. A courtesy notice with information on the date, time, and location of the meeting will be sent to you.

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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:	Cert. No.:
Denied/Date:	
Cashier's Validation:	

**APPLICATION FOR REAL ESTATE PRELICENSE GUEST LECTURER OR
SUBSTITUTE INSTRUCTOR REGISTRATION**

A guest lecturer is an individual who has "expertise" in a specific subject matter beyond that of the ordinary prelicense instructor and will only instruct the prelicense class in the physical presence of the certified prelicense instructor. All guest lecturers and substitute teachers cannot be used for more than 50% of the prelicense course class hours.

1.	Applicant's Name:	
2.	Business Address:	
3.	Residence Address:	
4.	Business Telephone:	Residence Telephone:
	Email:	

5. I will be a guest lecturer for substitute instructor _____
Name of Prelicense School

6. Subject matter: _____

Qualifications (professional): Attach a resume that provides evidence of "expertise" in the specific subject matter.

7. CIRCLE ANSWERS TO ALL QUESTIONS AND EXPLAIN ALL "YES" RESPONSES ON A SEPARATE SHEET WITH DETAILED INFORMATION AND SUBMIT SUPPORTING DOCUMENTS (SEE INSTRUCTION SHEET FOR DOCUMENTS TO BE SUBMITTED).

- a. 1) Have you ever applied for, been granted, or held a real estate license in Hawaii or any other state? YES NO
If yes, what state, license type, and license number? _____
- 2) Has an application for license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked, or otherwise subject to disciplinary action? YES NO

For	App	\$50	905
Cashier's Use	Cert	\$25	905
Only	CRF	\$90/\$45	583
	Srv Fee	\$25	BCF

- 3) Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state? YES NO
- 4) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state? YES NO
- 5) Are there any pending disciplinary actions against you? YES NO
- b. During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction? YES NO
- c. Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you? YES NO
- d. Are you LESS than 18 years of age? YES NO
- e. Are you an alien without authorization to work in the United States? YES NO

Explain all "Yes" responses on a separate sheet with detailed information and submit supporting documents (see instruction sheet for documents to be submitted). Any "Yes" answers to the questions in Section 11 of the application will require review by the Real Estate Commission before a decision is made regarding registration.

CERTIFICATION OF APPLICANT:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of registration.

Print Name of Applicant

Signature of Applicant

Certification of Prelicense Instructor and Principal:

As the certified prelicense instructor and principal, we certify that the applicant has "expertise" in the specific subject matter beyond that of any ordinary prelicense instructor, that the guest lecturer will instruct only with the physical presence of the certified prelicense instructor, that all guest lecturers and substitute teachers certified for a prelicense class shall not be used for more than fifty percent of the prelicense course class hours, that the guest lecturer will comply with the "Statement of Ethical Teaching Practices" and "Consent" to evaluation and monitoring.

Print Name of Prelicense Instructor

Signature of Prelicense Instructor

Print Name of Principal

Signature of Principal