

**STATE OF HAWAII  
REAL ESTATE APPRAISERS**

Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

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

Course Provider Name  Type of Organization  Business Address (include suite no., city, state and zip code)	<b>FOR OFFICE USE ONLY</b>	Index number: _____ Hours: Requested: _____ Approved: _____ Reviewed By: _____ 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).

**EDUCATION-PRE-LICENSE OR CERTIFICATE**

- |  |  |
|--|--|
| <input type="checkbox"/> Basic Appraisal Principles (30 hrs)<br><input type="checkbox"/> Basic Appraisal Procedures (30 hrs)<br><input type="checkbox"/> 15 hours National USPAP course or equivalent (15 hrs)<br><input type="checkbox"/> Residential Market Analysis and Highest & Best use (15 hrs)<br><input type="checkbox"/> Residential Appraiser Site Valuation and Cost Approach (15 hrs)<br><input type="checkbox"/> Residential Sale Comparison and Income Approach (15 hrs)<br><input type="checkbox"/> Residential Report Writing and Case Studies (15 hrs)<br><input type="checkbox"/> Statistics, Modeling and Finance (15 hrs) | <input type="checkbox"/> Advance Residential Applications and Case Studies (15 hrs)<br><input type="checkbox"/> Appraisal Subject Matter Electives (20 hrs)<br><input type="checkbox"/> General Appraiser Market Analysis and Highest & Best Use (30 hrs)<br><input type="checkbox"/> General Appraiser Site Valuation and Cost Approach (30 hrs)<br><input type="checkbox"/> General Appraiser Sales Comparison Approach (30 hrs)<br><input type="checkbox"/> General Appraiser Income Approach (60 hrs)<br><input type="checkbox"/> General Appraiser Report Writing and Case Studies (30 hrs)<br><input type="checkbox"/> Appraisal Subject Matter Electives (30 hrs) |
|--|--|

In compliance with the requirements, the provider agrees that the course shall:

- (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.

(CONTINUED ON PAGE 2)

**FOR CONTINUING EDUCATION**

- |  |  |
|--|--|
| <input type="checkbox"/> Ad valorem taxation                               | <input type="checkbox"/> Property development                                |
| <input type="checkbox"/> Arbitrations                                      | <input type="checkbox"/> Real estate appraisal (valuations/evaluations)      |
| <input type="checkbox"/> Business courses related to real estate appraisal | <input type="checkbox"/> Real estate financing and investment                |
| <input type="checkbox"/> Construction estimating                           | <input type="checkbox"/> Real estate law                                     |
| <input type="checkbox"/> Ethics and standards of professional practice     | <input type="checkbox"/> Real estate litigation                              |
| <input type="checkbox"/> Financial markets and cost of capital             | <input type="checkbox"/> Real estate appraisal related computer applications |
| <input type="checkbox"/> Land use planning, zoning, and taxation           | <input type="checkbox"/> Real estate securities and syndication              |
| <input type="checkbox"/> Litigation  | <input type="checkbox"/> Real property exchange                              |
| <input type="checkbox"/> Management, leasing, brokerage, time sharing      |  |

The course provider agrees the course is at least 2 hours in length

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

Does the instructor(s) have knowledge and competency in the subject matters? .....  YES  NO

The provider agrees to:

1. Submit "2" copies of 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);
  - f. Course materials; and
  - g. If applicable, course approvals by AQB Course Approval Program (CAP) **and** the International Distance Education Certification Center (IDECC).
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;

(CONTINUED ON PAGE 3)

Print Course Provider Name: \_\_\_\_\_

Date: \_\_\_\_\_

- 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 (90) days of the ending date of the course.

**APPLICATION FEE:** **Attach** a check of \$25 made payable to: COMMERCE AND CONSUMER AFFAIRS. (check must be in U.S. dollars and be from a U.S. financial institution.)

**NOTE:** A \$25 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

**RELEASE OF INFORMATION TO THIRD PARTY**

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on "**Release of Information to Third Party**", sign and date it.

**Release of Information to Third Party:**

To assist me in the licensing process, I hereby authorize DCCA's staff to release any and all information regarding my application (including, but not limited to application status) to the following third party:

Print name of individual who is assisting you: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

\_\_\_\_\_  
Signature of CEO or individual responsible for administration of educational offerings

\_\_\_\_\_  
Date

**BOARD'S ADDRESS**

Mail to:  
  
Real Estate Appraiser Program  
DCCA, PVL Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801  
  
Phone: (808) 586-2701

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.