

**EDUCATION REVIEW COMMITTEE**  
REAL ESTATE COMMISSION  
[www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

**AGENDA**

Date: Wednesday, July 10, 2013

Time: Upon adjournment of the Condominium Review Committee Meeting, upon adjournment of the Laws and Rules Review Committee meeting which convenes at 9:00 a.m.

Place: King Kalakaua Building  
Queen Liliuokalani Conference Room, 1<sup>st</sup> Floor  
335 Merchant Street  
Honolulu, HI 96813

The Commission may move into Executive Session to consider and evaluate personal information relating to individuals applying for licensure in accordance with Section 92-5(a)(1), HRS, and to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities in accordance with Section 92-5(a)(4), HRS.

1. Call to Order, Public Notice, Quorum
2. Chair's Report
3. Senior Real Estate Specialist's Report
  - a. Announcements, Introduction, Correspondence, and Additional Distribution
  - b. Minutes of Previous Meeting – Minutes of June 12, 2013
4. Continuing Education Administration, Curriculum, Courses, Providers, and Instructors
  - a. Administrative Issues
  - b. Applications
    - 1) 2013-2014 Continuing Education Providers and Courses Ratification List
    - 2) Course – “Condominium Finance & Budget”; Author/Owner: John Dotten; Provider: Dower School of Real Estate; Course Categories: Investment, Real Estate Law, Property Management, Finance, Property Ownership and Development; Clock Hours: 3
    - 3) Course – “Condominium Reserving: when and For How Much?”; Author/Owner: John Dotten; Provider: Dower School of Real Estate; Course Categories: Real Estate Law, Property Management, Finance, Property Ownership and Development; Clock Hours: 3
    - 4) Course – “Understanding Condo Docs”; Author/Owner: John Dotten; Provider: Dower School of Real Estate; Course Categories: Contracts, Real Estate Law, Property Management, Property Ownership and Development, Risk Management; Clock Hours: 3
  - c. Continuing Education Core Course – Final Core Course, Part A, “2013 Real Estate-Related Legislation” and “Brokerage Policies & Procedures Manual”
  - d. Elective Courses
  - e. Evaluation and Education Program
  - f. ARELLO Certification Program
  - g. Continuing Education Review Panel
5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
  - a. Administrative Issues
  - b. Applications - Instructor
  - c. Broker Curriculum and Resources
  - d. Salesperson's Curriculum and Resources
  - e. Evaluation and Education - Abe Lee Seminars (6)
  - f. Education Equivalency
  - g. Other

6. Administration of Examinations
  - a. PSI
    - 1) Licensing Examination Statistics – June 2013
    - 2) School Pass/Fail Rates – June 2013
    - 3) School Summary by Test Category – June 2013
  - b. Uniform Section Equivalency
  - c. Test Development
  - d. Exam Monitoring
  - e. Instructor Workshop
  - f. Examination Contract
7. Educator's Forum
  - a. Hawaii Association of REALTORS®
  - b. Public and Private Institutions of Higher Education
8. Program of Work, FY13
  - a. Advice, Education, and Referral
  - b. Meetings and Symposium
  - c. Annual Report, Quarterly Bulletin, and School – July 2013 School Files distributed
  - d. Neighbor Island Outreach
  - e. Interactive Participation with Organizations
  - f. Real Estate Seminars
  - g. Legislative Participation, Research and Report
  - h. Instructor's Development Workshop
  - i. Real Estate Specialists' Office for the Day
  - j. Real Estate Speakership Program
  - k. New Technology Program and REC Web Site
  - l. Records Management
  - m. Information Distribution System
  - n. New Salesperson and New Broker Startup Kits
  - o. Cooperative Education, Research, and Administration Program
  - p. Division and Department Programs
  - q. Staff and Commissioner Development
  - r. Real Estate Reference Library
  - s. Ad Hoc Committee on Education (ACE)
9. Special Issues
10. ARELLO, REEA and Other Organizations
11. Budget and Finance Report
12. Next Meeting: Wednesday, August 7, 2013  
Upon adjournment of the Condominium Review Committee Meeting, which is upon adjournment of the Laws and Rules Review Committee meeting, which convenes at 9:00 a.m.  
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13. Adjournment