

School Files

Hawaii Real Estate Commission

July 2013

www.hawaii.gov/hirec

What's in this Issue?

- Core A 2013
- Core A...Some Constructive Feedback
- Certifying A Continuing Education Course
- New Commissioner
- Prelicense Independent Study Evaluation Forms
- Instructors' Development Workshop
- Online Prelicense System
- 2013 REC Meeting Schedule
- List of CE Providers
- List of Prelicense Schools



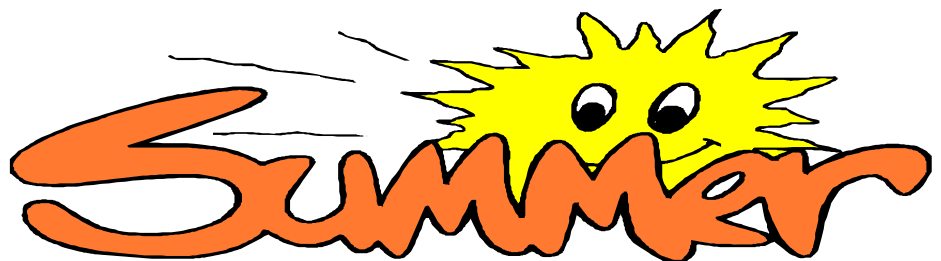
CORE A 2013

The Commission's mandatory core course, part A, "Real Estate-Related Legislation" and "Brokerage Policies & Procedures Manuals", is available in a live classroom and online or other alternative modes of offering.

The Train-the-Trainer session was held on Monday, June 17, 2013, at the Honolulu Board of REALTORS®. Instructors must either have attended the Train-the-Trainer session or view the video of the session which is available on YouTube. Once the instructor has completed viewing the Train-the-Trainer session, a certification form must be completed and submitted to the Real Estate Branch. Please contact the Real Estate Branch for the certification form.

For those CE Providers who are able to create their own online or alternative media offering of Core A, 2013-2014, there is a certification form that should be completed and submitted to the Real Estate Branch. Please contact the Real Estate Branch for this form, also. (roster@dcca.hawaii.gov, or telephone 808-586-2643) Any alternative media offering of Core A, 2013-2014, must use the approved core course materials and be set up so that licensees are timed in completing the course, which is two and a ½ hours in length.

CE Providers may also contact Elena Pacheos, elenap@proschoools.com, to set up the online version of Core A, 2013-2014. The CE Provider's instructor(s) must have already attended the Train-the-Trainer session.



CORE A . . . SOME CONSTRUCTIVE FEEDBACK

Here is some constructive feed-back from a CE Provider/instructor regarding Core A:

- 1) Be prepared for animated discussion when it comes to property management and the deposits that will be allowed for pet animals. No landlord may charge an additional security deposit for an assistance animal.

Instructors need to be prepared for prolonged discussions on certain legislation. Remember the priority is the section on the Brokerage Policies & Procedures Manual for Core A. The legislative acts presented are BRIEFLY summarized and are not meant for detailed discussion, but rather, information. If a licensee desires more detailed information on the specific legislation, they may research it by going to the appropriate websites.

- 2) Policies and Procedures Manuals are required by Hawaii Revised Statutes, §467-1.6(c). Think about this scenario: any licensee searching for a brokerage should always ask the principal broker, “Do you have a Policies and Procedures Manual?” If the answer is “No,” and the licensee associates with that brokerage, this may potentially be a liability for that licensee should a complaint or case go before a court of law, or the Regulated Industries Complaints Office (RICO). E & O insurers may not view this disclosure favorably and may drop their insurance coverage. A judge or lawyer may find the licensee just as liable as the principal broker for knowingly associating with a brokerage with no Policies and Procedures Manual.



CERTIFYING A CONTINUING EDUCATION COURSE

Follow the chart below when submitting continuing education courses for certification. The author/owner of the continuing education course is required to submit the course certification application to the Commission. If a continuing education provider would like to offer a course written by an author/owner, whether it be a national course, ARELLO-certified course, or a course authored by an individual and is not a nationally-certified or ARELLO-certified course, the continuing education provider must obtain the written authorization from the author/owner to offer the course. The correct course application form must be completed along with the course application fees, a table of contents and time frames for the course topics, the course materials, and any student handouts for the course.

Courses may be submitted for a minimum of 3 credit hours up to 15 credit hours. **DO NOT INCLUDE BREAKS OR NON-INSTRUCTIONAL TIME** in the clock hours submitted for approval.

If the Commission’s Education Review Committee (ERC) determines that certain topics included in the course content do not meet the definition of CE as stated in Hawaii Administrative Rules (HAR) §16-99-100 or are topics included in HAR §16-99-101, “Courses not acceptable for continuing education course certification”, the ERC may reduce the number of credit hours requested, based on the time devoted to topics that do not qualify for CE credit.

When submitting a course for approval, please review the course content, topic by topic, so that you may justify the total time requested for CE credit. There is a form attached to the course application for just this purpose. The author/owner submitting the course for certification must provide a list of course topics and time frames for all topics **qualifying for CE credit**.

The course certification fees are \$150 for a 3-hour course, and an additional \$50 for each hour applied for over the minimum of 3 hours. For example, the application fee for a 4-hour course will be \$200. Course certification fees are non-refundable.

For nationally- or ARELLO-certified CE courses, the course certification fees remain at \$25 for a 3-hour course, and \$25 for each additional 3-hour increment, whether it is one (1) hour or three (3) hours over the minimum 3-hour course credit request.

Continuing education course applications and the Authorization to Offer Course form are available at: www.hawaii.gov/hirec, click on “Forms”.

	Authorization to offer course from author/owner of course	Continuing Education Elective Course Application	Nationally or ARELLO Certified Course Application	Application Fee	
				\$150/3 hours (\$50/each additional hour)	\$25/3 hours or portion thereof
New Elective Course		X Submitted by author/owner		X	
Elective Course previously certified by author/owner	X				
Nationally or ARELLO Certified Course (taught by a nationally certified instructor certified by the NAR or its affiliates)	X		X		X
Nationally or ARELLO Certified Course (taught by a nationally certified instructor certified by BOMA, CAI or national organization approved by the Commission)	X		X		X
Nationally- or ARELLO- Certified Course (NOT taught by a nationally or ARELLO certified instructor, live or online)	X	X		X	

WELCOME TO NEW COMMISSIONER – LAURIE LEE



Laurie Lee is one of the Real Estate Commission's new commissioners with her term effective July 2, 2013 and ending June 30, 2017. She is an O'ahu broker, and, since 2005, the principal broker of Pacific Island Realty, LLC. Pacific Island Realty, LLC is the exclusive broker for Stanford Carr Development, LLC. Her real estate experience includes general brokerage, developer sales, and sales management of new home communities.

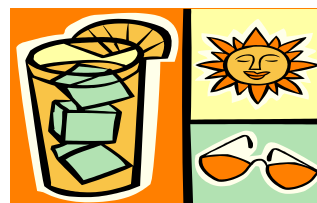
Ms. Lee received her B.A. and Master's degree in Business Administration in International Business from the University of Hawaii. In her leisure time, she spends time outdoors, hiking, going to the beach, and occasionally getting in a round of golf. She loves to snow ski.



PRELICENSE INDEPENDENT STUDY EVALUATION FORMS

If a registered Prelicense School offers any type of independent study (this may include online, home-study, or other alternative media offerings) for the salespersons' and/or brokers' prelicense courses, please submit a written evaluation completed by the prelicense student when the School Completion Certificate is issued. Submit evaluation forms to the Real Estate Branch, 335 Merchant Street, Room 333, Honolulu, HI 96813, or email to roster@dcca.hawaii.gov.

Mahalo for your cooperation!





INSTRUCTORS' DEVELOPMENT WORKSHOP (IDW)

The Hawaii Association of REALTORS® is the selected vendor to develop the Commission's Instructors' Development Workshop (IDW) for the 2013-2014 biennium, and to also develop a real estate seminar for the Commission for the current biennium.

The IDW will be offered in 2013 and the real estate seminar in 2014. As more information and details become available, it will be disseminated via roster or the Commission's website, or other publication, if available.

All certified prelicense instructors and continuing education instructors must take an IDW as required by Hawaii Administrative Rules (HAR) §16-99-58(c) and §16-99-104(e), respectively.



ONLINE PRELICENSE SYSTEM

COMING SOON! The Real Estate Branch will soon have an online prelicense system similar to the successful continuing education online system that you know and love so well.

The online system will allow for easy input of class rosters, delivery of School Completion Certificates, and course offerings.

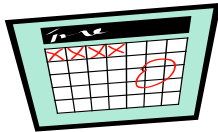
There is not a specific delivery date, at this time, but we look forward to the implementation within the next 6 months or so.



WELCOME TO DOROTHY AQUINO



The Real Estate Branch welcomed aboard Dorothy Aquino, as the Condominium Projects Registration Clerk as of June 3, 2013. Dorothy comes from 13 years with Moanalua Middle School, where she was an Office Assistant/Meal Tracker. She is new to the world of real estate and condominium projects and learning quickly.



2013 REAL ESTATE COMMISSION MEETING SCHEDULE

Laws & Rules Review Committee – 9:00 a.m. Condominium Review Committee – Upon adjournment of the Laws & Rules Review Committee Meeting Education Review Committee – Upon adjournment of the Condominium Review Committee Meeting	Real Estate Commission 9:00 a.m.
Wednesday, July 10, 2013	Friday, July 26, 2013
Wednesday, August 7, 2013	Friday, August 23, 2013
Wednesday, September 11, 2013	Friday, September 27, 2013
Wednesday, October 9, 2013	Friday, October 25, 2013
Wednesday, November 13, 2013	Wednesday, November 27, 2013
Wednesday, December 11, 2013	Friday, December 20, 2013

All meetings will be held in the Queen Liliuokalani Conference Room of the King Kalakaua Building, 335 Merchant Street, First Floor.

Meeting dates, locations and times are subject to change without notice. Please visit the Commission's website at www.hawaii.gov/hirec or call the Real Estate Commission Office at (808) 586-2643 to confirm the dates, times and locations of the meetings. This material can be made available to individuals with special needs. Please contact the Executive Officer at (808) 586-2643 to submit your request.

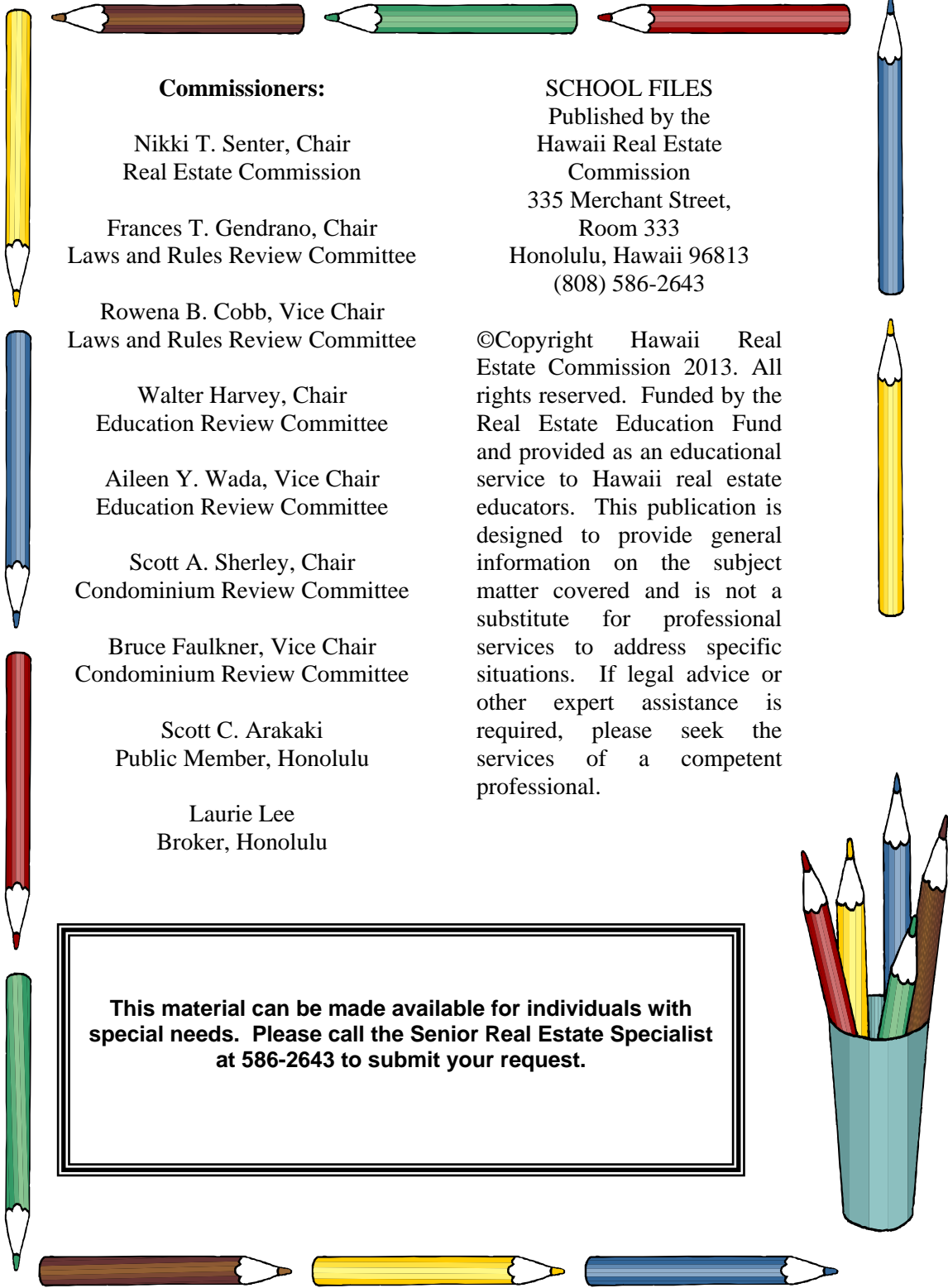
CONTINUING EDUCATION PROVIDERS

Abe Lee Seminars
Akahi Real Estate Network, LLC
Carol Ball School of Real Estate
Carol M. Egan, Attorney at Law
Charfen Institute dba Distressed Properties
Institute LLC
Coldwell Banker Pacific Properties Real
Estate School
Continuing Ed Express, LLC
Dower School of Real Estate
Eddie Flores Real Estate Continuing
Education
Green Building, LLC
Hawaii Association of Realtors
Hawaii CCIM Chapter
Hawaii Institute of Real Estate, LLC
Hawaii Island Realtors
Honolulu Board of Realtors
Institute of Real Estate Management – Hawaii
Chapter No. 34
Institute of Real Estate Management – Nat'l
Investment Property Exchange Services, Inc.
Kauai Board of Realtors
Key Realty School, LLC
Lorman Business Center, Inc. dba Lorman
Education Services
McKissock, LP
OnCourse Learning Corporation dba Career
WebSchool
Pacific Real Estate Institute
Property Merchants, Inc. dba All Islands Real
Estate School
ProSchools, Inc.
Ralph Foulger's School of Real Estate
Real Class, Inc.
Realtors Association of Maui, Inc.
REMI School of Real Estate
Russ Goode Seminars
Shari S. Motooka-Higa
The CE Shop, Inc.
The Seminar Group
TM Education Services
University of Hawaii Maui College – OCET
Real Estate School
Vitousek Real Estate Schools, Inc.
Waiwai Nui, Inc. dba Hawaii Business
Training
West Hawaii Association of Realtors

PRELICENSE SCHOOLS

Abe Lee Seminars
Akahi Real Estate Network, LLC
Carol Ball School of Real Estate
Coldwell Banker Pacific Properties Real
Estate School
Dower School of Real Estate
Fahrni School of Real Estate
Hawaii Institute of Real Estate, LLC
Inet Realty
Property Merchants, Inc. dba All Islands Real
Estate School
ProSchools, Inc.
Ralph Foulger's School of Real Estate
REMI School of Real Estate
Seiler School of Real Estate
University of Hawaii Maui College – OCET
Real Estate School
Vitousek Real Estate Schools, Inc.





Commissioners:

Nikki T. Senter, Chair
Real Estate Commission

Frances T. Gendrano, Chair
Laws and Rules Review Committee

Rowena B. Cobb, Vice Chair
Laws and Rules Review Committee

Walter Harvey, Chair
Education Review Committee

Aileen Y. Wada, Vice Chair
Education Review Committee

Scott A. Sherley, Chair
Condominium Review Committee

Bruce Faulkner, Vice Chair
Condominium Review Committee

Scott C. Arakaki
Public Member, Honolulu

Laurie Lee
Broker, Honolulu

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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.