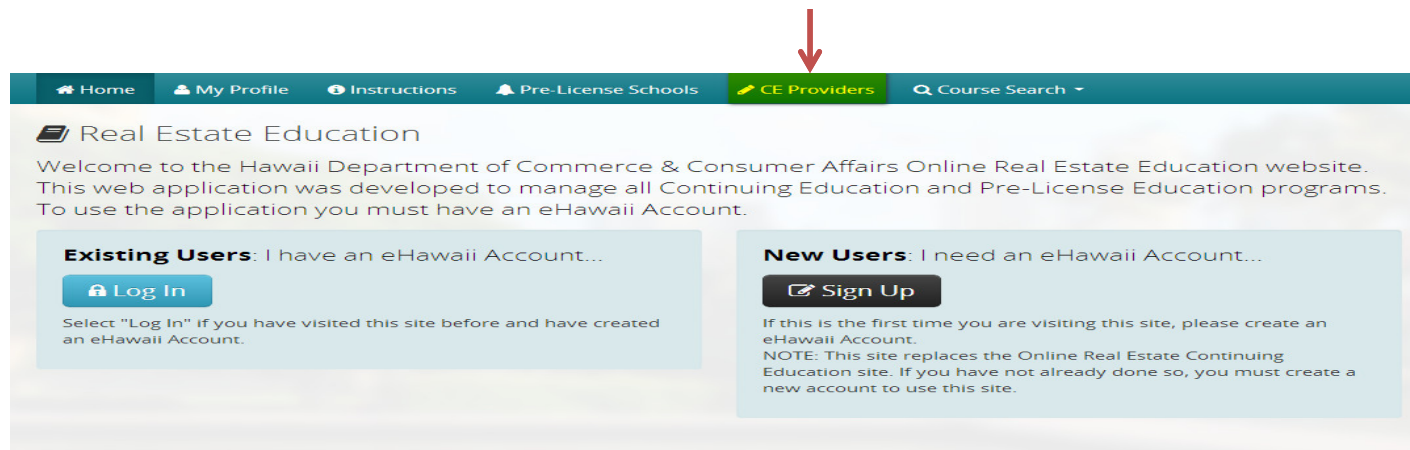# CE Providers Instructions

CE Providers
Home
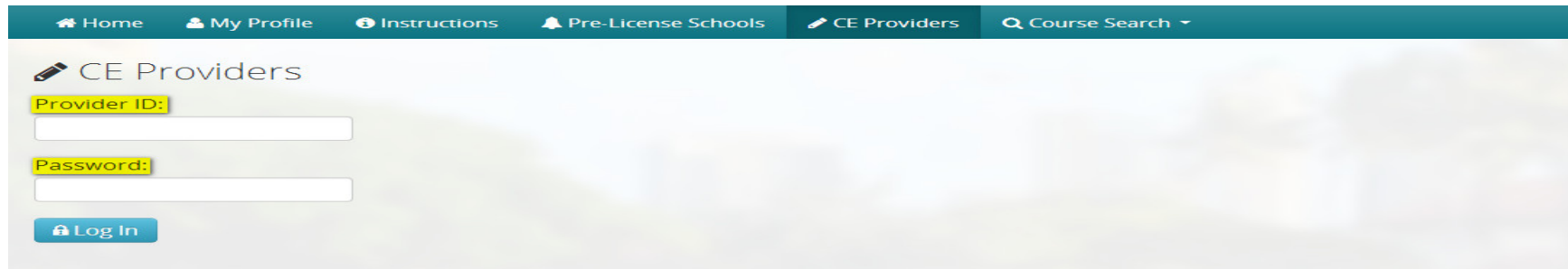

Select "CE Providers" from task bar.

NOTES:

1. Do not select the "Existing Users" or "New Users" options.
2. Prelicense School provider accounts will be created Real Estate Branch Staff
3. If you are both a Prelicense School and a CE Provider, you may select either the Prelicense Schools or the CE Providers button below

CE Provider Login

- Enter your "Provider ID" and "Password"
- Click "Log In" button

CE Provider Upcoming Courses

When logging onto the system, a list of "Upcoming Courses" will appear.

Subjects – All of the CE Course subjects I am approved by the Real Estate Commission to offer as a CE Provider

Courses

List of Courses

1. Allows the principal to view schedule courses that are opened, closed, completed, submitted or by all courses

2. Allows the principal to view additional course information by selecting the course ID

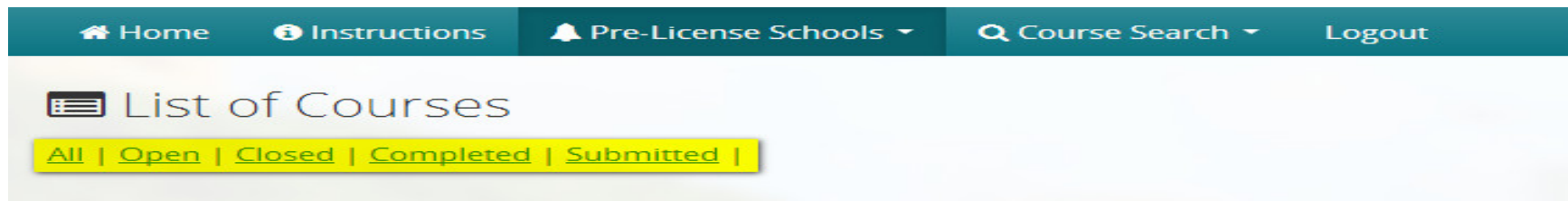3. Allows the principal to schedule future courses

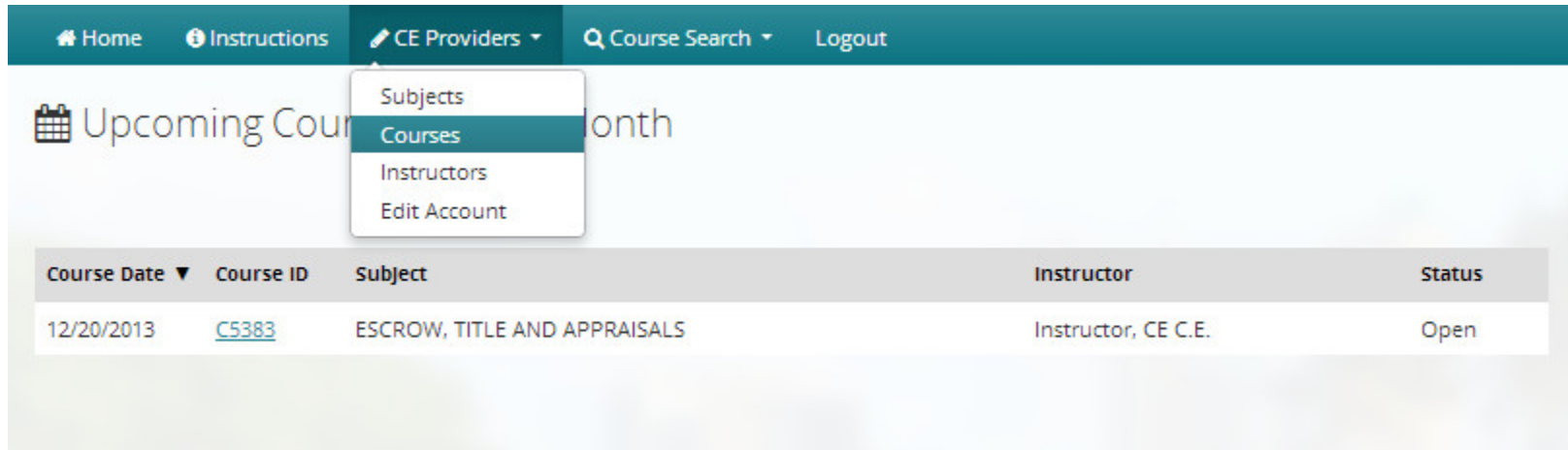## List of Courses

All | Open | Closed | Completed | Submitted |

Course Status Define
- All – A lists of all courses.
- Open – A course scheduled for a future date and time (can be edited and deleted).
- Closed – A course and that is on progress.
- Completed – A course with a completion date and time that has passed and is ready for submission (can be edited or deleted).
- Submitted – A finalized course that has been submitted to the Real Estate Branch. No changes may be made by the principal.
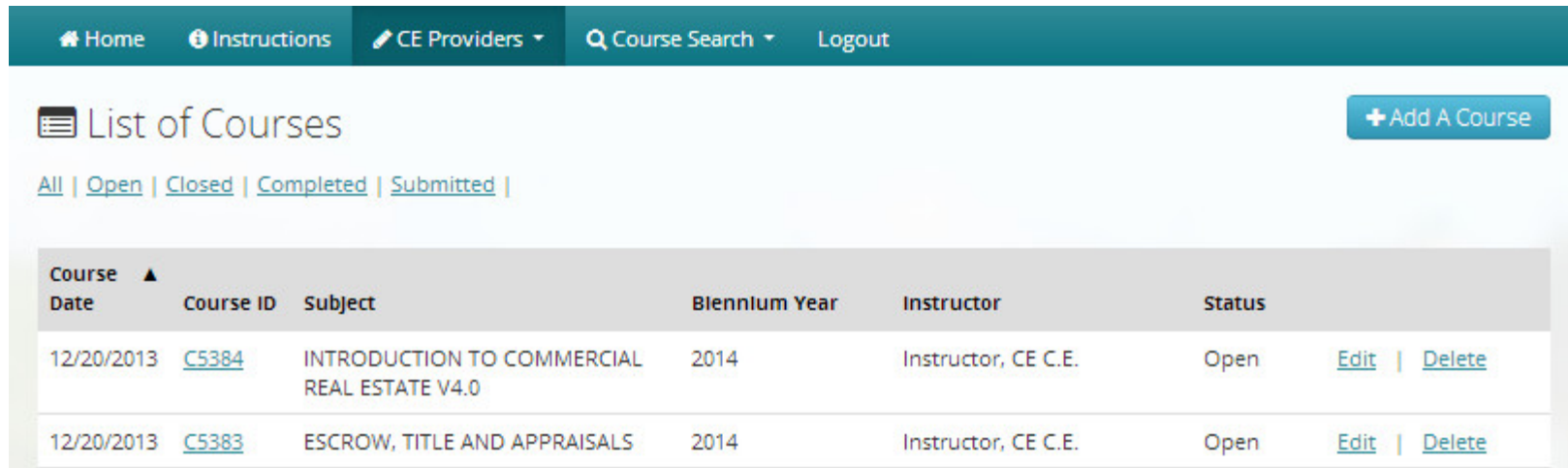
CE Provider – Adding a Course

From the toolbar, select the "CE Providers" drop down. Then select "Courses".

CE Provider Add Course (step 1 of 2)

A list of the providers scheduled course will appear. To add a new course, select the "+Add a Course" button

Add Course – Classroom (step 1 of 2)

Highlighted areas must be completed. Yellow fields are drop down, blue are prefilled with providers address, green is specific to individual classes and pink will change once a subject is selected.

Add a Course - Classroom (step 1 of 2) (saved)

Once the save button has been selected, a course ID will be assigned.
Selecting the printer button will allow you to print the door certificate.

CE Provider Add Course (step 1 of 2)
Classroom - continued

Download the door certificate by selecting the "here" button

Add a Course - Internet (step 1 of 2)

Highlighted areas must be completed and save selected.

Add a Course (step 1 of 2)
Internet – (saved)
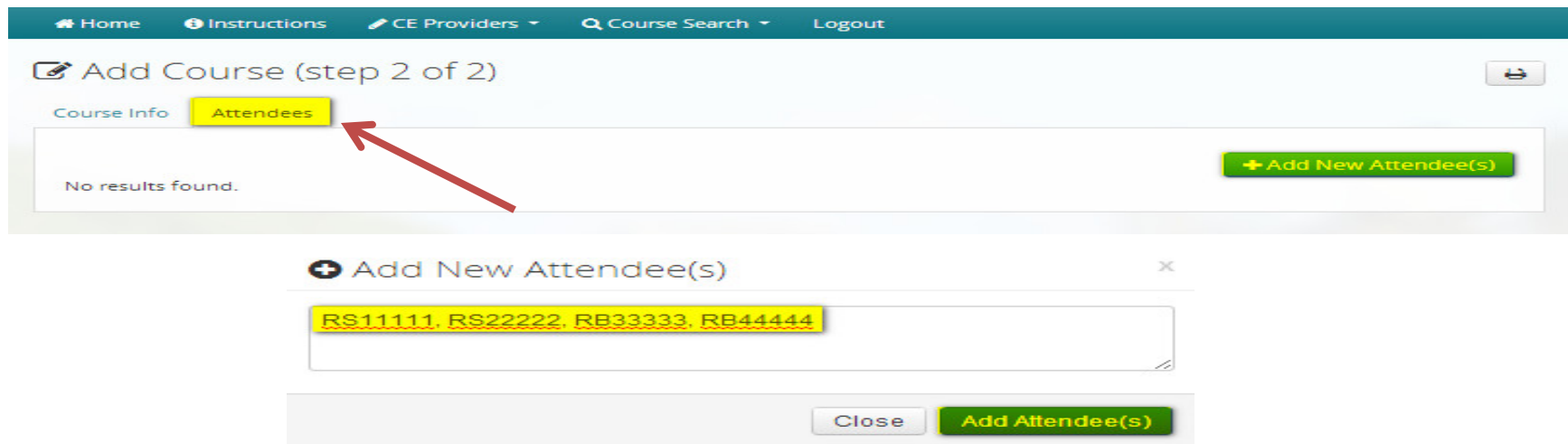
Again, once the course is saved a course ID will be assigned.

CE Provider Add Course – Add Attendee (step 2 of 2)
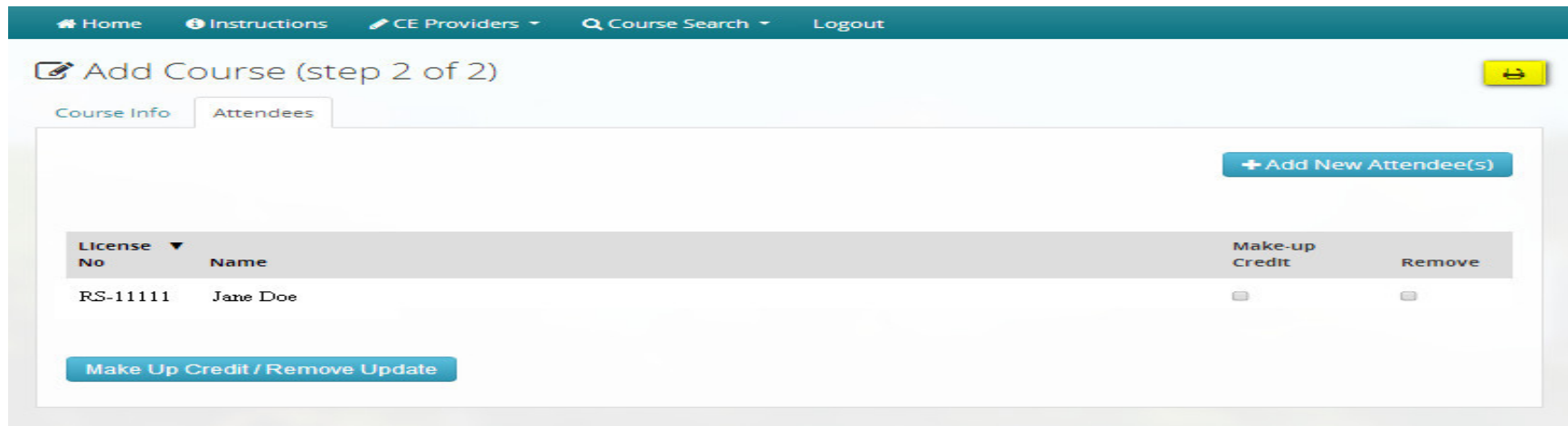
Selecting attendees will show attendees assigned to a course, if applicable. New attendees are added by selecting the "+Add New Attendee" which will result in a pop up box appearing. Provide license number as direct (for example, RS11111). Do not use dashes. When you have added all attendees, select the "Add Attenee(s)" button.

CE Provider Add Course – Add Attendee
(step 2 of 2) – Classroom Continued

A list of added attendees will appear. You may print a "Course Roster" by selecting the printer icon. Select "Make-up" if an attendee is completing CE requirements for the previous biennium. The Core Course should NEVER be marked make-up. Always remember to select the "Make-up Credit/Remove Update" when marking or unmarking the "Make-up Credit" box or removing an attendee.

CE Provider Add Course –
Add Attendee
(step 2 of 2) - Continued

Hawaii Continuing Education Course Roster

Provider Name: ABC Realty
Provider Number: 31

Course Title: ESCROW, TITLE AND APPRAISALS
Course Code: C5383

Date	Time	Location	Instructor
12/20/2013	09:00 AM	335 MERCHANT STREET ROOM 333 HONOLULU OAHU HI 96813	CE C.E. Instructor

Name	License Type/Number	Make-up	Time In	Time Out	Initial
Jane Doe	RS11111	NO			

Page 1 of 1

Sample Course Roster

Add Course Final Result

Course Edit

To edit a course select either the "Course ID" or the "Edit" button.

Course Edit – Course Info

Users may edit course information as long as the course has not been closed or submitted. If the course has been closed or submitted, users must submit a Course Change form. Available fields for editing are based on the course type (classroom or internet).

Course Edit – continued
Course Attendee/Submittal

A course is submitted when the course provider certifies that the information is complete (checks the box) and selects the "Mark Class as Complete and Submit Roster. Prior to submitting the course, the provider may add and remove additional attendees. Course attendee information may not be edited if the course has already been submitted.

Course Change Form

Email to Roster

CONTINUING EDUCATION CERTIFICATE CHANGES/ADDITIONS

Provider Name: _____

Provider ID# _____

License Number	Name	Course ID #	Course Date	Course Name	Add Attendee	Delete Attendee	Mark Make-Up	Un-Mark Make-Up
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐

I certify the information contained in this
CE Certificate Changes/Additions request   _____   _____
is true and correct.   Administrator   Date

Course Edit – continued
Course Attendee/Submittal

After submitting a course, return to the "Course Info", select printer icon to print course completion certificates.

Sample Course Completion Certificate

Certificate No. 99999

CONTINUING EDUCATION
COURSE COMPLETION CERTIFICATE
FOR HAWAII REAL ESTATE LICENSEES

ABC REALTY
Provider Name

Hereby Awards This Certificate to

Jane Doe

Broker/Salesperson

RS-11111

License Number

3.00

Hours of Credit

In Recognition of Attendance and Completion of
ABOUT FAIR HOUSING FOR REAL ESTATE PRACTITIONERS (2013-2014)

Course Name

July 1, 2013

Course Completion Date

Mr. Great Teacher

Administrator, Continuing Education Provider

ELECTIVE

ELECTIVE

This certificate is only valid for the 2013 - 2014 renewal periods. Do not turn in this certificate - please RETAIN this certificate as your records. However, licensee may be required to present this certificate, upon request, to the Real Estate Commission.

Submit this certificate only if restoring or reactivating your license after January 1, 2015. For more information, contact the Licensing Branch at (808) 586-3000. Continuing education information on this certificate reflects information from the PVL Real Estate Branch records database, as provided by the continuing education provider. As of 11/25/2013, the information provided on this certificate is true and correct to the best of our knowledge.

Attendee Code: 331734

Instructors

From the toolbar, select the "CE Providers" drop down. Then select "Instructors".

Instructors List

Instructors are added by providers. To add an instructor select the "+Add An Instructor" button.

Instructor Add

Instructor Added

Edit Account

Edit Account – Step 1 of 2

Any of the highlighted information above may be edited by the CE Provider. You must click the "Submit" for changes to be accepted/saved.

Edit Account – Step 2 of 2

The information on the "Administrator Info" screen cannot be edited by the provider. Instead, changes to the information must be reported to the Real Estate Branch in writing on a form prescribed by the Commission.