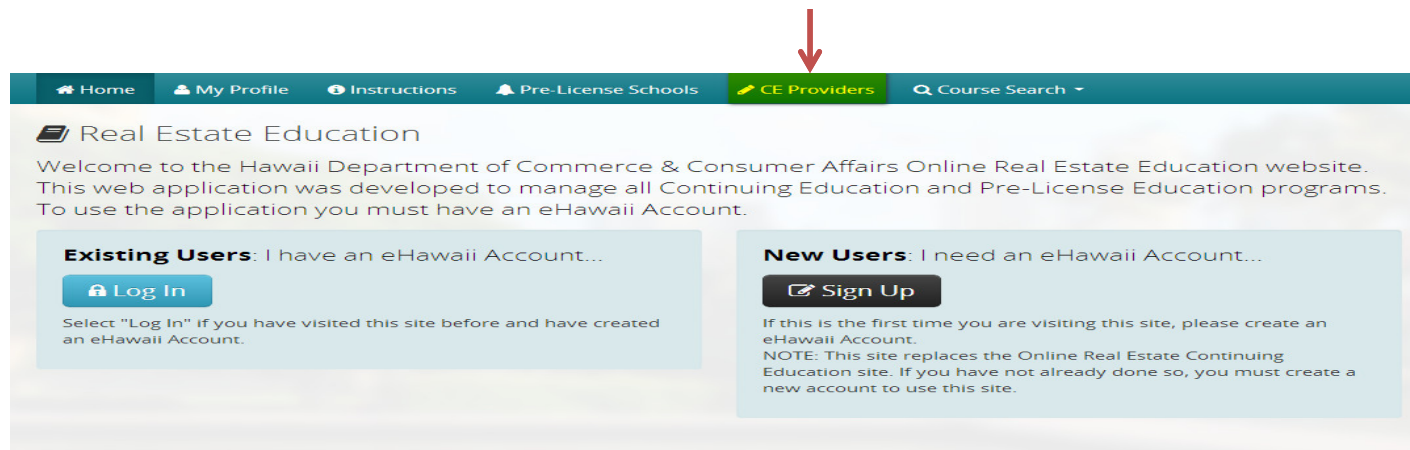


# CE Providers Instructions

# CE Providers Home

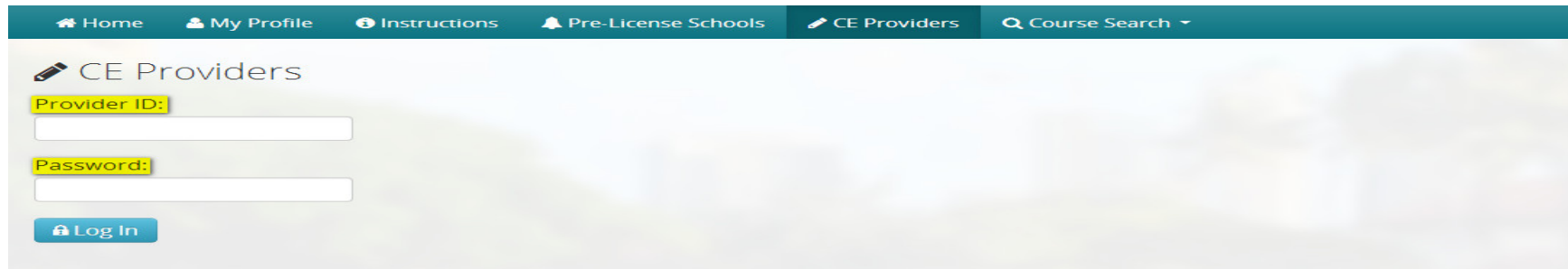


Select “CE Providers” from task bar.

## 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



The screenshot shows a web application interface for CE Provider Login. At the top is a teal navigation bar with links: Home, My Profile, Instructions, Pre-License Schools, CE Providers (active), and Course Search. Below the navigation bar is a light gray header area with a pencil icon and the text 'CE Providers'. The main content area has a blurred background image of a city skyline. It contains two input fields: 'Provider ID:' and 'Password:', both with yellow labels. Below these fields is a blue 'Log In' button with a lock icon.

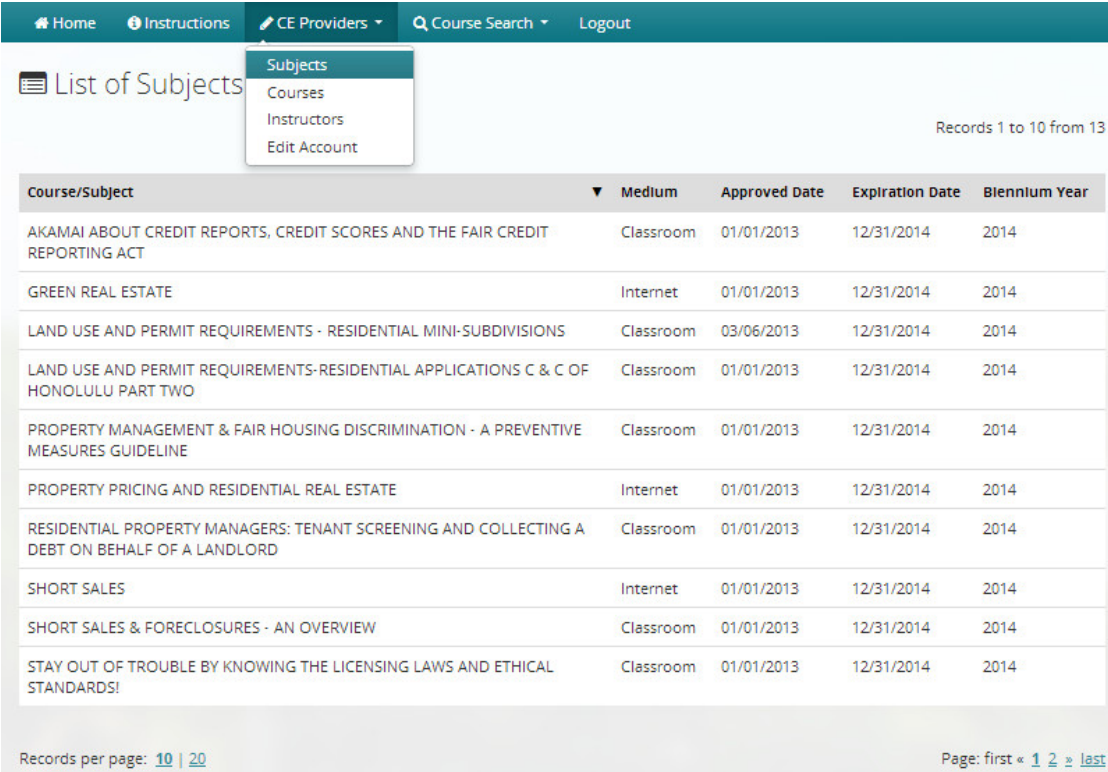
- Enter your “Provider ID” and “Password”
- Click “Log In” button

# CE Provider Upcoming Courses

Home	Instructions	CE Providers	Course Search	Logout
Upcoming Courses in Next Month				
Course Date ▼	Course ID	Subject	Instructor	Status
12/20/2013	<a href="#">CS383</a>	ESCROW, TITLE AND APPRAISALS	Instructor, CE C.E.	Open

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



Home Instructions CE Providers Course Search Logout

List of Subjects

Subjects  
Courses  
Instructors  
Edit Account

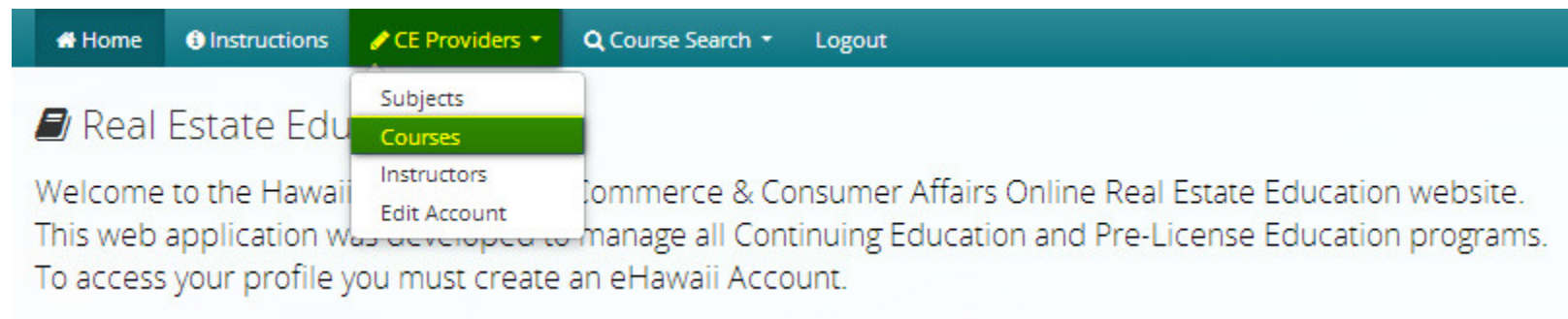
Records 1 to 10 from 13

Course/Subject	Medium	Approved Date	Expiration Date	Biennium Year
AKAMAI ABOUT CREDIT REPORTS, CREDIT SCORES AND THE FAIR CREDIT REPORTING ACT	Classroom	01/01/2013	12/31/2014	2014
GREEN REAL ESTATE	Internet	01/01/2013	12/31/2014	2014
LAND USE AND PERMIT REQUIREMENTS - RESIDENTIAL MINI-SUBDIVISIONS	Classroom	03/06/2013	12/31/2014	2014
LAND USE AND PERMIT REQUIREMENTS-RESIDENTIAL APPLICATIONS C & C OF HONOLULU PART TWO	Classroom	01/01/2013	12/31/2014	2014
PROPERTY MANAGEMENT & FAIR HOUSING DISCRIMINATION - A PREVENTIVE MEASURES GUIDELINE	Classroom	01/01/2013	12/31/2014	2014
PROPERTY PRICING AND RESIDENTIAL REAL ESTATE	Internet	01/01/2013	12/31/2014	2014
RESIDENTIAL PROPERTY MANAGERS: TENANT SCREENING AND COLLECTING A DEBT ON BEHALF OF A LANDLORD	Classroom	01/01/2013	12/31/2014	2014
SHORT SALES	Internet	01/01/2013	12/31/2014	2014
SHORT SALES & FORECLOSURES - AN OVERVIEW	Classroom	01/01/2013	12/31/2014	2014
STAY OUT OF TROUBLE BY KNOWING THE LICENSING LAWS AND ETHICAL STANDARDS!	Classroom	01/01/2013	12/31/2014	2014

Records per page: 10 | 20

Page: first < 1 2 > last

# 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

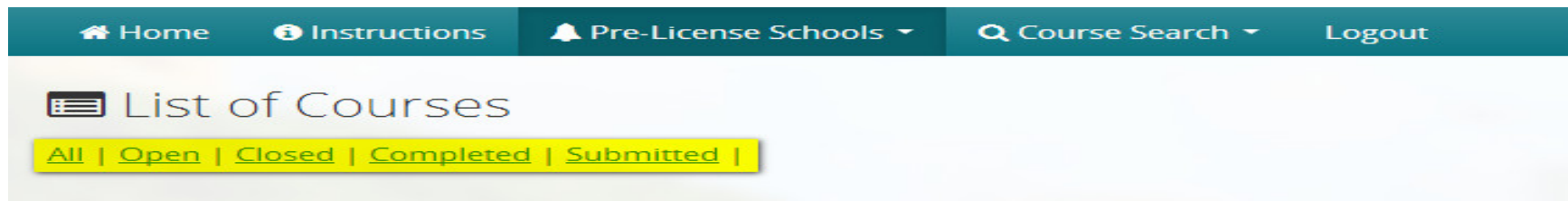
Home Instructions CE Providers Course Search Logout

### List of Courses

3 [+ Add A Course](#)

[All](#) | [Open](#) | [Closed](#) | [Completed](#) | [Submitted](#) | 1

Course Date	Course ID	Subject	Biennium Year	Instructor	Status
06/28/2013	<a href="#">C5329</a>	RESIDENTIAL PROPERTY MANAGERS: TENANT SCREENING AND COLLECTING A DEBT ON BEHALF OF A LANDLORD	2014	Clement, Mark D.	Completed <a href="#">Edit</a>   <a href="#">Delete</a>
06/28/2013	<a href="#">C5328</a>	AKAMA! ABOUT CREDIT REPORTS, CREDIT SCORES AND THE FAIR CREDIT REPORTING ACT	2014	Clement, Mark D.	Completed <a href="#">Edit</a>   <a href="#">Delete</a>
06/18/2013	<a href="#">C5327</a>	LAND USE AND PERMIT REQUIREMENTS-RESIDENTIAL APPLICATIONS C & C OF HONOLULU PART TWO	2014	WILIA, PHILIP HALE	Completed <a href="#">Edit</a>   <a href="#">Delete</a>

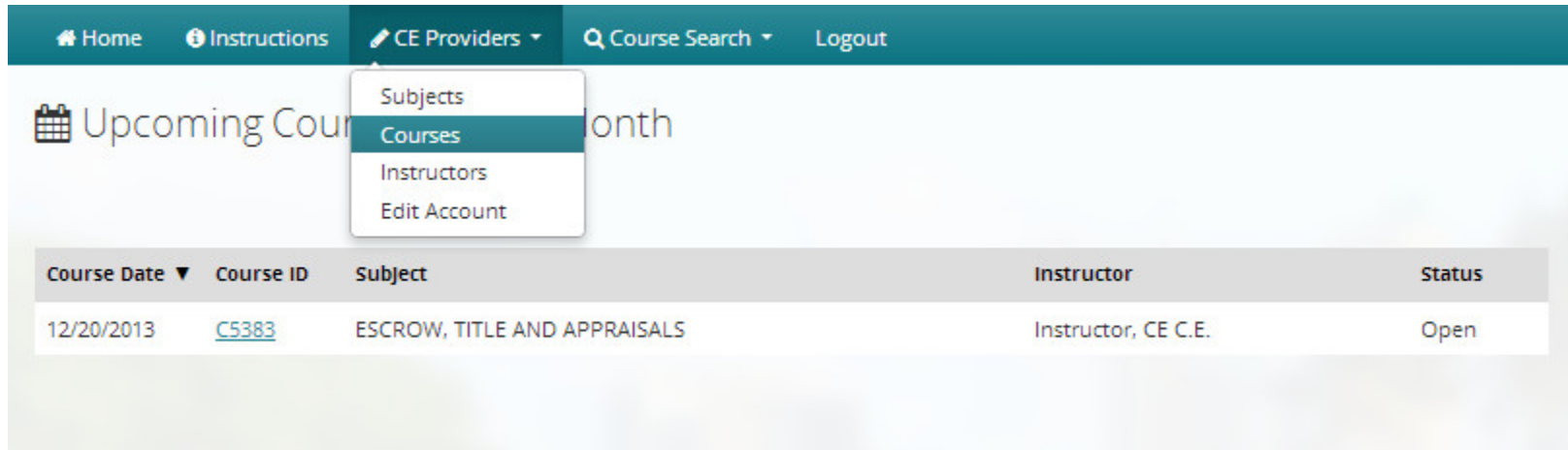


### Course Status Define

- 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

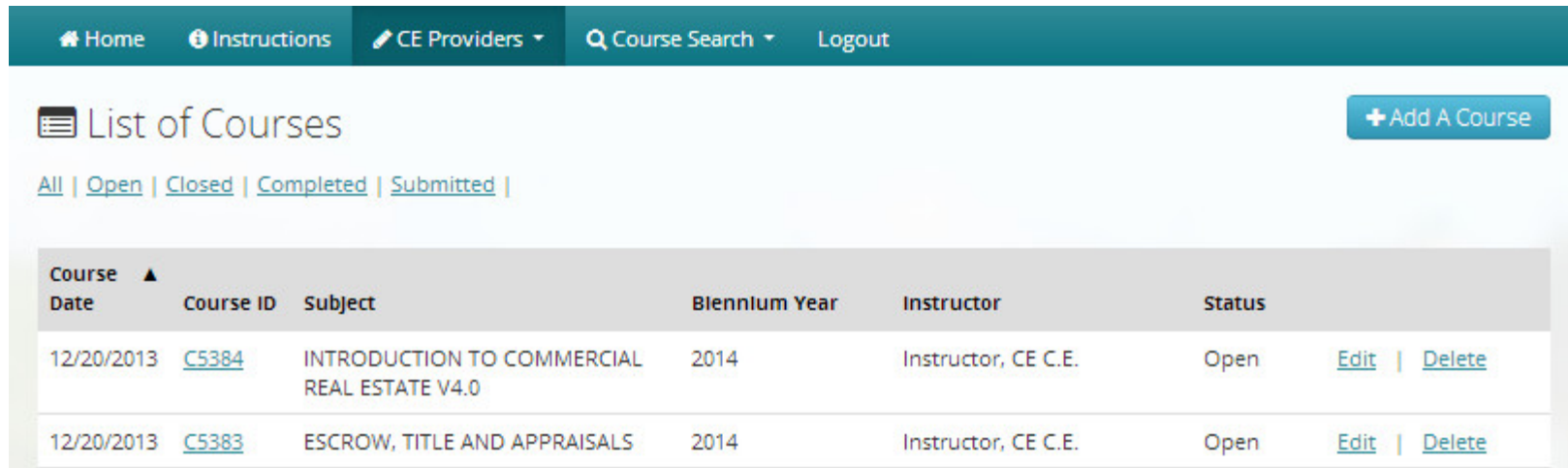


The screenshot shows a web application interface for CE Providers. The top navigation bar includes links for Home, Instructions, CE Providers (selected), Course Search, and Logout. A dropdown menu for CE Providers is open, showing options for Subjects, Courses (selected), Instructors, and Edit Account. Below the menu, a table displays course information.

Course Date ▼	Course ID	Subject	Instructor	Status
12/20/2013	<a href="#">C5383</a>	ESCROW, TITLE AND APPRAISALS	Instructor, CE C.E.	Open

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

# CE Provider Add Course (step 1 of 2)



The screenshot displays a web application interface for managing CE courses. At the top, a teal navigation bar contains links for Home, Instructions, CE Providers (with a dropdown arrow), Course Search (with a dropdown arrow), and Logout. Below the navigation bar, the main content area is titled "List of Courses" with a calendar icon. To the right of the title is a blue button labeled "+ Add A Course". Below the title, there are filter links: All, Open, Closed, Completed, and Submitted. A table lists the scheduled courses with columns for Course Date, Course ID, Subject, Biennium Year, Instructor, and Status. Two courses are listed, both with a status of "Open" and "Instructor, CE C.E.". Each course row has "Edit" and "Delete" links.

Course Date	Course ID	Subject	Biennium Year	Instructor	Status
12/20/2013	<a href="#">C5384</a>	INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0	2014	Instructor, CE C.E.	Open
12/20/2013	<a href="#">C5383</a>	ESCROW, TITLE AND APPRAISALS	2014	Instructor, CE C.E.	Open

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)

Home Instructions CE Providers Course Search Logout

## Add Course (step 1 of 2)

Course Info Attendees

**Subject Description:**  
-- Select Subject --

Course ID:

**Address:** **Address2:**  
335 MERCHANT STREET ROOM 333

**City:** **State:** **Zip:** **Island:**  
HONOLULU Hawaii 96813 Oahu

**Start Date:** **Start Time:**  
AM

**End Date:**

**Capacity:**

**Medium:** **Credits:** **Space available:**  
--

**Fee:** **Fee 2:**

**Instructor:** **Biennium:**  
-- Select Instructor --

Save Delete Course

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)

The screenshot displays a web application interface for adding a course. At the top, a navigation bar includes links for Home, Instructions, CE Providers, Course Search, and Logout. The main heading is 'Add Course (step 1 of 2)' with a printer icon on the right. Below the heading, there are two tabs: 'Course Info' (active) and 'Attendees'. A yellow message box at the top of the form states 'Course saved.'.

The form fields are as follows:

- Subject Description:** ESCROW, TITLE AND APPRAISALS (Classroom) - S3002
- Course ID:** C5383 (highlighted in yellow)
- Address:** 335 MERCHANT STREET
- Address2:** ROOM 333
- City:** HONOLULU
- State:** Hawaii (dropdown menu)
- Zip:** 96813
- Island:** Oahu (dropdown menu)
- Start Date:** 12/20/2013 (calendar icon)
- Start Time:** 09:00 (dropdown menu) AM (dropdown menu)
- End Date:** 12/20/2013 (calendar icon)
- Capacity:** 30
- Medium:** CLASSROOM
- Credits:** 3
- Space available:** (empty field)
- Fee:** 25
- Fee 2:** 30
- Instructor:** Instructor, CE C.E. (dropdown menu)
- Biennium:** 2014 (dropdown menu)

At the bottom of the form, there are two buttons: 'Save' and 'Delete Course'.

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

Home Instructions CE Providers Course Search Logout

### Add Course - Download a Door Certificate

You can download the Door Certificate [here](#)

[Return to Courses page](#)



STATE OF HAWAII  
REAL ESTATE BRANCH  
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
KING KALAKAUA BUILDING  
335 MERCHANT STREET, ROOM 333  
HONOLULU, HAWAII 96813  
<http://www.hawaii.gov/hirec>  
[hirec@dcca.hawaii.gov](mailto:hirec@dcca.hawaii.gov)

The REAL ESTATE COMMISSION has approved the following Continuing Education Provider to offer the continuing education course listed below at the time, date, and location indicated:

Course: ESCROW, TITLE AND APPRAISALS

Credit Hours: 3.00  
Provider: ABE LEE SEMINARS

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

This certificate must be posted in a conspicuous place at the location and time that the course is offered. Notify the Commission of any changes immediately.

Issued: 11/25/2013  
Course Code: C5383

Download the door certificate by selecting the “here” button

# Add a Course - Internet (step 1 of 2)

Home Instructions CE Providers Course Search Logout

Add Course (step 1 of 2)

Course Info Attendees

Subject Description: INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0 [Internet] - S3393

Course ID:

Address: Address2:

City: State: Zip: Island:

Start Date: Start Time: AM

End Date:

Capacity:

Medium: INTERNET Credits: 3 Space available:

Fee: Fee 2:

Instructor: Biennium:

-- Select Instructor --

Save Delete Course

Highlighted areas must be completed and save selected.

# Add a Course (step 1 of 2)

## Internet – (saved)

Home Instructions CE Providers Course Search Logout

Add Course (step 1 of 2)

Course Info Attendees

Course saved.

Subject Description:  
INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0 [Internet] - S3393

Course ID: C5384

Address: Address2:

City: State: Zip:

Start Date: 12/20/2013 Start Time: AM

End Date: 12/31/2014

Capacity:

Medium: INTERNET Credits: 3 Space available:

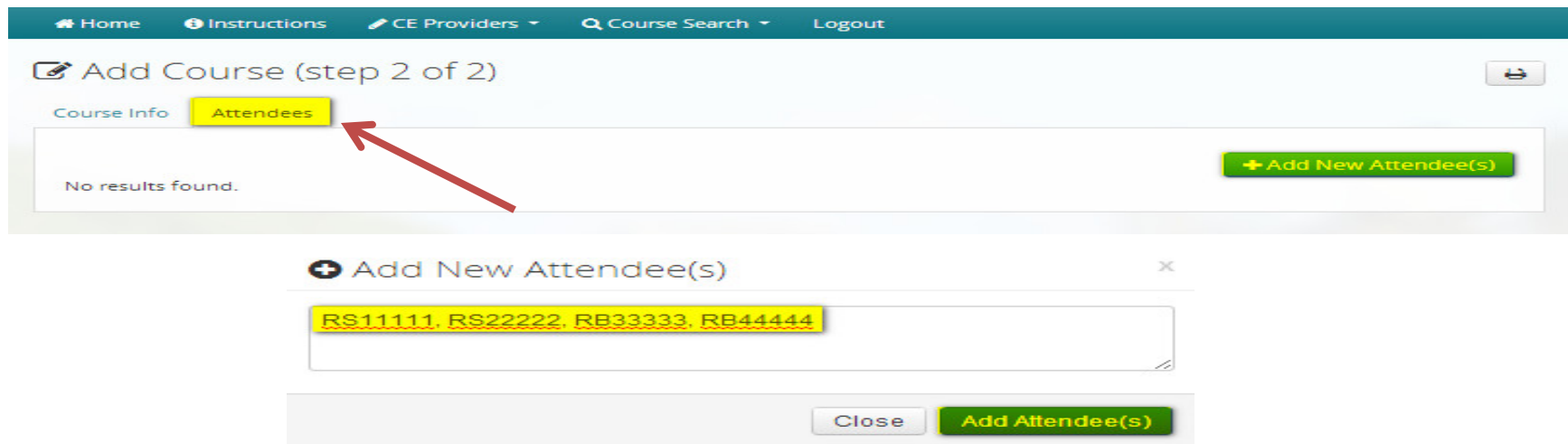
Fee: 25 Fee 2: 30

Instructor: Instructor, CE C.E. Biennium: 2014

Save Delete Course

Again, once the course is saved a course ID will be assigned.

# CE Provider Add Course – Add Attendee (step 2 of 2)



Home Instructions CE Providers Course Search Logout

Add Course (step 2 of 2)

Course Info Attendees

No results found.

+Add New Attendee(s)

+ Add New Attendee(s)

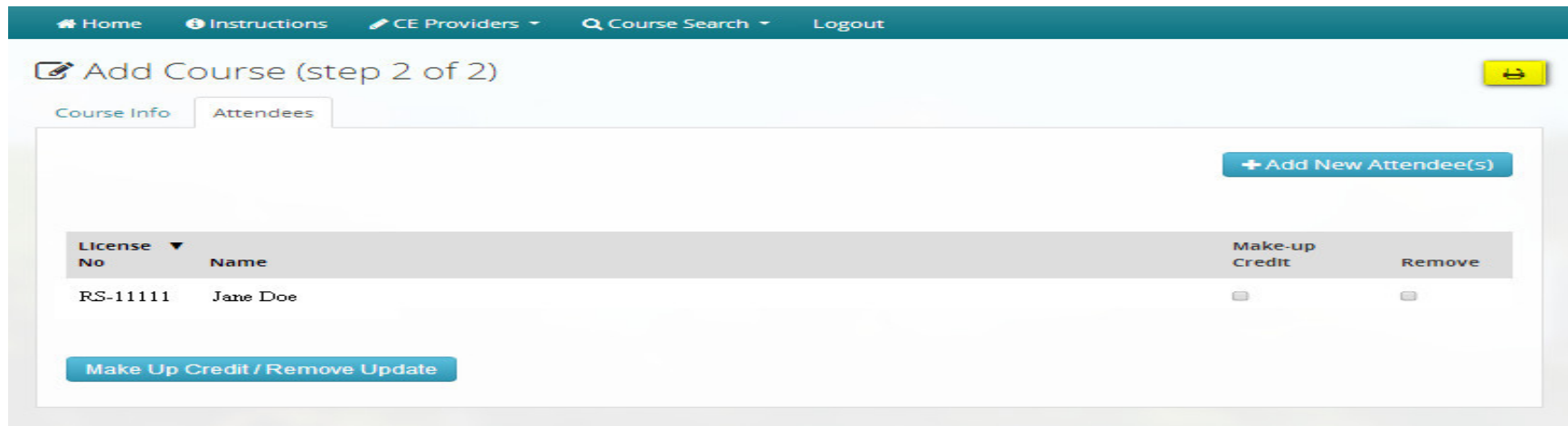
RS11111, RS22222, RB33333, RB44444

Close Add Attendee(s)

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 Attendee(s)” button.



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



The screenshot shows a web application interface for adding attendees to a course. At the top is a navigation bar with links: Home, Instructions, CE Providers, Course Search, and Logout. Below the navigation bar is a header for 'Add Course (step 2 of 2)' with a printer icon on the right. There are two tabs: 'Course Info' and 'Attendees', with 'Attendees' being the active tab. In the top right corner of the main content area is a blue button labeled '+ Add New Attendee(s)'. Below this is a table with the following columns: 'License No' (with a dropdown arrow), 'Name', 'Make-up Credit', and 'Remove'. The table contains one row with the data: 'RS-11111', 'Jane Doe', an unchecked checkbox, and a trash icon. At the bottom left of the table area is a blue button labeled 'Make Up Credit / Remove Update'.

License No	Name	Make-up Credit	Remove
RS-11111	Jane Doe	<input type="checkbox"/>	

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

<b>Provider Name:</b>	ABC Realty	<b>Course Title:</b>	ESCROW, TITLE AND APPRAISALS
<b>Provider Number:</b>	31	<b>Course Code:</b>	C5383

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

[illegible]

## Sample Course Roster

# Add Course Final Result

Home   Instructions   CE Providers   Course Search   Logout						
List of Courses						+ Add A Course
All   Open   Closed   Completed   Submitted						
Course Date	Course ID	Subject	Biennium Year	Instructor	Status	
12/20/2013	<a href="#">C5384</a>	INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0	2014	Instructor, CE C.E.	Open	<a href="#">Edit</a>   <a href="#">Delete</a>
12/20/2013	<a href="#">C5383</a>	ESCROW, TITLE AND APPRAISALS	2014	Instructor, CE C.E.	Open	<a href="#">Edit</a>   <a href="#">Delete</a>

# Course Edit

The top screenshot shows a web application interface with a teal header bar containing links: Home, Instructions, CE Providers, Course Search, and Logout. A dropdown menu for 'CE Providers' is open, showing options: Subjects, Courses (highlighted), Instructors, and Edit Account. Below the menu, a table lists upcoming courses. The table has columns: Course Date, Course ID, Subject, Instructor, and Status. One row is visible for 12/20/2013 with Course ID C5383, Subject ESCROW, TITLE AND APPRAISALS, Instructor Instructor, CE C.E., and Status Open.

The bottom screenshot shows the 'List of Courses' page. It has a teal header bar with the same links as the top screenshot. Below the header, there is a '+ Add A Course' button and a filter bar with links: All, Open, Closed, Completed, Submitted. A table lists courses with columns: Course Date, Course ID, Subject, Biennium Year, Instructor, Status, and buttons for Edit and Delete. Two rows are visible. The first row is for 12/20/2013, Course ID C5384, Subject INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0, Biennium Year 2014, Instructor Instructor, CE C.E., Status Open, with an 'Edit' button highlighted in yellow. The second row is for 12/20/2013, Course ID C5383, Subject ESCROW, TITLE AND APPRAISALS, Biennium Year 2014, Instructor Instructor, CE C.E., Status Open, with 'Edit' and 'Delete' buttons.

Course Date	Course ID	Subject	Biennium Year	Instructor	Status	Edit	Delete
12/20/2013	C5384	INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0	2014	Instructor, CE C.E.	Open	Edit	Delete
12/20/2013	C5383	ESCROW, TITLE AND APPRAISALS	2014	Instructor, CE C.E.	Open	Edit	Delete

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

# Course Edit – Course Info

The screenshot displays the 'Edit Course (step 1 of 2)' interface. At the top, a navigation bar includes links for Home, Instructions, CE Providers, Course Search, and Logout. The main heading is 'Edit Course (step 1 of 2)'. Below this, there are two tabs: 'Course Info' (active) and 'Attendees'. The 'Course Info' tab contains the following fields:

- Subject Description:** A dropdown menu showing 'ESCROW, TITLE AND APPRAISALS [Classroom] - S3002'.
- Course ID:** A text field containing 'C5383'.
- Address:** A text field containing '335 MERCHANT STREET'.
- Address2:** A text field containing 'ROOM 333'.
- City:** A text field containing 'HONOLULU'.
- State:** A dropdown menu showing 'Hawaii'.
- Zip:** A text field containing '96813'.
- Island:** A dropdown menu showing 'Oahu'.
- Start Date:** A date picker showing '12/20/2013'.
- Start Time:** A time picker showing '09:00' and an 'AM' dropdown.
- End Date:** A date picker showing '12/20/2013'.
- Capacity:** A text field containing '30'.
- Medium:** A text field containing 'CLASSROOM'.
- Credits:** A text field containing '3'.
- Space available:** A text field containing '29'.
- Fee:** A text field containing '25'.
- Fee 2:** A text field containing '30'.
- Instructor:** A dropdown menu showing 'Instructor: CE C.E.'.
- Biennium:** A dropdown menu showing '2014'.

At the bottom of the form, there are two buttons: 'Save' and 'Delete Course'.

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

Home Instructions CE Providers Course Search Logout

Edit Course (step 2 of 2)

Course Info Attendees

+ Add New Attendee(s)

License No	Name	Completion Date	Make-up Credit	Print	Remove
RS-11111	Jane Doe	12/20/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ By checking this box, I certify the above roster is complete and accurate.

Make Up Credit / Remove Update Print Selected Record(s)

Mark Class as Complete and Submit Roster

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
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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


\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

# Course Edit – continued

## Course Attendee/Submittal

Home Instructions CE Providers Course Search Logout

Edit Course (step 1 of 2) 

Course Info Attendees

Subject: ABOUT FAIR HOUSING FOR REAL ESTATE PRACTITIONERS  
(2013-2014)  
Course ID: C5371  
Location:  
City:  
State:  
Zip:  
Island:  
Start Date: 07/01/2013  
Start Time:  
End Date: 07/01/2013  
Capacity:  
Medium: INTERNET  
Credits: 3.00  
Space available:  
Fee: 35  
Fee 2:  
Instructor: OTHER  
Biennium: 2014

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



Certificate No. 9999

## 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. Grant Tucker  
 \_\_\_\_\_  
 Administrator, Continuing Education Provider

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

[Home](#)
[Instructions](#)
[CE Providers](#)
[Course Search](#)
[Logout](#)

Instructors

[+ Add An Instructor](#)

[All](#) | [Active](#) | [Inactive](#)

Records 1 to 8 from 8

Instructor ID	Name	Type	Contact Number	Email	Status
1016	<a href="#">Thumh, Tom</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1036	<a href="#">Cane, Candy</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1058	<a href="#">Tunta, Maria</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1118	<a href="#">Contray, Mary</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1181	<a href="#">GoLucky, Happy</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1292	<a href="#">Ho, Heidi</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1419	<a href="#">OTHER</a>	CE			Active <a href="#">Edit</a> <a href="#">Delete</a>
1627	<a href="#">Instructor, CE C.E.</a>	CE	808-888-8888	<a href="#">testlogin1@ehawaii.gov</a>	Active <a href="#">Edit</a> <a href="#">Delete</a>

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

# Instructor Add

[Home](#) [Instructions](#) [CE Providers](#) [Course Search](#) [Logout](#)

## Instructor - Add

First Name	Last Name	Middle Initials
<input type="text" value="Imma Good"/>	<input type="text" value="Teacher"/>	<input type="text"/>

Address	Address2
<input type="text" value="555 Happy Street"/>	<input type="text"/>

City	State	Zip	Island
<input type="text" value="Honolulu"/>	<input type="text" value="Hawaii"/>	<input type="text" value="96826"/>	<input type="text" value="Oahu"/>

Email

Phone Number  
 -  -

Comments

# Instructor Added

Home

Instructions

CE Providers

Course Search

Logout

Instructors

+ Add An Instructor

All

Active


Inactive

Records 1 to 9 from 9

Instructor ID	Name	Type	Contact Number	Email	Status
1016		CE			Active <div>Edit Delete</div>
1036		CE			Active <div>Edit Delete</div>
1058		CE			Active <div>Edit Delete</div>
1118		CE			Active <div>Edit Delete</div>
1181		CE			Active <div>Edit Delete</div>
1292		CE			Active <div>Edit Delete</div>
1419		CE			Active <div>Edit Delete</div>
1627		CE			Active <div>Edit Delete</div>
1632	Teacher, Imma Good	CE	808-555-1212	immagood@email.com	Active <div>Edit Delete</div>

# Edit Account

[Home](#) [Instructions](#) [CE Providers](#) [Course Search](#) [Logout](#)

 Upcoming Courses for Month

Records 1 to 2 from 2

Subjects

Courses

Instructors

Edit Account

Course Date ▼	Course ID	Subject	Instructor	Status
12/20/2013	<a href="#">C5383</a>	ESCROW, TITLE AND APPRAISALS	Instructor, CE C.E.	Open
12/20/2013	<a href="#">C5384</a>	INTRODUCTION TO COMMERCIAL REAL ESTATE V4.0	Instructor, CE C.E.	Open

# Edit Account – Step 1 of 2

Home Instructions CE Providers Course Search Logout

## My Account (Step 1 of 2)

Provider / School Info Administrator Info

☒ Provider ☐ School

Provider / School ID:  
99

Name: ABC Realty Name2: Current Password: (required if changing information)

Address: Address 2:

City: State: Zip: Island:

Telephone: Fax:

Email: URL:

Submit Cancel

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

Home Instructions CE Providers Course Search Logout

## My Account (Step 2 of 2)

Provider / School Info Administrator Info

Salutation:  
MR

Last Name: Teacher First Name: Great Middle Initial:

\*Please contact the Real Estate Branch at 586-2643 to change information on this screen.

Submit Cancel

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.