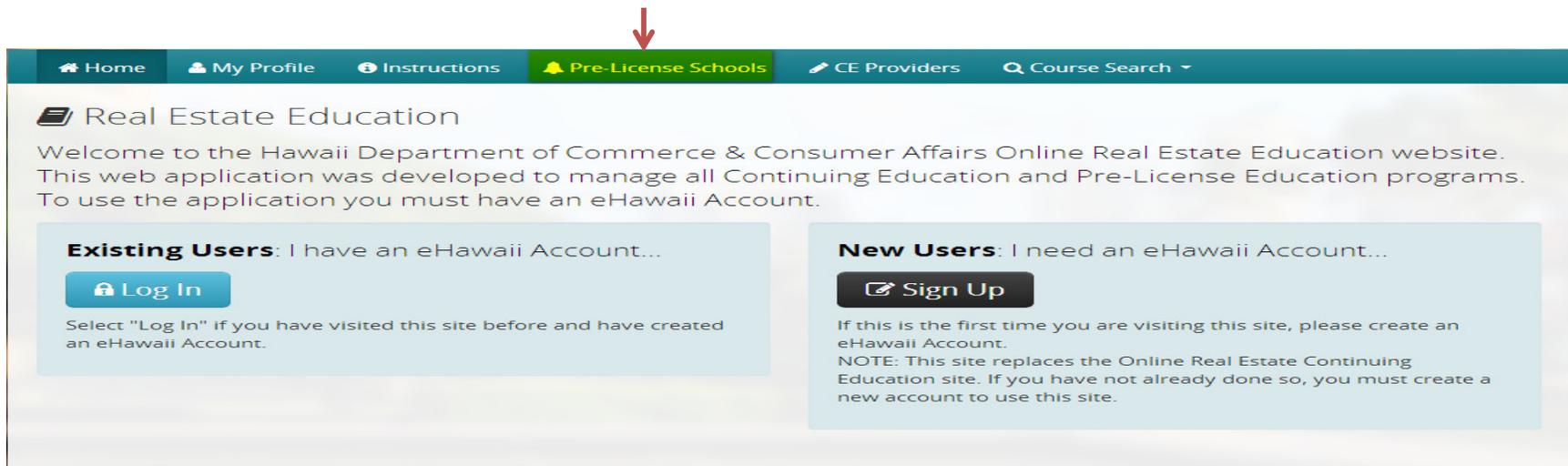


# Prelicense School Instructions

# Prelicense Schools Home



Home My Profile Instructions **Pre-License Schools** CE Providers Course Search

## Real Estate Education

Welcome to the Hawaii Department of Commerce & Consumer Affairs Online Real Estate Education website. This web application was developed to manage all Continuing Education and Pre-License Education programs. To use the application you must have an eHawaii Account.

**Existing Users:** I have an eHawaii Account...

[Log In](#)

Select "Log In" if you have visited this site before and have created an eHawaii Account.

**New Users:** I need an eHawaii Account...

[Sign Up](#)

If this is the first time you are visiting this site, please create an eHawaii Account.  
NOTE: This site replaces the Online Real Estate Continuing Education site. If you have not already done so, you must create a new account to use this site.

Select Prelicense Schools from the task bar.

NOTES:

1. Do not select the "Existing Users" or "New Users" options.
2. Prelicense School accounts will be created by Real Estate Branch Staff
3. If you are both a Prelicense School and a CE Provider, you may log on using the same user name and password.

# Prelicense School Login



Home My Profile Instructions Pre-License Schools CE Providers Course Search

Pre-License Schools

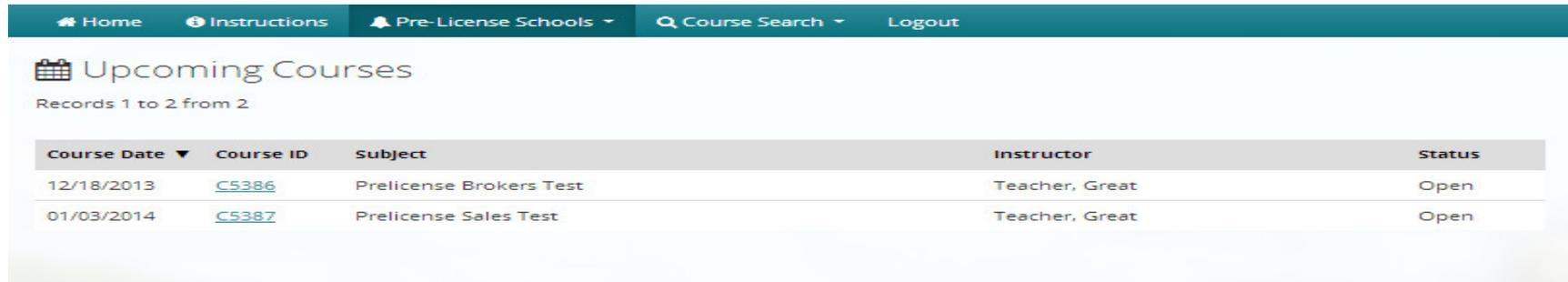
School ID:

Password:

Log In

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

The Prelicense Schools list of upcoming courses.

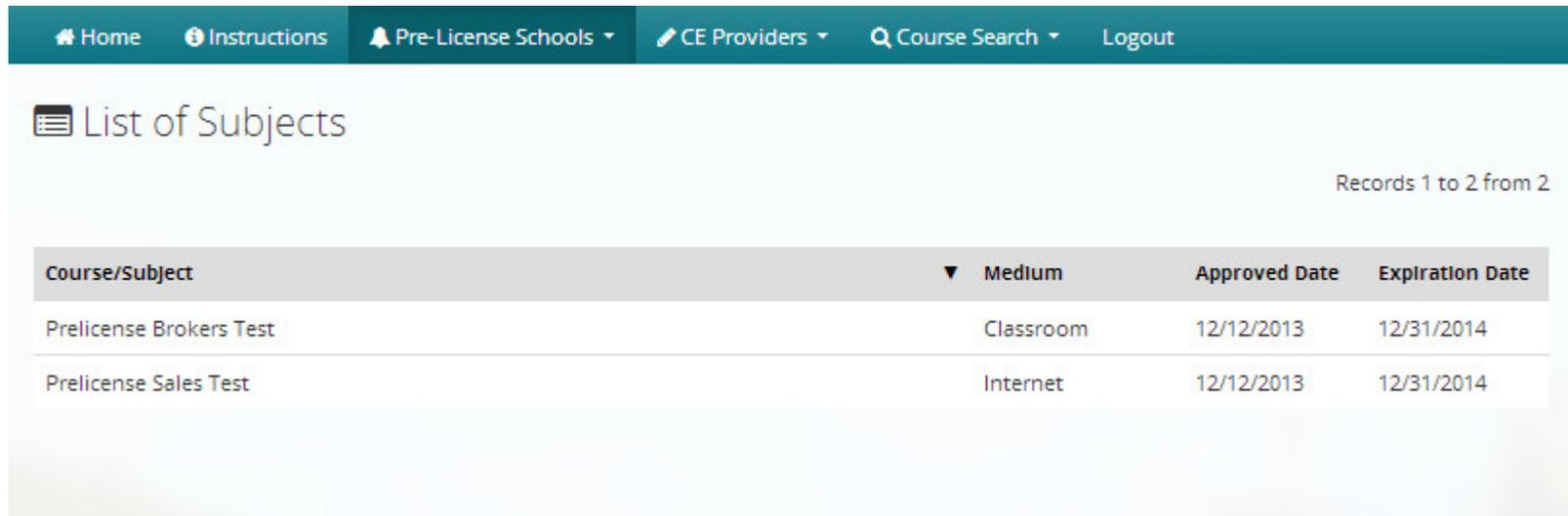


The screenshot shows a web interface with a teal navigation bar at the top containing links for Home, Instructions, Pre-License Schools (selected), Course Search, and Logout. Below the navigation bar, the page title is "Upcoming Courses" with a calendar icon. Underneath the title, it says "Records 1 to 2 from 2". A table with five columns is displayed: Course Date, Course ID, Subject, Instructor, and Status. The table contains two rows of data.

Course Date ▼	Course ID	Subject	Instructor	Status
12/18/2013	<a href="#">C5386</a>	Prelicense Brokers Test	Teacher, Great	Open
01/03/2014	<a href="#">C5387</a>	Prelicense Sales Test	Teacher, Great	Open

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

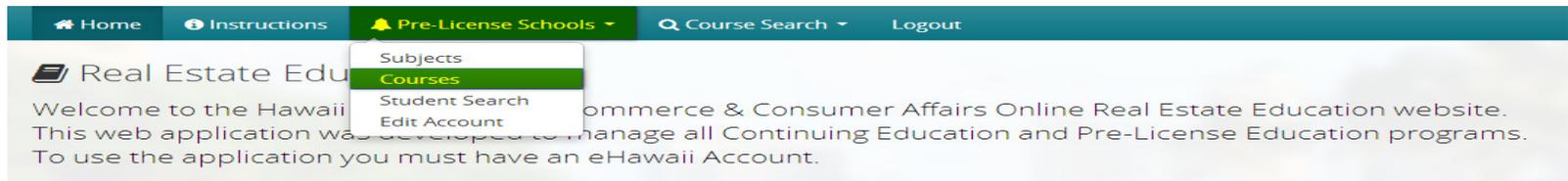
# Subjects –Prelicense School subjects are approved by the Real Estate Commission.



The screenshot shows a web application interface with a teal navigation bar at the top. The navigation bar contains links for Home, Instructions, Pre-License Schools, CE Providers, Course Search, and Logout. Below the navigation bar, the page title is "List of Subjects". To the right of the title, it says "Records 1 to 2 from 2". Below this is a table with four columns: Course/Subject, Medium, Approved Date, and Expiration Date. The table contains two rows of data.

Course/Subject	Medium	Approved Date	Expiration Date
Prelicense Brokers Test	Classroom	12/12/2013	12/31/2014
Prelicense Sales Test	Internet	12/12/2013	12/31/2014

# Courses



# Courses

## List of Courses

1. Allows the principal to view scheduled 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 | Pre-License Schools | Course Search | Logout

### List of Courses

3 [+ Add A Course](#)

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

Course Date ▲	Course ID	Subject	Instructor	Status	
10/31/2013	<a href="#">C5379</a> 2	This is a test description for adding a Subject. How many characters will it accept? It accepts max 256 chars...	Lee, Bruce B.L.	Open	<a href="#">Edit</a>   <a href="#">Delete</a>
10/31/2013	<a href="#">C5380</a>	NFL Week 7	Tran, Tony	Closed	<a href="#">Edit</a>   <a href="#">Delete</a>
09/30/2013	<a href="#">C5378</a>	Test is a test.	Tran, Tony	Closed	<a href="#">Edit</a>   <a href="#">Delete</a>

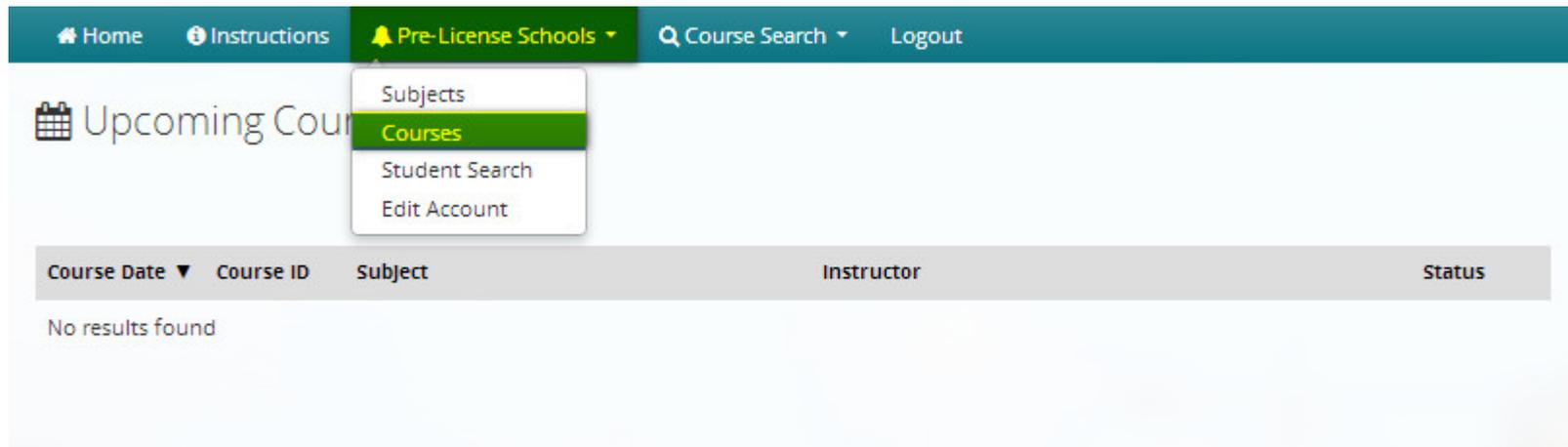
# Courses



## Course Status Defined

- All – A lists of all courses.
- Open – A course scheduled for a future date and time (can be edited and deleted).
- Closed – A course that is in 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.

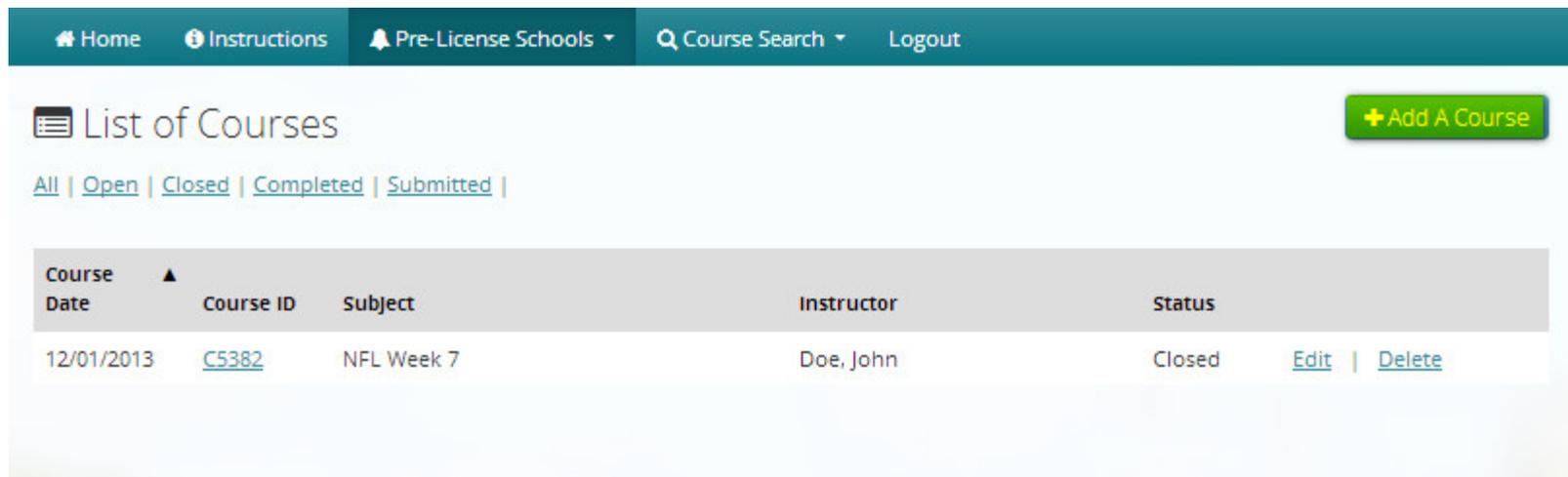
# Prelicense School- Adding a Course



The screenshot shows a web application interface. At the top, there is a teal navigation bar with the following items: Home (with a house icon), Instructions (with an information icon), Pre-License Schools (with a bell icon and a dropdown arrow), Course Search (with a magnifying glass icon and a dropdown arrow), and Logout. Below the navigation bar, the main content area is light blue. On the left, there is a calendar icon followed by the text 'Upcoming Cour'. A dropdown menu is open under 'Pre-License Schools', showing four options: Subjects, Courses (highlighted in green), Student Search, and Edit Account. Below the dropdown, there is a table header with the following columns: Course Date (with a dropdown arrow), Course ID, Subject, Instructor, and Status. Below the table header, the text 'No results found' is displayed.

From the toolbar, select the “Prelicense Schools” drop down. Then select “Courses”.

# Prelicense School - Add Course (step 1 of 2)



Home | Instructions | Pre-License Schools | Course Search | Logout

## List of Courses

[+ Add A Course](#)

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

Course Date	Course ID	Subject	Instructor	Status	
12/01/2013	<a href="#">C5382</a>	NFL Week 7	Doe, John	Closed	<a href="#">Edit</a>   <a href="#">Delete</a>

A list of the scheduled courses will appear. To add a new course, select the “+Add a Course” button

# Add a Course – Classroom (step 1 of 2)

Home Instructions Pre-License Schools Course Search Logout

## Add Course (step 1 of 2)

Course Info Attendees

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

Course Information:  
**Address:** 201 Merchant **Address2:**  
**City:** Honolulu **State:** Hawaii **Zip:** 96818 **Island:** Oahu  
**Start Date:** **Start Time:** AM  
**End Date:**  
**Capacity:**  
**Medium:** **Hours:** **Space available:**  
**Fee:** **Fee 2:**  
**Instructor:**  
-- Select Instructor --

Save Delete Course

Highlighted areas must be completed. Yellow fields are drop down, blue are prefilled with the schools 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)

Course Info Attendees

Course saved.

Subject:  
Creating a subject [Classroom] - S4064

Course Information:  
Course ID: C5388

Address: 201 Merchant Address2:

City: Honolulu State: Hawaii Zip: 96818 Island: Oahu

Start Date: 12/18/2013 Start Time: 10:00 AM

End Date: 12/18/2013

Capacity: 30

Medium: Classroom Hours: -- Space available:

Fee: 30 Fee 2: 35

Instructor: Teacher, Great

Save Delete Course

Once the save button has been selected, a course ID will be assigned.

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

Home Instructions Pre-License Schools Course Search Logout

## Add Course (step 1 of 2)

Course Info Attendees

**Subject:**  
Prelicense Sales Test [Internet] - S4125

Course Information:

Address: Address2:

City: State: Zip: Island:

**Start Date:** Start Time: AM

**End Date:**

Capacity:

Medium: Internet Hours: 60 Space available:

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

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

Save Delete Course

Highlighted areas must be completed and save selected.

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

Course Info Attendees

Course saved.

Subject:  
Prelicense Sales Test (Internet) - S4125

Course Information:  
Course ID: CS391

Address: Address2:

City: State: --Select-- Zip:

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

End Date: 12/31/2014

Capacity:

Medium: Internet Hours: 60 Space available:

Fee: 350 Fee 2:

Instructor: Teacher, Great

Save Delete Course

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

# Add a Course – Classroom/Internet (step 2 of 2) – Add Attendee

Home Instructions Pre-License Schools Course Search Logout

## Add Course (step 2 of 2)

Course Info Attendees **STEP 1 - Select Attendees**

No results found.

[+ Add New Attendee\(s\)](#)

**Step 2 - Select +Add New Attendees**

[+ Add New Attendee\(s\)](#) **Step 3 - Add attendees as instructed**

(Email type (use lala account: tony@ehawaii.gov). If entering multiple, separate by comma)

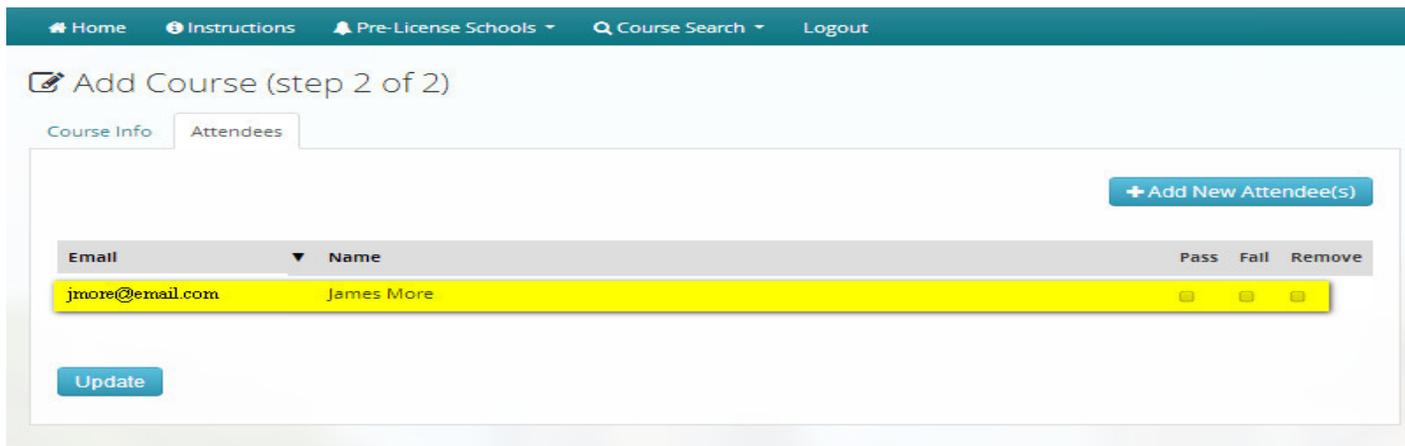
## Edit Course (step 2 of 2)

Course Info Attendees

[+ Add New Attendee\(s\)](#)  
Records 1 to 3 from 3

Email	Name	Pass	Fail	Print	Remove
onetest@email.com	One Test	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
twotest@email.com	two test	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
threetest@email.com	Three Test	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

# Add a Course – Classroom/Internet (step 2 of 2 continued)



The screenshot shows a web interface for adding a course. At the top, there is a navigation bar with links for Home, Instructions, Pre-License Schools, Course Search, and Logout. Below this, the page title is 'Add Course (step 2 of 2)'. There are two tabs: 'Course Info' and 'Attendees', with 'Attendees' being the active tab. In the top right corner of the main content area, there is a button labeled '+ Add New Attendee(s)'. Below this is a table with the following structure:

Email	Name	Pass	Fall	Remove
jmore@email.com	James More	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom left of the main content area, there is a button labeled 'Update'.

A list of added attendees will appear. Select “Pass” if an attendee has completed the prelicense course, or if appropriate select fail. You may also remove an attendee from the class roster if appropriate.

# Add a Course – Classroom/Internet (step 2 of 2) - PASSED

Course Info Attendees

+ Add New Attendee(s)

Email	Name	Pass Date	Pass	Fail	Remove
jmaore@email.com	James More		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update

Pass is selected only for a student who attends 80% of the scheduled classes and who completes with a passing grade the final examination. The pass date is equal to the date of the attendee passing the final examination.

# Add a Course – Classroom ONLY (step 2 of 2) – Mark Complete and Submit

The screenshot shows the 'Edit Course (step 2 of 2)' interface. At the top, there is a navigation bar with links for Home, Instructions, Pre-License Schools, CE Providers, Course Search, and Logout. Below the navigation bar, the page title is 'Edit Course (step 2 of 2)'. There are two tabs: 'Course Info' and 'Attendees'. The 'Attendees' tab is active, showing a table of attendees. The table has columns for Email, Name, Pass Date, Pass, Fail, Print, and Remove. There are three rows of attendees. Below the table, there is a checkbox labeled 'By checking this box, I certify the above roster is complete and accurate.' and three buttons: 'Update', 'Print All "Pass" Records', and 'Remove Update'. At the bottom, there is a large blue button labeled 'Mark Class as Complete and Submit Roster'. A dialog box is overlaid on the bottom right of the page, with the title 'The page at https://test-pvl.ehawaii.gov says:' and the text 'You are about to close this course and submit the roster to REB. No further changes can be made after submission. Are you sure?'. The dialog box has 'OK' and 'Cancel' buttons.

Email	Name	Pass Date	Pass	Fail	Print	Remove
jmore@email.com	James More	12/31/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
twotest@email.com	two test	12/31/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
threetest@email.com	Three Test		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

The page at <https://test-pvl.ehawaii.gov> says:

You are about to close this course and submit the roster to REB. No further changes can be made after submission. Are you sure?

A course is submitted when the prelicense school 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 school may add and remove additional attendees. Course attendee information may not be edited if the course has already been submitted.

## Add a Course – Classroom (step 2 of 2) – Submitted

Home Instructions Pre-License Schools CE Providers Course Search Logout

### Edit Course (step 2 of 2)

Course Info Attendees

Course Submitted. Select individual records or print all to print completion certificates below.

Records 1 to 3 from 3

Email	Name		Pass	Fail	Print
onetest@email.com	One Test	12/31/2013	Yes	No	<input type="checkbox"/>
twotest@email.com	two test	12/31/2013	Yes	No	<input type="checkbox"/>
threetest@email.com	Three Test		No	Yes	

Print Selected Record(s)

Select “Print Selected Records”

# Sample School Completion Certificate

**Hawaii Real Estate Commission**  
**School Completion Certificate**

Certificate Number: 247835

This is to certify that

One Test  
Name (As it appears on Proper Identification)

has successfully completed a course of study conforming to the approved curriculum for Real Estate

Broker license as established by the Hawaii Real Estate Commission.

Accredited School XYZ School

Principal Ultimate Professor Expiration Date 12/31/2015  
Signature

Note:

1. This certificate expires on the date indicated above. No extensions of time will be granted.
2. Upon passing the licensing examination, candidates must submit a complete application for license within two (2) years from the date of the examination, or they will be subject to the prerequisites for licensure, including meeting all pre-licensing education requirements and reexamination.
3. Candidates with incomplete or incorrect certificates will not be permitted to take the examination.



School Completion Certificates will be automatically created in PDF format for printing.

# Course Edit

Course Date ▾ Course ID Subject Instructor Status

No results found

Home Instructions Pre-Licence Schools Course Search Logout

Subjects  
Courses  
Student Search  
Edit Account

Home Instructions Pre-Licence Schools Course Search Logout

List of Courses [+ Add A Course](#)

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

Course Date ▲	Course ID	Subject	Instructor	Status	
12/12/2013	<a href="#">C5391</a>	Prelicense Sales Test	Teacher, Great	Open	<a href="#">Edit</a>   <a href="#">Delete</a>
12/12/2013	<a href="#">C5390</a>	NFL Week 7	Teacher, Great	Closed	<a href="#">Edit</a>   <a href="#">Delete</a>
12/01/2013	<a href="#">C5382</a>	NFL Week 7	Doe, John	Closed	<a href="#">Edit</a>   <a href="#">Delete</a>

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, there is a navigation bar with links for Home, Instructions, Pre-License Schools, Course Search, and Logout. Below the navigation bar, the page title is 'Edit Course (step 1 of 2)'. The main content area is divided into two tabs: 'Course Info' (selected) and 'Attendees'. The 'Course Info' tab contains the following fields:

- Subject:** A dropdown menu with the selected value 'NFL Week 7 [Classroom] - S4083'.
- Course Information:** A section header.
- Course ID:** A text field containing 'C5390'.
- Address:** A text field containing '55 Happy Street'.
- Address2:** An empty text field.
- City:** A dropdown menu with 'Honolulu' selected.
- State:** A dropdown menu with 'Hawaii' selected.
- Zip:** A text field containing '96818'.
- Island:** A dropdown menu with 'Oahu' selected.
- Start Date:** A date picker showing '12/12/2013'.
- Start Time:** A time picker showing '09:00' and an 'AM' dropdown.
- End Date:** A date picker showing '12/12/2013'.
- Capacity:** A text field containing '35'.
- Medium:** A dropdown menu with 'Classroom' selected.
- Hours:** A text field containing '..'.
- Space available:** A text field containing '33'.
- Fee:** A text field containing '25'.
- Fee 2:** An empty text field.
- Instructor:** A dropdown menu with 'Teacher, Great' selected.

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).

# Prelicense School Change/Addition Form

Email to Roster

PRELICENSING SCHOOL CHANGE/ADDITION FORM

Prelicense School: \_\_\_\_\_  
 School ID#: \_\_\_\_\_

Name	Course ID #	Course Date	Course Name	Add Attendee	Delete Attendee	Mark Pass	Un-Mark Pass	Mark Fail	Un-Mark Fail	Remove
				<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 Prelicense School Change/Addition request is true and correct.

\_\_\_\_\_  
 Principal Date

As stated earlier, Course attendee information may not be edited if the course has already been submitted. After submittal, all Prelicense School Changes/Additions must be submitted on the change form.

# Edit Account

Home Instructions Pre-License Schools CE Providers Course Search Logout

Real Estate Education

Welcome to the Hawaii Department of Commerce and Consumer Affairs Online Real Estate Education website.  
This web application was developed to manage all Continuing Education and Pre-License Education programs.  
To access your profile you must create an eHawaii Account.

- Subjects
- Courses
- Instructors
- Edit Account

# Edit Account – School Info

Home Instructions Pre-License Schools CE Providers Course Search Logout

## My Account (Step 1 of 2)

Provider / School Info Administrator Info

Provider  School

Provider / School ID:  
1634

Name: XYZ School Name2:

Current Password:  
(required if changing information)

Address: 987 Anywhere Street Address 2: #999

City: Honolulu State: Hawaii Zip: 96813 Island: Oahu

Telephone: 808 - 555 - 1212 Fax: 808 - 555 - 1213

Email: xyzrealty@email.com URL: http://www.xyzrealty.web

Submit Cancel

# Edit Account – Administrator Info

Home Instructions Pre-License Schools CE Providers Course Search Logout

## My Account (Step 2 of 2)

Provider / School Info Administrator Info

Salutation:  
MR

Last Name: Professor First Name: Ultimate Middle Initials:

\*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.