

School Files

Hawaii Real Estate Commission

July 2014

www.hawaii.gov/hirec

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SIGN-UP FOR TRAIN-THE-TRAINER SET FOR JULY 14, 2014

This year the train-the-trainer will be offered live and via webinar on Monday, July 14, 2014, at the Honolulu Board of REALTORS®. If you have not already notified your continuing education instructors who wish to teach Core B, 2013-2014, please notify them and have them either submit the registration form (see insert) or register online for the webinar. Deadline for registration is Monday, July 7, 2014, 4:30 p.m.

For instructors unable to attend the Train-the-Trainer on July 14, 2014, there will once again be a recording of the session available on YouTube. Details for accessing the YouTube training will be forthcoming.

The Core B 2013-2014 “subject” will be entered under each registered CE Provider as indicated by the name of the CE Provider the instructor fills in on the registration form. An instructor may teach Core B for more than one CE Provider. The “subject” will be entered by the close of business on July 15, 2014.

Copies of Core B will be distributed at the Train-the-Trainer session and by email to the webinar registrants prior to the session.

RENEWAL DEADLINE IS NOVEMBER 30

Remember, the renewal deadline for all real estate licensees is **NOVEMBER 30, 2014**. All real estate licenses, course certifications, prelicense schools, instructors, and guest lecturer certifications and registrations, as well as continuing education provider registrations must be renewed by the renewal deadline to be assured that there is no break in the validity of your license or certification or registration.

ON-LINE RENEWAL is scheduled to go LIVE in October 2014. Information will be available on the licensee's MyPVL account. It is crucial that all licensees create their MyPVL account NOW.

It is highly recommended that **the licenses/registrations of the brokerage firm, PB, BICs, and RBOs be simultaneously renewed during early November** and prior to renewals of all associating licensees to ensure sufficient time to correct any problems and to ensure successful renewals of associating licensees. If an associating licensee's renewal application is submitted prior to the PB's, BIC's, and brokerage firm's renewal applications, the associating licensee's renewal application will be held in suspense until the PB, BIC(s), and brokerage firm have successfully renewed all licenses.

PBs and BICs should complete all CE requirements immediately as successful renewal includes completion of CE requirements **prior to** submission of a renewal application.

To re-register a branch office, a BIC's license must also be successfully renewed in addition to the PB's license and the brokerage firm's license. If the PB's, BIC's, and/or the brokerage firm's license are not successfully renewed **prior** to the associating licensees, the license renewal applications of all associating licensees will be placed on "suspense" and renewed on **inactive** status come January 1, 2015.

Whether license renewals are handled by the individual licensee or the brokerage firm, the **PB is responsible for the associating licensee's current and active status**. It is recommended that PBs ensure all associating licensees are current and active by requiring all licensees to submit a photocopy of their 2015-2016 pocket license prior to December 31, 2014. **REMEMBER**, by January 1, 2015, licenses which are not renewed are converted to a **forfeited status**. If this conversion takes place, disciplinary action may occur and the consumer may recover all commissions and/or compensations paid.

RENEWING ON ACTIVE STATUS: Individual licensees who wish to renew their license on active status need to complete 20 hours of approved continuing education (CE) courses. Licensees are required to take the 2013-2014 mandatory core course, which consists of Part A and Part B. The CE completion certificates do not have to be submitted with the renewal application unless otherwise instructed. All CE courses should be completed in advance of the date of submission of the renewal application or the license may be renewed on an inactive status. Any individual licensee who has renewed but failed to complete the CE requirement will be renewed on an inactive status without further notice.

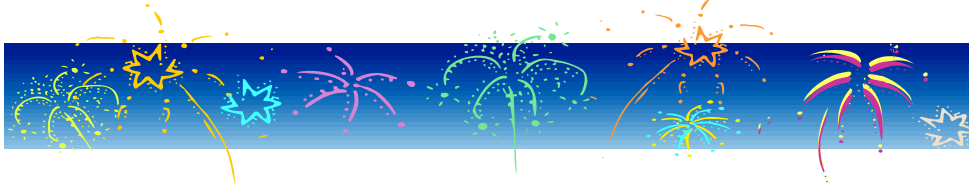
CE RECORDS: Upon completion of a CE core or elective course(s), the course completion information will be downloaded to the Commission's Online Real Estate Continuing Education database by the CE Provider who offered the course. Course certificates may be printed by the licensee, if necessary.

<http://pvl.hawaii.gov/rece> A principal broker or licensee may verify if a licensee has completed the 20 hours CE requirement, the specific courses completed, the number of CE hours required, the number of CE hours earned, and the number of CE hours remaining to complete the CE requirement.

RENEWING ON INACTIVE STATUS: Individual licensees who renew their license on an inactive status do not have to complete the CE requirement but must submit the renewal application and fees by November 30, 2014. An inactive licensee desiring to change to active status shall submit the CE certificates with a completed Change Form and a reactivation fee of \$25.00.

NEW SALESPERSON in 2014: If you were issued a **new salesperson license** in calendar year 2014 and renew your license by the renewal application deadline of November 30, 2014, you will be deemed to have completed equivalent to the CE requirement and will not have to complete the CE requirement for this license renewal only. (Note: This does not apply to new brokers who received their broker's license in 2014.)

CANDIDATES FOR LICENSURE: Subject to compliance with the license application deadline, a candidate for licensure may want to consider being licensed as of January 1, 2015 rather than the remaining months of 2014 and be subject to renewal requirements. Please call the Real Estate Branch (808-586-2643) for additional information.



PRELICENSE SCHOOLS/INSTRUCTORS:

The PSI Real Estate Industry Day will be on Wednesday, July 30, 2014, 10:00 a.m., Hilton Hawaiian Village. See you there!!

NEW COMMISSIONER – MICHAEL PANG, BROKER, O'AHU



The Real Estate Commission welcomes Michael Pang as the newest commissioner as of July 1, 2014. Mr. Pang is a licensed real estate broker since 1979, and the owner and principal broker of Monarch Properties, Inc. since 1986. He served on numerous committees and assumed leadership roles for the Honolulu Board of REALTORS® and the Hawaii Association of REALTORS®, including serving on the Professional Standards and Arbitration Committees.

Mr. Pang's real estate experience includes general brokerage, property management, serving as an expert witness in litigation and arbitration proceedings involving standards of practice in real estate and disclosure issues in real estate transactions. In 1993, Mr. Pang was actively involved in the lease-to-fee conversion issues that were emerging. He currently specializes in lease-to-fee conversions, lease rent renegotiations and lease extensions representing leasehold condominium and co-operative projects, and several lessors, statewide.

In his spare time, Mr. Pang enjoys family time, traveling and fine dining.

CONTINUING EDUCATION 2013-2014 STATS



As of the week of June 23, 2014:

Core A	Classroom	4,838
Core A	Internet	519
Total		5,357

Note: As of April 16, 2014, there are 16,570 individual real estate licensees in Hawaii.



MyPVL – <https://pvl.ehawaii.gov/mypvl>

The “MyPVL” site is up and running. “MyPVL” will allow all professional and vocational licensees access to all information regarding their license(s), including continuing education information and status, and to ultimately renew a license. To access “MyPVL”, users will have to first create their own eHawaii.gov account. **PLEASE EMPHASIZE MyPVL in all of your continuing education classes and prelicense classes. Encourage students to go to the URL above and do this NOW!** They must set up a MyPVL account or they will not receive renewal information and other relevant and pertinent information regarding their license.

Current licensees must then proceed to “link” their license to access their continuing education status. To link their license they must select the license type (salesperson or broker), enter their license number and the last 4 digits of their Social Security Number. Click “Link License” and they’re done! They will then click their license number, and then, click on the “MyCE” icon at the bottom left side. Their current, available continuing education information will be displayed.

ONLY PRINCIPAL BROKERS / BROKERS-IN-CHARGE AND BROKERAGES (ENTITIES) MAY LINK TO OTHER LICENSES. For example, only the Principal Broker/Broker-in-Charge may link the entity’s license if authorized by the entity to do so.

Individual licensees **SHOULD NOT LINK** to other individual licensees. The following are examples of licenses that **SHOULD NOT BE LINKED**:

- 1) Salesperson/Broker Salespersons **SHOULD NOT BE LINKED** to other SALESPERSONS/BROKER SALESPERSONS.
- 2) Salespersons/Broker Salespersons **SHOULD NOT BE LINKED** to the associating brokerage.
- 3) Principal Brokers and entities **SHOULD NOT BE LINKED** to associating salesperson/broker salespersons.

If any other types of real estate licenses are linked, these links will be administratively **BROKEN** and will not be permitted to remain.

The following screen shots show how to create “MyPVL” account.

1. New User Sign Up

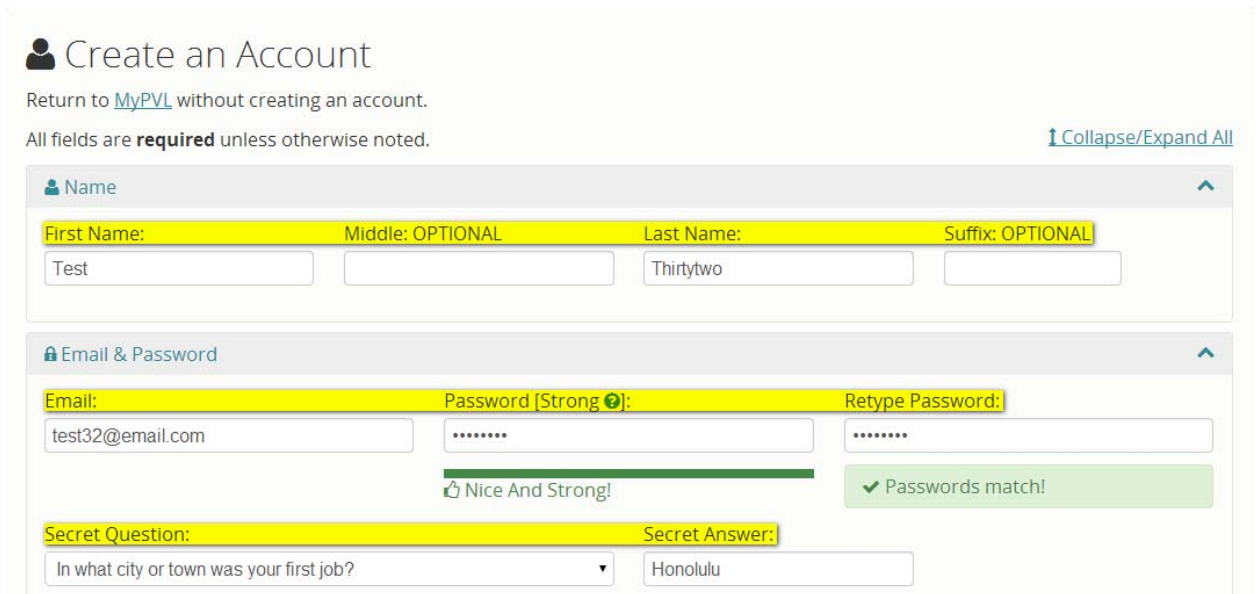
- Select Sign Up



The screenshot shows the MyPVL website header with the logo and navigation links. Below the header is a login section with fields for Email and Password, and buttons for Log In and Sign Up. To the right is a 'What is MyPVL?' section with explanatory text.

- Create an Account

- Name
- Email
- Password
- Secret Question



The screenshot shows the 'Create an Account' form with sections for Name, Email & Password, and Secret Question. The form includes input fields for First Name, Middle (OPTIONAL), Last Name, Suffix (OPTIONAL), Email, Password (Strong), Retype Password, Secret Question, and Secret Answer. A green bar indicates 'Nice And Strong!' and a green box indicates 'Passwords match!'.

- Address (including country, city, state, and zip code)
- Phone Number(s)
- Subscriber Account Username and Password (if applicable)
- Terms of Use and email selection (NOTE: select “Email me about important dates pertaining to services I use to receive notification about upcoming renewals”).
- Selected Create Account

Contact Information

Provide the following information so we may contact you if necessary. This information is used for official State business only, and it will **never be transferred to any 3rd party**.

Address: **Address Line 2: OPTIONAL**

Country: **City:** **State:** **Zip:**

Work Phone: International format **Ext** **Home Phone: OPTIONAL** International format

Mobile Phone (USA only): OPTIONAL **Mobile Phone Provider:**

Subscriber Account

OPTIONAL: **Link to Subscriber Account** - To link this new account, enter your Subscriber Account credentials:

Username: **Password:**

I agree to the [Terms of Use](#).



Email me about important dates pertaining to services I use.

Email me about new eHawaii.gov services as they become available.

✔ Create Account

2. Log In using email and password used in creating your account

MyPVL Help Chat

 **MyPVL**
DCCA Professional Vocational Licensing 

Login

Email

Password

Log In **Sign Up** [Forgot Password?](#)

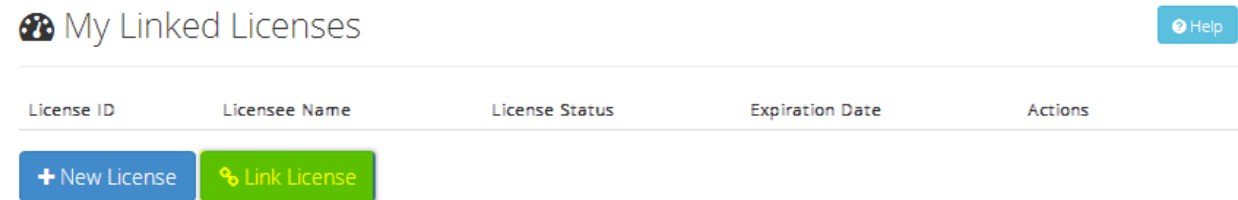
What are the benefits of a free eHawaii Account?

Registering with eHawaii.gov lets you take advantage of the state of Hawaii's 24/7 online applications and services. Your eHawaii.gov account leverages a single sign-on service that is designed for use across multiple eHawaii.gov applications. Among those applications are the Professional and Vocational Licensing (PVL) sites.

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3. Link License(s)

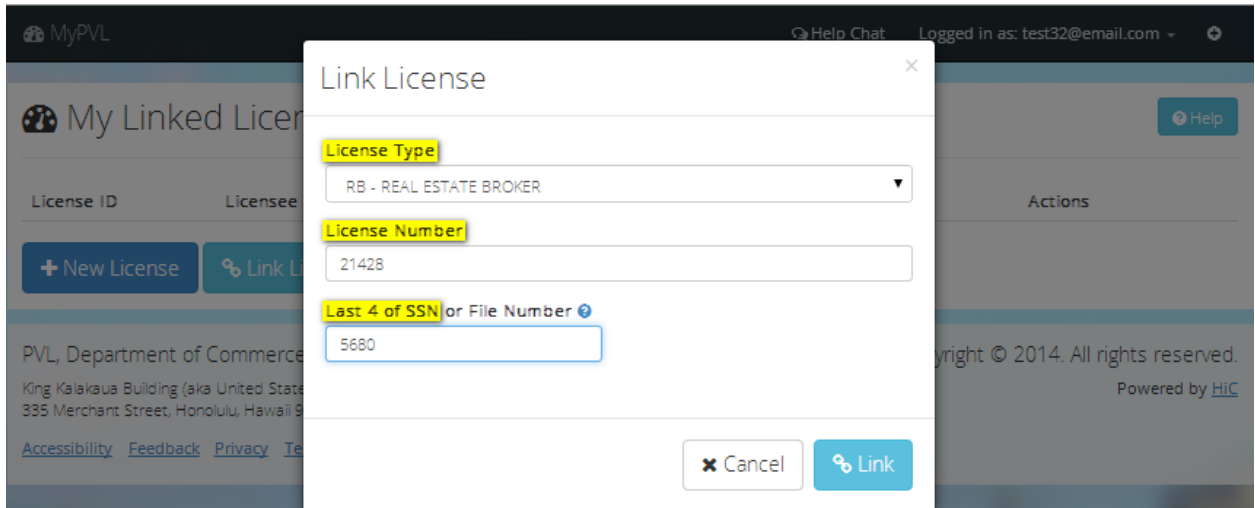
- Select Link License



- Choose License Type
- Input License Number
- Input Last 4 of SSN or file number

NOTE: File number applies to entities. To obtain the entities file number, please contact the Professional and Vocation Licensing Division at (808) 586-3000.

- Select Link



4. My Linked Licenses - Individual

- License ID – click to view license information
 - License Details
 - Renewal History
 - Employees – applicable to entities
 - Employers – applicable to individual licensee, (not entities)
 - License Class – not applicable to real estate licensees
 - Insurance Bond – not applicable to real estate licensees
 - MyCE

License Details

[Renew License](#)[Update License](#)[Help](#)

License ID RB-21428	Active/Inactive A	Status CURRENT, VALID & IN GOOD STANDING
Legal License Name RB 3	Trade/Professional Name --	Entity Type INDIVIDUAL
Class Prefix --	Special Privilege --	Restriction --
Business Code --	Conditions & Limitations --	Business Address --
Expiration Date 12/31/2014		
Original License Date 02/05/2014		
Educational Code --		

Renewal History	▼
Employees	▼
Employers	▼
License Class	▼
Insurance Bond	▼
My CE	▼

[Back to My Linked Licenses](#)[Disclaimer](#)

- Actions
 - Unlink – remove a license from your eHawaii Account
 - Renew – active link only available during license renewal
- + New License – not applicable

MyPVL [Help Chat](#) Logged in as: test32@email.com

My Linked Licenses

[Help](#)

License ID	Licensee Name	License Status	Expiration Date	Actions
RB-21428	RB 3	CURRENT, VALID & IN GOOD STANDING	12/31/2014	Unlink Renew

[+ New License](#) [Link License](#)

5. My Linked Licenses – Entity (see number 3 above)

NOTE: Linking to additional real estate licenses should be limited to the following:

- Principal Broker (PB)/Broker in Charge (BIC) linking the Entities license if authorized by the entity to do so.
- Individual licensees should not link to other individual licensees. The following are examples of licenses that should not be linked:

- Salespersons/Broker Salespersons should not be linked to other salespersons/broker salespersons.
- Salespersons/Broker Salespersons should not be linked to associating brokerage.
- PBs should not be linked to associating salespersons/broker salespersons.

6. Log Out

License ID RB-21428	Active/Inactive A	Status CURRENT, VALID & IN GOOD STANDING
Legal License Name RB 3	Trade/Professional Name --	Entity Type INDIVIDUAL
Class Prefix --	Special Privilege --	Restriction --
Business Code --	Conditions & Limitations --	Business Address --
Expiration Date 12/31/2014		
Original License Date 02/05/2014		
Educational Code --		



SPECIALISTS' OFFICE OF THE DAY IN HILO

The Real Estate Commission's Real Estate and Condominium Specialists will offer Specialists' Offices for the Day at the Hawaii Island REALTORS® office on Wednesday, August 13, 2014, to discuss real estate licensing and condominium concerns with interested parties.

The Specialists are prepared to discuss questions about licensing laws and rules, license applications, broker experience certificate applications, examination administration, continuing education, new legislation, Commission procedures, educational programs, and related topics.

Other questions that may come up at the sessions concern boards, associations, meetings, managing agents, condominium association registration, condominium hotel operators, fidelity bonding, the condominium property regime statute, public reports, project registration, the condominium dispute resolution program, new legislation, reserves, and other condominium-related topics.

If you have any questions, you may contact a Real Estate Specialist or a Condominium Specialist at (808) 586-2643. You may also write to: Real Estate Commission, 335 Merchant Street, Room 333, Honolulu, HI 96813, or you may email staff at hirec@dcca.hawaii.gov.

The Specialists' Office for the Day program is funded by the Condominium Education Fund and the Real Estate Education Fund.

SCHOOL COMPLETION CERTIFICATES



Please use all of your hard-copy School Completion Certificates by December 31, 2014. Effective immediately, there will be no more hard-copy School Completion Certificates provided by the Real Estate Commission. Use your stock of certificates that you already have on hand. If you run out of the hard-copy School Completion Certificates before 12/31/14, use the printable certificates that are accessible through the online prelicense education system.

2014 REAL ESTATE COMMISSION MEETING SCHEDULE

<p>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</p>	<p>Real Estate Commission 9:00 a.m.</p>
<p>Wednesday, July 9, 2014</p>	<p>Friday, July 25, 2014</p>
<p>Wednesday, August 13, 2014*</p>	<p>Friday, August 29, 2014</p>
<p>Wednesday, September 10, 2014</p>	<p>Friday, September 26, 2014</p>
<p>Wednesday, October 8, 2014</p>	<p>Friday, October 24, 2014</p>
<p>Wednesday, November 12, 2014</p>	<p>Wednesday, November 26, 2014</p>
<p>Wednesday, December 10, 2014</p>	<p>Friday, December 19, 2014</p>

*The August 13, 2014 meetings will be held at Hawaii Island Realtors, 1321 Kinoole Street, Hilo, HI.

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.



**HAWAII REAL ESTATE COMMISSION
TRAIN-THE-TRAINER CORE B, 2013-2014**

MONDAY, JULY 14, 2014, 9:30 a.m. – 12:30 p.m.

Please Print:

Name

Address

City, State, Zip

Phone No.

Email

Location:

Honolulu Board of REALTORS®
1136 12th Avenue, Suite 200
Honolulu, HI 96816

I will attend:

Live:

OR

*Webinar:

*Register for the Webinar only at

<https://www3.gotomeeting.com/register/970350918>

(Handouts will be made available via email for downloading and printing, so please provide your email address above.)

I am NOT able to attend the Train-the-Trainer on July 14, 2014, either in person or via the webinar. We will notify you when the recording of the Train-the-Trainer will be available.

I will teach Core B for:

Name of CE Provider

Name of CE Provider

Email at roster@dcca.hawaii.gov or mail the completed registration form by Monday, July 7, 2014 to:

Attention: Charisa Flores
Real Estate Branch
335 Merchant Street, Room 333
Honolulu, HI 96813

Questions: Contact Real Estate Branch at (808) 586-2643 or roster@dcca.hawaii.gov.

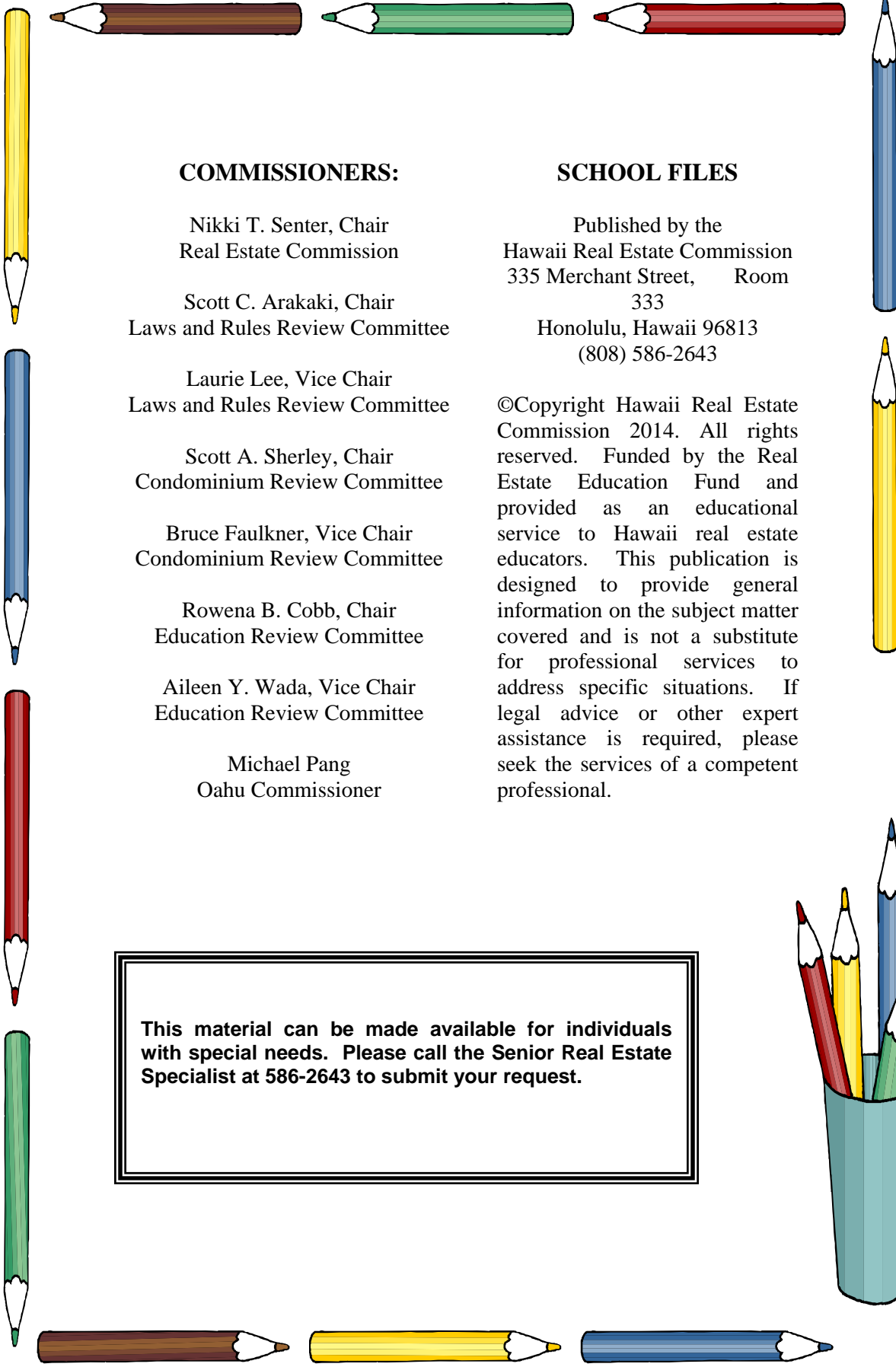
CONTINUING EDUCATION PROVIDERS

Abe Lee Seminars
Akahi Real Estate Network, LLC
American School of Real Estate Express, 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 Business Training
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 – National
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.
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
Continuing Ed Express LLC
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.





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Real Estate Commission

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Laurie Lee, Vice Chair
Laws and Rules Review Committee

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Condominium Review Committee

Rowena B. Cobb, Chair
Education Review Committee

Aileen Y. Wada, Vice Chair
Education Review Committee

Michael Pang
Oahu Commissioner

SCHOOL FILES

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333
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(808) 586-2643

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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.

