

# School Files

Hawaii Real Estate Commission

October 2014

[www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

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## REAL ESTATE SEMINAR IN NOVEMBER

Pursuant to a contract between the Hawaii Association of REALTORS® and the Hawaii Real Estate Commission, there will be a seminar for all interested licensees on “condominiums.” The Commission is well-aware of all of the condominium projects that are planned in the very near future in the Ala Moana-Kakaako area. Condominiums in Hawaii are already at least 25% of available residential housing. Land is becoming scarce, and the population is still increasing. Where will everyone live?

The Real Estate Seminar will be presented via a panel of experts in different aspects of selling condominiums. Additionally, there will be 15-20 minute videos created on topics covering specific issues for condominium management, and other yet-to-be-determined topics.

The tentative date for the Real Estate Seminar is Tuesday, November 18, 2014. Please check the Commission’s website for specific details.

## 2015-2016 CORE COURSE

The Commission’s real estate seminar on condominiums will be a precursor to the topic for the 2015-2016 core course. Condominiums will be covered in more detail and focus more on various aspects of selling and living in condominiums. The Commission is currently reviewing the 2015-2016 core course proposal. More information will follow on the Commission’s website and in the November 2014 Real Estate Commission Bulletin.

**HAPPY HALLOWEEN**

## ONLINE RENEWALS GO LIVE OCTOBER 20

All real estate licenses must be renewed by November 30, 2014, in order to ensure the license will be current and active as of January 1, 2015. Online renewals will be available October 20<sup>th</sup> on the Commission's website, [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec). Renewal fees are:

Broker: Corporation, Partnerships, LLC, LLP	\$230.00
Broker: Sole Proprietor	210.00
Salesperson, Broker-Salesperson, PB, BIC	180.00
Branch Office	180.00

(Note: Renewal fees include the \$90.00 Compliance Resolution Fund (CRF) fee and a \$40.00 Real Estate Education Fund (REEF) fee, plus the renewal fee.)

Only paper renewals are available for continuing education and pre-license education matters. All pre-license schools, pre-license instructors, CE providers, and CE courses, as well as nationally- or ARELLO-certified CE courses must be re-registered or re-certified, as the case may be by November 30, 2014. Re-registration and re-certification fees are:

CE Provider	\$190.00
CE Elective Course	75.00
Nationally- or ARELLO-Certified Course	25.00/each 3 hours or portion thereof
Pre-license School	440.00
Pre-license Instructor	190.00
Pre-license Independent Study Course Instructor	50.00
Pre-license Independent Study Course – Salesperson and/or Broker Curriculum	150.00

(Note: There is a \$10.00 restoration fee that should be added on to the above renewal fees if re-registering or re-certifying after the November 30, 2014 deadline.)



## CORE COURSE HOURS TO INCREASE IN 2015-2016

Don't forget: At its March 6, 2013 monthly meeting, the Commission's Education Review Committee ("ERC") approved the increase of the mandatory core course hours from the current five (5) hours to eight (8) hours beginning with the 2015-2016 biennium. This means all licensees must complete the 8-hour mandatory core course and 12 elective continuing education hours.

It's interesting to note that online continuing education courses continue to be a second choice for many licensees, who appear to prefer taking a live class course. Based on numbers collected at the beginning of September 2014, 2,020 licensees took the core courses via the internet and 9,243 licensees opted for the live classroom versions.

# PRELICENSE SCHOOLS

## School Completion Certificates

The close of the 2013-2014 biennium also brings an end to the use of pre-printed School Completion Certificates, and the \$1 per certificate charge that accompanied each certificate order. The School Completion Certificates are now printable online. They must be signed by the School Principal, and ONLY the School Principal. All school principals should have provided a sample of their electronic signature to the Real Estate Branch for our files. The last day to use any remaining pre-printed School Completion Certificates is December 31, 2014. They are no longer available to order.

## Tuition Payment Problems

Credit card doesn't go through? Check bounced? If a prelicense school encounters problems with collecting its tuition for a prelicense course, what can be done? For starters, it should be clearly stated in the prelicense school's catalogue or brochure, what the payment policy is. For example, "full payment must be received prior to the start of the session," "a fee of \$\_\_\_ will be assessed for a bounced check, and the check must be made good prior to attending class," "credit card payments must be made in full prior to the start of the session," etc. Please do not contact the Real Estate Branch for assistance.

## Independent Study (Online or Alternative Forms of Instruction)

If a prelicense school offers both live, classroom and online prelicense courses, please submit the "Supplementary Application for Prelicense Independent Study Course Instructor" and "Application for Prelicense Independent Study Course" **each biennium**. This is in addition to re-registering the prelicense school and re-certifying the prelicense instructor(s) for the school.

## School Ceasing to Operate

Did you know? According to Hawaii Administrative Rules, §16-99-53(h), "A school ceasing to operate shall so inform the commission and shall surrender its registration within thirty days after cessation of operations. The registration of such a school shall be cancelled automatically thirty days after cessation of operations unless a longer period of inactivity has been applied for in writing and approved by the commission. For the purposes of this subsection, "a school ceasing to operate" means a school which has not held any classes for a period of three months."



# GET IT RIGHT IN 2015-2016

During the past couple of biennia, the two areas where there appears to be a lack of understanding as to the correct procedures to follow are, the “Author/Owner Authorization to Offer Course” and the certification of CE courses.

Here, below, are the procedures for each of these issues. These procedures have been in effect for a long enough time and everyone should be familiar with the requirements. Both of these matters have been addressed in past issues of “School Files.” Please SAVE the chart for the CE courses, and have it accessible for quick reference.

It is the **author/owner** of the continuing education course that is responsible to certify and also re-certify their continuing education courses each biennium. It is also the responsibility of the author/owner of the continuing education course that completes the “Author/Owner Authorization to Offer Course” form.

The “Author/Owner Authorization to Offer Course” form is below:

The form is titled "COURSE AUTHOR/OWNER AUTHORIZATION TO OFFER COURSE" and is issued by the State of Hawaii Real Estate Branch, Professional and Vocational Licensing Division. It includes a table for listing courses and a signature line for the course author/owner.

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, HI 96813

**COURSE AUTHOR/OWNER  
AUTHORIZATION TO OFFER COURSE**

\_\_\_\_\_  
*(Name - Course Author/Owner)*

**hereby authorizes**

\_\_\_\_\_  
*(Name - Continuing Education Provider)*

**to offer the following Real Estate Commission certified continuing education course(s).**

Course Title	Specific Offering Date(s) or If for Remainder of Current Biennium Check Box	
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

\_\_\_\_\_  
Signature - Course Author/Owner

\_\_\_\_\_  
Date

CEOFFER03\_2013

As a Continuing Education Provider, the courses offered need to be first authorized by the author/owner of the course. For continuing education courses that are considered nationally-

certified or Association of Real Estate License Law Officials (“ARELLO”) -certified courses, the national organization must provide authorization, or the ARELLO certificate for the specific course must be included with the course application. Use the correct course application, the “Certification/Recertification for a National Course or ARELLO Certified Course.” These courses must also be taught by the appropriately certified instructor. For national courses not taught by a certified instructor, the Continuing Education Provider must use the regular continuing education elective course application, and pay the required fees.

For continuing education courses that are authored/owned by individuals or groups other than a national-real-estate-related organization or ARELLO, that author/owner must complete the “Author/Owner Authorization to Offer Course” form and submit it to the Real Estate Branch. Once received, the course “subject” will be added to the Provider’s list of subjects. The Provider will then need to actually schedule the course in the online system.

The following chart is for the certification of continuing education courses:

	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		<b>X</b> Submitted by author/owner		<b>X</b>	
Elective Course previously certified by author/owner	<b>X</b>				
Nationally or ARELLO Certified Course (taught by a nationally certified instructor certified by the NAR or its affiliates)	<b>X</b>		<b>X</b>		<b>X</b>
Nationally or ARELLO Certified Course (taught by a nationally certified instructor certified by BOMA, CAI or national organization approved by the Commission)	<b>X</b>		<b>X</b>		<b>X</b>
Nationally- or ARELLO- Certified Course ( <b>NOT</b> taught by a nationally or ARELLO certified instructor, live or online)	<b>X</b>	<b>X</b>		<b>X</b>	

## **SPECIALISTS' OFFICE OF THE DAY ON KAUAI**

The Real Estate Commission's Real Estate and Condominium Specialists will offer Specialists' Offices for the Day at the Grove Farm Building Conference Room on Wednesday, November 12, 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](mailto:hirec@dcca.hawaii.gov).

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



### **WELCOME NEW COMMISSIONER ALETA KLEIN**

Aleta Klein, CRS, GRI, BPO is the newest Real Estate Commissioner, O'ahu, Broker. She is the President and Principal Broker of KleinCo, LLC. She will serve as an interim Commissioner effective July 16, 2014, until approved by the Hawaii State Legislature at its next 2015 session.

Ms. Klein is active in the real estate community having served on the Commission's Education Evaluation Task Force and the current Ad Hoc Committee on Education. She has also served on the Board of Directors for the Hawaii Association of REALTORS® from 2004-2008, and as its Treasurer in 2008. She served eight years on HAR's Standard Forms Committee in various stints, and on the Professional Standards and Arbitration Committee from 2003-2008. She is a trained mediator.

## RULE-MAKING – THE END IS IN SIGHT

The rule-making process is a 26-step journey from the initial proposal to the printing of the new rules for public distribution. The proposed rule amendments for Title 16, Chapter 99, Real Estate Brokers and Salespersons, Hawaii Administrative Rules, is at step #13, half way there! Step 13 is a public hearing. The proposed public hearing date has not been set, but it appears it will be held before the end of 2014. Once the public hearing is held and there are no substantive changes to the proposed rules changes, the rule-making process will pick up speed. The final rule changes should be in effect sometime early next year.



**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.

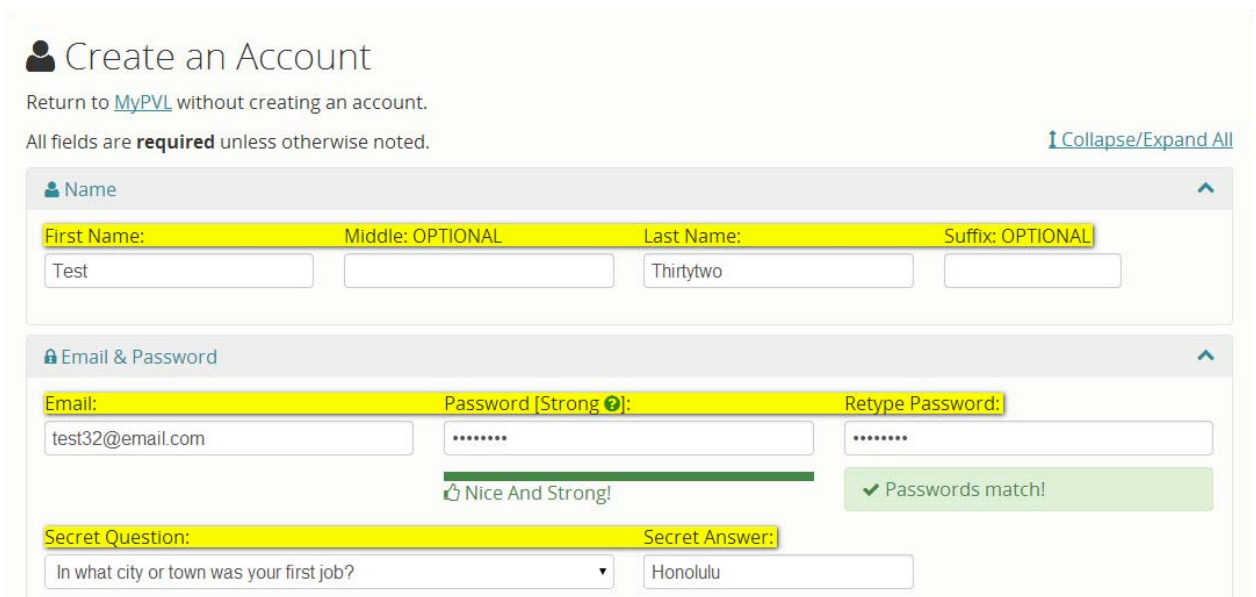
The following screen shots show how to create “MyPVL” account.

1. New User Sign Up
  - Select Sign Up



The screenshot shows the MyPVL website interface. At the top, there is a navigation bar with the MyPVL logo and a 'Help Chat' button. Below the navigation bar is a header section with the MyPVL logo and the text 'DCCA Professional Vocational Licensing'. The main content area is divided into two sections. On the left is a 'Login' section with input fields for 'Email' and 'Password', and buttons for 'Log In' and 'Sign Up'. On the right is a 'What is MyPVL?' section with a brief description and a link to 'Log In'.

- Create an Account
  - Name
  - Email
  - Password
  - Secret Question



The screenshot shows the 'Create an Account' form. The form is titled 'Create an Account' and includes a link to 'Return to MyPVL without creating an account.' Below the title, it states 'All fields are required unless otherwise noted.' The form is divided into several sections: 'Name' (with fields for First Name, Middle, Last Name, and Suffix), 'Email & Password' (with fields for Email, Password, and Retype Password), and 'Secret Question' (with a dropdown menu for the question and a text field for the answer). The form is highlighted with yellow boxes around the field labels.

- 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:** 335 Merchant Street **Address Line 2: OPTIONAL:** Room 301

**Country:** United States **City:** Honolulu **State:** Hawaii **Zip:** 96813

**Work Phone:** (808) 586-2643 **Home Phone: OPTIONAL:**

International format  International format

**Mobile Phone (USA only): OPTIONAL:** (808) 555-1212 **Mobile Phone Provider:** AT&T Mobility

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**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**  
test32@email.com

**Password**  
.....

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

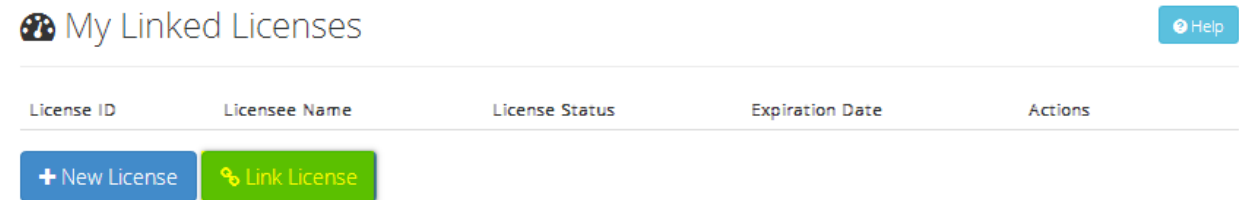
What are the benefits of a free eHawaii Account?

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.

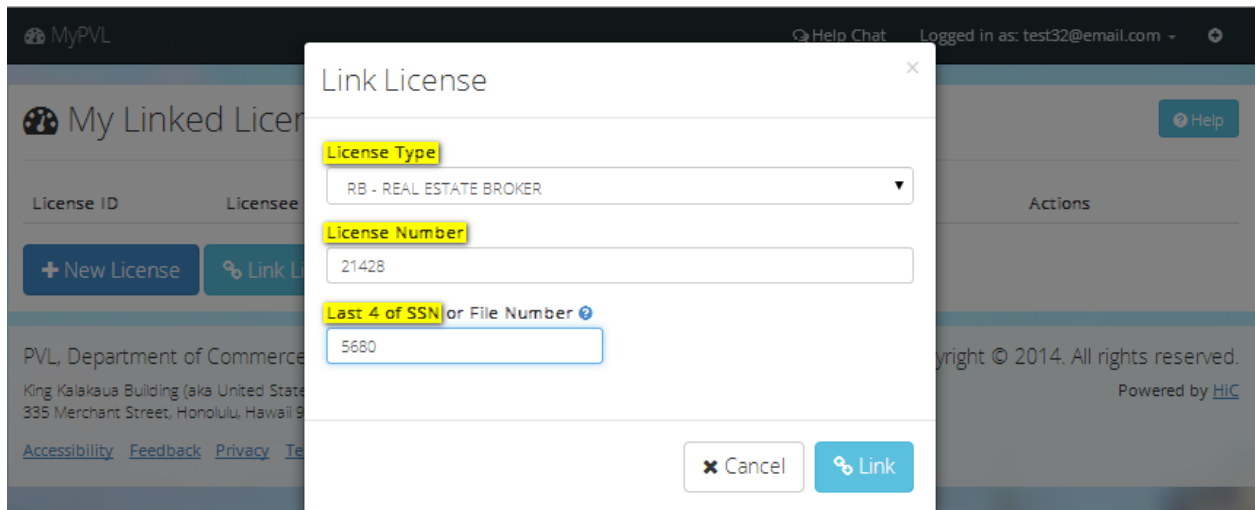
○ ● ○

### 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](#)

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

- 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	<a href="#">Unlink</a> <a href="#">Renew</a>

[+ 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:

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

6. Log Out

## 2014 REAL ESTATE COMMISSION MEETING SCHEDULE

<b>Laws &amp; Rules Review Committee – 9:00 a.m.</b> <b>Condominium Review Committee – Upon adjournment of the Laws &amp; Rules Review Committee Meeting</b> <b>Education Review Committee – Upon adjournment of the Condominium Review Committee Meeting</b>	<b>Real Estate Commission</b> <b>9:00 a.m.</b>
Wednesday, October 8, 2014	Friday, October 24, 2014
*Wednesday, November 12, 2014	Wednesday, November 26, 2014
Wednesday, December 10, 2014	Friday, December 19, 2014

\*The November 12, 2014 meetings will be held at Grove Farm Building Conference Room, 3-1850 Kaunualii Highway, Lihue, Kauai, 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](http://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.

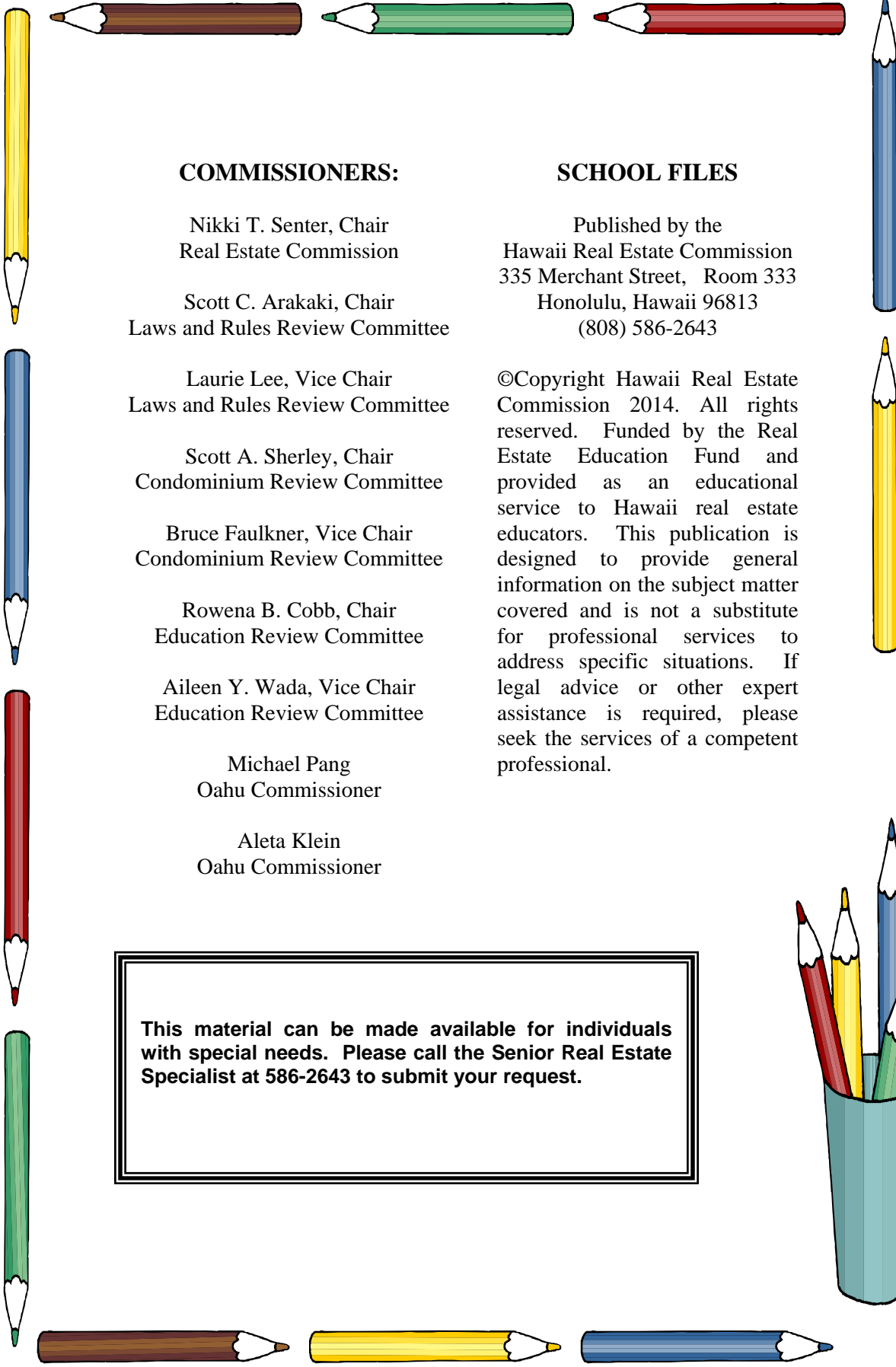
## CONTINUING EDUCATION PROVIDERS

Abe Lee Seminars  
Akahi Real Estate Network, LLC  
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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**SCHOOL FILES**

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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.**