

EDUCATION REVIEW COMMITTEE
REAL ESTATE COMMISSION
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii
www.hawaii.gov/hirec

MINUTES OF MEETING

The agenda for this meeting was filed with the Lieutenant Governor's Office as required by Section 92-7(b), Hawaii Revised Statutes.

Date: March 11, 2015

Time: Upon adjournment of the Condominium Review Committee meeting, which is upon adjournment of the Laws and Rules Review Committee meeting, which convened at 9:00 a.m.

Place: Queen Liliuokalani Conference Room
King Kalakaua Building
335 Merchant Street, First Floor
Honolulu, Hawaii

Present: Rowena Cobb, Chair / Broker / Kauai Commissioner
Aileen Wada, Vice Chair, Broker / Honolulu Commissioner
Bruce Faulkner, Broker / Maui Commissioner
Scott Arakaki, Public Member / Honolulu Commissioner
Laurie A. Lee, Broker / Honolulu Commissioner
Scott Sherley, Broker / Hawaii Island Commissioner
Michael Pang, Broker / Honolulu Commissioner
Aleta Klein, Broker / Interim Honolulu Commissioner

Neil K. Fujitani, Supervising Executive Officer
Miles Ino, Executive Officer
Diane Choy Fujimura, Senior Real Estate Specialist
Amy Endo, Real Estate Specialist
Cynthia Yee, Senior Condominium Specialist
Benedyne Stone, Condominium Specialist
Dathan Choy, Condominium Specialist
Shari Wong, Deputy Attorney General
Tammy Norton, Recording Secretary

Others: Aron Espinueva, Hawaii Association of REALTORS®
Myoung Oh, Hawaii Association of REALTORS®
John Dotten, Dower/Lowell D. Funk Ins.
Richard Pascua, Kama'aina Realty, LLC dba RP Seminars Unlimited
Rollie J. Litteral, American Dream Real Estate School LLC

Absent: Nikki Senter, Public Member / Honolulu Commissioner

Call to Order: The Chair called the meeting to order at 9:38 a.m., at which time quorum was established.

Chair's Report: The Chair stated the Committee may move into Executive Session to consider and evaluate personal information relating to individuals applying for licensure in accordance with section 92-5(a)(1), HRS, and to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities in accordance with section 92-5(a)(4), HRS.

Real Estate Specialist's Report: Minutes of Previous Meeting

Upon a motion by Commissioner Sherley, seconded by Commissioner Faulkner, it was voted on and unanimously carried to accept the minutes of the February 11, 2015, Education Review Committee meeting.

Continuing Education: Administrative Issues

2015-2016 Continuing Education Providers and Courses Ratification List

Upon a motion by Commissioner Sherley seconded by Commissioner Faulkner, it was voted on and unanimously carried to ratify the attached list.

Applications

Chair Cobb took the agenda out of order to accommodate those present.

Course – "Red Flags to Look For in Condo Documents"; Author/Owner: John Dotten; Provider: TBD; Course Categories: Contracts, Real Estate Law, Property Management, Property Ownership and Development, and Risk Management; Clock Hours: 3

Mr. Dotten was present to answer any questions the Committee may have regarding the CE course application.

Mr. Dotten noted that the course is directed at licensees to make them aware of what information is included in the condominium documents and to find areas that are of concern to owners and buyers. The course will not make licensees experts in documents, but will note red flags to be aware of.

Commissioner Lee noted that Mr. Dotten should revisit the use of "REALTOR." Also, make clearer the differences between Chapter 514A and 514B, i.e., use of the terms "apartments" and "units."

Commissioner Klein noted that the letter included with the submission mentions that Mr. Dotten met with John Morris of Ekimoto and Morris, and discussed areas where the course could be tightened. Commissioner Klein questioned if Mr. Morris reviewed the current course.

Mr. Dotten responded that Mr. Morris reviewed an earlier version and since then his comments have been taken into account when updating the current course outline. The focus of the course has narrowed and it no longer explains and defines a condominium.

Commissioner Klein noted that "red flags" is a colloquial term and not readily recognized by all licensees. She suggested using the term, "key warnings" instead of "red flags".

Mr. Dotten was informed that the total instruction time adds up to 150 minutes, 30 minutes short of the required 180 minutes of instruction time for a three-hour course.

Specialist Yee questioned where in the course it addresses the Developer's Public Report.

Mr. Dotten responded that the docs most frequently referred to are the Declaration, House Rules, and Bylaws. He noted that he does not address the developer's public report. He noted that the disclosure statement does not typically ask for the developer's public report. Mr. Dotten further noted that the licensee is not an expert, but needs to be comfortable enough to know who to refer the buyer to for further information.

Commissioner Faulkner noted a typo on page 2.

Upon a motion by Commissioner Arakaki, seconded by Commissioner Sherley, it was voted on and unanimously carried to take the matter under advisement.

Provider – Kama'aina Realty LLC dba RP Seminars Unlimited; Administrator: Richard P. Pascua Sr.

Mr. Richard P. Pascua, Sr. was present to answer any questions the committee may have regarding the CE Provider application of Kama'aina Realty, LLC dba RP Seminars Unlimited.

After a review of the information provided, Commissioner Arakaki moved to approve Kama'aina Realty LLC dba RP Seminars Unlimited as a Continuing Education Provider. Commissioner Sherley seconded the motion. The motion was voted on and unanimously carried.

Prelicense Education: Applications

Instructor – Rollie J. Litteral; Salesperson's Curriculum; American Dream Real Estate School, LLC (pending approval)

Instructor – Independent Study; Rollie J. Litteral, Salesperson's Curriculum; American Dream Real Estate School, LLC (pending approval)

Mr. Rollie J. Litteral was present to answer any questions the committee may have regarding his applications for Prelicense instructor.

Mr. Litteral noted that when instructing he does keep available a copy of the Hawaii Revised Statutes. He further noted that he has taken online courses through American Dream Real Estate School and is familiar with their online courses. He has also completed his third doctorate in virtual learning.

Mr. Litteral was questioned whether students taking the course online are able to stop the course and contact Mr. Litteral with questions.

Mr. Litteral responded in the affirmative, that he is available from 5 a.m. to 11 p.m. to answer questions from students taking the online course.

Upon a motion by Commissioner Arakaki, seconded by Commissioner Sherley, it was voted on and unanimously carried to take the matter under advisement.

Continuing Education: Applications

Course – "Common Mistakes Made by Real Estate Rookies and the Rest of Us"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Technology and the Licensee; Clock Hours: 3

Specialist Fujimura informed the committee that the provider (American Dream Real Estate School) has revised the time on the content outlines for all their CE course submissions to reflect instruction time only. The exam time was removed. Hawaii has no exam requirements for its continuing education courses.

Course – "Recognizing Discrimination in Fair Housing"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law; Clock Hours: 3

It was noted that Hawaii specific law is not included in the course content.

Commissioner Klein also noted errors on page 7 of 57 regarding Case Study #1.

Course – "Safety Tips for Brokers While Showing Properties and Staging"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Broker Management; Clock Hours: 3

Commissioner Lee asked why the course title is made up of two unrelated topics, safety and staging.

Executive Session:

Upon a motion by Commissioner Arakaki, seconded by Commissioner Klein, it was voted on and unanimously carried to enter into executive session pursuant to Section 92-5(a)(1), HRS, "To consider and evaluate personal information, relating to individuals applying for professional or vocational licenses cited in section 26-9 or both;" and pursuant to Section 92-5(a)(4), HRS, "To consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities."

Upon a motion by Commissioner Klein, seconded by Commissioner Sherley, it was voted on and unanimously carried to move out of executive session.

Course – "Common Mistakes Made by Real Estate Rookies and the Rest of Us"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Technology and the Licensee; Clock Hours: 3

Course – "Contracts and Risk Management"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Real Estate Law, Dispute Resolution, Finance, Risk Management, Technology and the Licensee; Clock Hours: 3

Course – "Finance Basics: Know Your Numbers"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Technology and the Licensee; Clock Hours: 3

Course – "Listing Agreements that Work"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Technology and the Licensee, Broker Management; Clock Hours: 3

Course – "Multiple Offers, Escalation Clauses and Hot Markets"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Technology and the Licensee, Broker Management; Clock Hours: 3

Course – "Recognizing Discrimination in Fair Housing"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law; Clock Hours: 3

Course – "Safety Tips for Brokers While Showing Properties and Staging"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Broker Management; Clock Hours: 3

Course – "Short Sales for Success"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Risk Management; Clock Hours: 3

Course – "Sound Practices for the Preparation and Presentation of Effective Contracts"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Risk Management, Technology and the Licensee; Clock Hours: 3

Course – "Valuation, Marketing, Negotiations & Closing the Sale"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Risk Management, Technology and the Licensee; Clock Hours: 3

Upon a motion by Commissioner Arakaki, seconded by Commissioner Pang, it was voted on and unanimously carried to approve the following courses as 3 credit hour continuing education courses provided by American Dream Real Estate School:

1. Course – "Common Mistakes Made by Real Estate Rookies and the Rest of Us"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Technology and the Licensee; Clock Hours: 3
2. Course – "Contracts and Risk Management"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Real Estate Law, Dispute Resolution, Finance, Risk Management, Technology and the Licensee; Clock Hours: 3
3. Course – "Finance Basics: Know Your Numbers"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Technology and the Licensee; Clock Hours: 3
4. Course – "Listing Agreements that Work"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories:

Contracts, Real Estate Law, Technology and the Licensee, Broker Management;
Clock Hours: 3

5. Course – "Multiple Offers, Escalation Clauses and Hot Markets"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Technology and the Licensee, Broker Management; Clock Hours: 3
6. Course – "Recognizing Discrimination in Fair Housing"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law; Clock Hours: 3
7. Course – "Safety Tips for Brokers While Showing Properties and Staging"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Broker Management; Clock Hours: 3
8. Course – "Short Sales for Success"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Risk Management; Clock Hours: 3
9. Course – "Sound Practices for the Preparation and Presentation of Effective Contracts"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Risk Management, Technology and the Licensee; Clock Hours: 3
10. Course – "Valuation, Marketing, Negotiations & Closing the Sale"; Author/Owner: Todd Cordrey; Provider: American Dream Real Estate School LLC; Course Categories: Contracts, Real Estate Law, Finance, Risk Management, Technology and the Licensee; Clock Hours: 3

Staff to inform provider of suggestions provided by the Committee.

Course – "Issues in Representing Foreign Investors"; Author/Owner: Benjamin V. Chen, Esq.; Provider: Abe Lee Seminars; Course Categories: Other – Representing Foreign Investors; Clock Hours: 3

Upon a motion by Commissioner Arakaki, seconded by Commissioner Sherley, it was voted on and unanimously carried to approve "Issues in Representing Foreign Investors" as a 3 credit hour continuing education course, under the course categories Other – Representing Foreign Investors.

Course – "Red Flags to Look For in Condo Documents"; Author/Owner: John Dotten; Provider: TBD; Course Categories: Contracts, Real Estate Law, Property Management, Property Ownership and Development, and Risk Management; Clock Hours: 3

After a review of the information presented, Commissioner Arakaki moved to deny the continuing education course application for "Red Flags to Look For in Condo Documents." Commissioner Sherley seconded the motion. Commissioner Pang abstained from voting. The motion was voted on and carried.

Commissioner Sherley recused himself from discussion and voting on the following applications:

Course – "Netiquette: Social Media and Internet Policy"; Author/Owner: Scott A. Sherley; Provider: Real Class Inc.; Course Categories: Risk Management, Technology and the Licensee, and Broker Management; Clock Hours: 3

Course – "The Basics of Property Management"; Author/Owner: Scott A. Sherley; Provider: Real Class Inc.; Course Categories: Contracts, Real Estate Law, Property Management, and Risk Management; Clock Hours: 3

Upon a motion by Commissioner Arakaki, seconded by Commissioner Klein, it was voted on and carried to approve "Netiquette: Social Media and Internet Policy" as a 3 credit hour continuing education course, under the course categories: Risk Management, Technology and the Licensee, and Broker Management; and "The Basics of Property Management" as a 3 credit hour continuing education course, under the course categories: Contracts, Real Estate Law, Property Management, and Risk Management.

Prelicense Education: Applications

School - American Dream Real Estate School, LLC; Principal – Todd Cordrey

Independent Study Course - American Dream Real Estate School, LLC – Principal – Todd Cordrey

Upon a motion by Commissioner Klein, seconded by Commissioner Sherley, it was voted on and unanimously carried to approve both the Prelicense School application of American Dream Real Estate School, LLC and American Dream Real Estate School, LCC to offer the Independent Study Course – Salesperson curriculum.

Instructor – Rollie J. Litteral; Salesperson's Curriculum; American Dream Real Estate School, LLC (pending approval)

Instructor – Independent Study; Rollie J. Litteral, Salesperson's Curriculum; American Dream Real Estate School, LLC (pending approval)

Upon a motion by Commissioner Arakaki, seconded by Commissioner Faulkner, it was voted on and unanimously carried to approve Rollie J. Litteral as both a prelicense instructor of the salesperson's curriculum and prelicense independent study course instructor – salesperson curriculum.

Administration of
Examinations:

PSI

Licensing Examination Statistics – February 2015

Examination statistics for February 2015 were distributed to the Commissioners for their information.

School Pass/Fail Rates – February 2015

School pass/fail rate statistics for February 2015 were distributed to the Commissioners for their information.

School Summary by Test Category – February 2015

Copies of the February 2015 test category summary reports, by school, were distributed to the Commissioners for their information.

Educator's Forum: **Hawaii Association of REALTORS®** – No discussion presented.

Public and Private Institutions of Higher Education – No discussion presented.

Program of Work: Neighbor Island Outreach – Meeting Report 1-7-15

Report submitted for informational purposes only.

Budget & Finance Report: Upon a motion by Commissioner Faulkner, seconded by Commissioner Sherley, it was voted on and unanimously carried to accept the Real Estate Education Fund Financial Report for the period ending December 31, 2014.

Next Meeting: Wednesday, April 8, 2015
Upon adjournment of the Condominium Review Committee Meeting, which is upon adjournment of the Laws and Rules Review Committee meeting, which convenes at 9:00 a.m.
Queen Liliuokalani Conference Room
King Kalakaua Building
335 Merchant Street, First Floor
Honolulu, Hawaii

Adjournment: With no further business to discuss, Chair Cobb adjourned the meeting at 11:23 a.m.

Reviewed and approved by:

/s/ Diane Choy Fujimura

Diane Choy Fujimura
Senior Real Estate Specialist

March 17, 2015

Date

[X] Minutes approved as is.
[] Minutes approved with changes, see minutes of _____

**2015-2016 CONTINUING EDUCATION PROVIDERS AND COURSES
RATIFICATION LIST**

EDUCATION REVIEW COMMITTEE

March 11, 2015

<u>Registration/Certification</u>	<u>Effective Date</u>
Course(s)	
"Federal Law & Commercial Real Estate" (3 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Green Home Features" (3 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"RESPA Reform" (3 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Short Sales and Foreclosures" (3 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Tax Free Exchanges" (3 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Basic Real Estate Finance" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Commercial Finance & Investment Analysis" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Commercial Leases" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Commercial Sales & Exchanges" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Cost Approach Overview" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Green Home Construction" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Income Capitalization Overview" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Methods of Residential Finance" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Pricing Property to Sell" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015

"Sales Comparison Approach" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Structuring Ownership in Commercial Real Estate" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"Tax Advantages of Home Ownership" (6 credits) (OnCourse Learning Corporation, dba Career WebSchool/ARELLO)	February 9, 2015
"At Home with Diversity" (6 credits) (Honolulu Board of Realtors/National)	February 10, 2015
"NAR's e-PRO® Certification: Day 1" (6 credits) (Honolulu Board of Realtors/National)	February 10, 2015
"NARPM Ethics" (6 credits) (Hawaii Association of Realtors/National)	February 24, 2015
Provider(s) "OnCourse Learning Corporation, dba Career WebSchool"	February 9, 2015
Instructor(s) Lisa Teichner	February 6, 2015