

**EDUCATION REVIEW COMMITTEE**  
REAL ESTATE COMMISSION  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii  
[www.hawaii.gov/hirec](http://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: April 8, 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  
Nikki Senter, 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  
David J. Grupen, 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  
Kietsuda Soontornsatiengchai, Office Assistant

Others: Marsha Shimizu, Hawaii Association of REALTORS®  
Abe Lee, Abe Lee Seminars  
Frank Dugger, Pro R/E Inspectors

Absent: None

Call to Order: The Chair called the meeting to order at 9:28 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

Commissioner Lee clarified on page 4 of the draft minutes that she had asked, and not noted, why the title of the course is made up of two unrelated topics, safety and staging.

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

Continuing Education: Administrative Issues

**FY 2015 Continuing Education Statistics**

Fiscal year 2015 continuing education statistics were distributed to the Commissioners for their information.

**2014-2015 Continuing Education Providers and Courses Ratification List**

Upon a motion by Commissioner Lee, seconded by Commissioner Faulkner, it was voted on and unanimously carried to ratify the following:

| <u>Registration/Certification</u>   | <u>Effective Date</u> |
|---|-----------------------|
| <b>Course(s)</b>  |                       |
| "AVM's, RVM's and Showing Consumers the Difference" (3 credits) - (Abe Lee Seminars/National)                             | March 2, 2015         |
| "Expanding Housing Opportunities" (3 credits)<br>(The CE Shop, Inc./ARELLO)   | March 3, 2015         |
| "Home Sweet (Second) Home: Vacation, Investment, Luxury Properties" (6 credits) - (The CE Shop, Inc./ARELLO)              | March 3, 2015         |
| "New-Home Construction and Buyer Representation Professionals, Product, Process" (6 credits) - (The CE Shop, Inc./ARELLO) | March 3, 2015         |
| "Short Sales and Foreclosures: What Real Estate Professionals Need to Know" (6 credits) - (The CE Shop, Inc./ARELLO)      | March 3, 2015         |
| "Accredited Buyer's Representative (ABR) Designation Course" (12 credits) - (The CE Shop, Inc./ARELLO)                    | March 3, 2015         |
| "Seller Representative Specialist (SRS) Designation Course" (12 credits) - (The CE Shop, Inc./ARELLO)                     | March 3, 2015         |
| "CRS 206 Technologies to Advance Your Business" (6 credits)<br>(Hawaii Association of REALTORS/National)                  | March 5, 2015         |
| "At Home With Diversity" (6 credits)<br>(Hawaii Island REALTORS®/National)  | March 11, 2015        |

**Provider(s)**

"Lorman Business Center, Inc.,  
dba Lorman Educations Services"

March 19, 2015

Applications

**Course – "Commercial Building Inspection Course"; Author/Owner: Frank E. Dugger; Provider: Abe Lee Seminars; Course Categories: Other – Commercial Building Inspection Standards; Clock Hours: 3**

Mr. Dugger was present to answer any questions the committee may have. Mr. Dugger informed the committee that the course was created after realizing over the past year that there is not much awareness of the national standards of commercial building inspections. The course intends to educate real estate licensees so they can fulfill their fiduciary duties to their clients. The structure of the course is based on the national standard.

Mr. Dugger was asked if the course method of presentation will only be in a live seminar format to which Mr. Dugger responded in the affirmative and noted that he will be the sole instructor.

Mr. Dugger was asked if aerial drones are used in the inspections to which Mr. Dugger responded in the affirmative and noted that aerial drones allow access to vertically inaccessible areas and provide video and photographic imaging of roof structures, etc.

Commissioner Faulkner noted that there are federal regulations for the use of aerial drones.

Specialist Yee questioned how the commercial building inspection standards were developed.

Mr. Dugger responded that the standards were developed by the American Society for Testing and Materials.

Upon a motion by Commissioner Klein, seconded by Commissioner Sherley, it was voted on and unanimously carried to approve "Commercial Building Inspection Course" as a three credit hour continuing education course, under the course category Other – Commercial Building Inspection Standards.

**Course – "Fair Housing Matters!"; Author/Owner: County of Hawaii, Office of Housing and Community Development; Provider: Hawaii Island REALTORS®; Course Categories: Real Estate Law, Property Management; Clock Hours: 3**

After a review of the application, Commissioner Pang moved to approve "Fair Housing Matters!" as a three credit hour continuing education elective course, under the course categories Real Estate Law and Property Management. Commissioner Sherley seconded the motion. The motion was voted on and unanimously carried.

**Course – "Hawaii Land Use Law – Related to Cultural Resources"; Author/Owner: Dawn N.S. Chang, Esq.; Provider: TBD; Course Categories: Contracts, Real Estate Law; Clock Hours: 3**

Commissioners suggested that the author include a brief summary on the Hawaii Land Use Law and what it covers, as the cultural resource section is only one part of the law.

Upon a motion by Commissioner Faulkner, seconded by Commissioner Lee, it was voted on and unanimously carried to approve "Hawaii Land Use Law – Related to Cultural Resources" as a three credit hour continuing education elective course, under the course categories Contracts and Real Estate Law.

**Course – "Personal Safety"; Author/Owner: The CE Shop, Inc.; Provider: The CE Shop, Inc.; Course Category: Other – Personal Safety; Clock Hours: 3**

Commissioners noted that the course seemed light on substance. Commissioners were reminded that the Commission may audit and monitor courses.

Upon a motion by Commissioner Sherley, seconded by Commissioner Pang, it was voted on and unanimously carried to approve "Personal Safety" as a three credit hour continuing education elective course, under the course category of Other – Personal Safety.

**Course – "Residential Property Management Essentials"; Author/Owner: The CE Shop, Inc.; Provider: The CE Shop, Inc.; Course Category: Property Management; Clock Hours: 3**

Commissioner Klein noted that the timed lesson outline totalled 150 minutes.

Specialist Fujimura noted that the unit exams following each unit and the final exam time allotment totals the 180 minutes. She questioned whether the Commission considered the exam time to be instructional or not.

The Commissioners agreed that reasonable exam times should be counted towards instructional time as they reinforce the materials taught.

Upon a motion by Commissioner Pang, seconded by Commissioner Sherley, it was voted on and unanimously carried to approve "Residential Property Management Essentials" as a three credit hour continuing education elective course under the course category Property Management.

**Course – "Broker's Policy and Procedures Manual"; Author/Owner: Marcie Roggow; Provider: Hawaii Association of REALTORS®; Course Categories: Risk Management, Broker Management; Clock Hours: 6**

Marsha Shimizu of the Hawaii Association of REALTORS® stated that the course is a CRB-approved course owned by Marcie Roggow and not the Council of Real Estate Brokerage Managers.

Commissioner Lee questioned if this is the same course offered by CRB.

Ms. Shimizu responded in the affirmative and stated that the course has been updated to also include a section on internet, social media and technology.

Upon a motion by Commissioner Sherley, seconded by Commissioner Klein, it was voted on and unanimously carried to approve "Broker's Policy and Procedures Manual" as a six credit hour continuing education elective course under the course categories Risk Management and Broker Management.

**Course – "Knowledge on the NEW VA Home Loan Benefits for the Real Estate Licensee"; Author/Owner: Tony Diaz; Provider: TBD; Course Category: Other – VA Benefits for Home Loans; Clock Hours: 3**

Upon a motion by Commissioner Faulkner, seconded by Commissioner Lee, it was voted on and unanimously carried to approve "Knowledge on the NEW VA Home Loan Benefits for the Real Estate Licensee" as a three credit hour continuing education elective course under the course category Other – VA Benefits for Home Loans.

**Course – "Commercial Transactions and Contracts"; Author/Owner: Abe Lee; Provider: Abe Lee Seminars; Course Category: Contracts; Clock Hours: 3**

Upon a motion by Commissioner Lee, seconded by Commissioner Faulkner, it was voted on and unanimously carried to approve "Commercial Transactions and Contracts" as a three credit hour continuing education elective course under the course category Contracts.

Prelicense Education: Applications

**Instructor – Keone J.E. Ball, Carol Ball School of Real Estate, Carol Ball – Principal**

Upon a motion by Commissioner Senter, seconded by Commissioner Lee, it was voted on and unanimously carried to approve Keone J. E. Ball as a Prelicense Course Instructor for the salesperson and broker curriculums.

Administration of Examinations:

PSI

**Licensing Examination Statistics – March 2015**

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

**School Pass/Fail Rates – March 2015**

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

**School Summary by Test Category – March 2015**

Copies of the March 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: Ad Hoc Committee on Education (ACE)

Draft 1 of the Core Course is due on April 10. ACE will meet on Thursday, April 16<sup>th</sup> to review the draft.

Budget and Finance Report: Real Estate Education Fund

No report presented.

Next Meeting: Wednesday, May 13, 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 Sherley adjourned the meeting at 10:10 a.m.

Reviewed and approved by:

/s/ Diane Choy Fujimura

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Diane Choy Fujimura  
Senior Real Estate Specialist

April 17, 2015

\_\_\_\_\_  
Date

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