

## **CERTIFICATION/RECERTIFICATION FOR A NATIONAL COURSE\* OR ASSOCIATION OF REAL ESTATE LICENSE LAW OFFICIALS (ARELLO) CERTIFIED COURSE**

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### **Application and Certification Procedures for a National Course or ARELLO Certified Course**

- ❖ Submit a completed application form which includes a summary describing the course content, topic time frames, and a course table of contents, and: 1) For a national course – official documentation confirming current national certification for both the course and instructor; 2) For an ARELLO course – official documentation confirming ARELLO certification for both the course and the provider.
- ❖ Submit a completed Author/Owner Authorization to Offer Course Form.
- ❖ Course certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of the course certification. **The recertification deadline is November 30 of each even-numbered year.**
- ❖ Application fee (nonrefundable) - \$25.00 for each 3 hours or portion thereof of a course up to a maximum 15 hours (i.e. a 5-hour course application fee = \$50.00). Attach a check payable to “Commerce and Consumer Affairs.” Include a \$10.00 restoration fee for each biennium the course certification was forfeited (i.e., expired). For example, if the course was registered two bienniums ago and did not register until the current biennium, the restoration fee will be \$20.00.

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### **Application and Recertification Procedures for Nationally or ARELLO Certified Courses**

- ❖ Submit a completed application form which includes any updated documentation for the course, instructor or provider.
- ❖ Submit a completed Author/Owner Authorization to Offer Course Form.
- ❖ Course certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of the course certification. **The recertification deadline is November 30 of each even-numbered year.**
- ❖ Application fee (nonrefundable) - \$25.00 for each 3 hours of a course or portion thereof up to a maximum 15 hours (i.e. a 5-hour course application fee = \$50.00). Attach a check payable to “Commerce and Consumer Affairs.” Include a \$10.00 restoration fee for each biennium the course certification was forfeited (i.e., expired). For example, if the course was registered two bienniums ago and did not register until the current biennium, the restoration fee will be \$20.00.

\* “National Course” means a national course delivered by an instructor certified by the National Association of Realtors or its affiliates or the Building Owners and Managers Association, the Community Associations Institute, or other national organization approved by the Commission.

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.

**REAL ESTATE COMMISSION**  
**State of Hawaii**  
**Professional and Vocational Licensing Division**  
**Department of Commerce and Consumer Affairs**  
**335 Merchant Street, Room 333**  
**Honolulu, Hawaii 96813**

FOR OFFICE USE ONLY	
Approved/Date:	Certification No.:
Denied/Date:	Credit Hours:
Cashier's Validation:	

**APPLICATION FOR CONTINUING EDUCATION CERTIFICATION/  
 RECERTIFICATION FOR NATIONALLY OR ASSOCIATION OF REAL ESTATE  
 LICENSE LAW OFFICIALS (ARELLO) CERTIFIED COURSES**

Check appropriate box:       Certification                       Recertification

1.	Name of Course: _____ Number of Credit Hours: _____ Check the type of course: <input type="checkbox"/> A national course taught by a nationally certified instructor certified by the National Association of REALTORS or its affiliates; or <input type="checkbox"/> A national course taught by a nationally certified instructor certified by, including but not limited to: the Building Owners and Managers Association, the Community Associations Institute, or other national organization approved by the Commission. <input type="checkbox"/> A course and provider certified by the Association of Real Estate License Law Officials								
2.	Certified Provider: Name, Address and Phone No. of Certified Provider and Administrator's Name								
3.	List the names of all instructors and their national certifications held, if applicable: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Name of Instructor</u></th> <th style="text-align: left;"><u>National Certification</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Name of Instructor</u>	<u>National Certification</u>	_____	_____	_____	_____	_____	_____
<u>Name of Instructor</u>	<u>National Certification</u>								
_____	_____								
_____	_____								
_____	_____								
4.	Method of course delivery (check appropriate box): <input type="checkbox"/> Live Seminar <input type="checkbox"/> Distance learning with interactive instructional techniques. Describe briefly: _____ _____								

For Cashier's Use Only	Application	\$25/each 3 hours	905
	Srvc Fee	\$25	BCF
	Restoration	\$10	905

**Attach copies of national certification of course and instructors, or of ARELLO certification of course and provider as applicable.**

I hereby verify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification. I further certify that this course meets the criteria for continuing education as identified in §16-99-100, HAR.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date