General Steps on Becoming a Hawaii Licensed Real Estate Broker on Active Status

Select a Hawaii Registered Real Estate Prelicense School.
Prelicense Schools and Course Schedule

NOTE: Broker candidates must have a current Hawaii real estate salesperson's license, or a current and unencumbered real estate broker's or salesperson's license in another state, and meet the experience requirements below.
(Also reference the General Information Sheet for additional requirements)

or

Candidates with potentially disqualifying factors may request a preliminary, non-binding decision from the Commission prior to submitting to prelicensing education or examination requirements.
Preliminary Decision - Instructions and Application Form

Successfully complete an 80 hour Hawaii real estate broker prelicensing course.
[School Completion. Certificates are valid two (2) years from the date of issuance]
Broker Curriculum

or

Qualified candidates meeting one (1) of the specified categories may apply and be granted a Prelicense Education Equivalency Certificate.
[Prelicense Education Equivalency Certificates are valid for two (2) years from the date of issuance]
Instructions, Application Form, and Verification of License

Submit a Broker Experience Certificate Application, and if approved, be granted a Broker Experience Certificate based on the following: Practical real estate salesperson experience as a full-time (devoting at least forty hours per week and no prorata credit given for part-time real estate salesperson activity) Hawaii-licensed real estate salesperson associated with a Hawaii-licensed real estate broker for at least three (3) years of the five-year period immediately prior to the submission of the Broker Experience Certificate Application.
[Broker Experience Certificates are valid for two (2) years from the date issued]
Broker Experience Certificate – Instructions, Application Form, and Verification of License

or

Broker candidates may apply and, if approved, be granted an equivalency to the Broker Experience requirement based on the following: Out-of-state real estate salesperson license experience or a current, unencumbered real estate broker's license in another state or jurisdiction recognized by the Association of Real Estate License Law Officials (ARELLO), with an equivalent real estate licensing law as determined by the Commission.
Instructions, Application Form, and Verification of License

Candidates possessing a current real estate license in another state who have passed the uniform portion of the state's examination for the equivalent level of license may apply and, if approved, be granted an equivalency to the Uniform Section of the broker's examination.
[Uniform Equivalency Certificates are valid for two (2) years from the date issued]
Instructions, Application Form, and Verification of License

NOTE: Candidates also need a Hawaii School Completion Certificate or a Prelicensing Education Equivalency Certificate to sit for the broker examination.

Schedule exam reservation by calling PSI Services, LLC at (800) 733-9267 or make a reservation online (www.psiexams.com) or by fax (702) 932-2666. Candidates will receive a Confirmation Number.

Take and pass the Hawaii real estate broker examination. Candidates who successfully pass the examination will receive a Score Report and information on how to apply for a license.

Within two (2) years of passing the Hawaii broker's examination, submit a complete application for real estate broker license.

Upon review and approval of the complete license application, the candidate will receive a Hawaii real estate broker license.

NOTE: To be licensed on active status, the applicant must be employed or associated with a current and active Hawaii licensed real estate brokerage firm or sole proprietor. Candidates who desire to become licensed as a Sole Proprietor must also submit a separate Real Estate Sole Proprietor Application. If approved, the applicant will be granted a Hawaii Real Estate Sole Proprietor license.

To renew license on active status, licensee must complete 20 hours of Commission approved continuing education every licensing biennium.
Continuing Education Requirements

Qualified candidates meeting the specified criteria may apply and, if approved, be granted an equivalency to the elective course hours of the continuing education requirement. **Please call for the most current instructions and application.**

or

Select a certified continuing education course with a Hawaii registered real estate continuing education provider.
Continuing Education Providers and Course Schedule

Successfully complete 20 hours of Commission approved continuing education for the current licensing biennium

Submit a complete Renewal application (online renewal is also available), which includes the required fee.

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