

**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: December 7, 2016

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  
Michael Pang, Broker / Honolulu Commissioner  
Aleta Klein, Broker / Honolulu Commissioner

Neil K. Fujitani, Supervising Executive Officer  
Miles Ino, Executive Officer  
Diane Choy Fujimura, Senior Real Estate Specialist  
Amy Endo, Real Estate Specialist  
Carole Richelieu, Senior Condominium Specialist  
Benedyne Stone, Condominium Specialist  
Dathan Choy, Condominium Specialist  
Shari Wong, Deputy Attorney General  
Dorothy Aquino, Recording Secretary

Others: Marsha Shimizu, Hawaii Association of REALTORS®  
Aron Espinueva, Hawaii Association of REALTORS®  
Rollie Litteral, American Dream Real Estate School

Absent: None

Call to Order: The Chair called the meeting to order at 10:16 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:

Additional Distribution

The following was distributed as additional distribution:

5. Prelicensing Education Administration, Curriculum, Schools, Instructors, and Equivalency
  - b. Applications
    - 2) Guest Lecturer/Substitute Instructor – Paige Vitousek; Vitousek Real Estate School; Subject Matter – Liens & Foreclosures, Truth-in-Lending, Taxes, Closing Statements, Condominiums
6. Administration of Examinations
  - a. PSI
    - 1) Licensing Examination Statistics – November 2016
    - 2) School Pass/Fail Rates – November 2016
    - 3) School Summary by Test Category – November 2016

Minutes of Previous Meeting

Upon a motion by Commissioner Lee, seconded by Commissioner Faulkner, it was voted on and unanimously carried to accept the minutes of the November 9, 2016, Education Review Committee meeting.

Continuing Education: Administrative Issues

**2017-2018 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:

Registration/Certification Effective Date

**Providers**

Kauai Board of REALTORS	1/1/2017
The CE Shop, LLC	1/1/2017
Continuing Ed Express, LLC	1/1/2017
McKissock, LLC	1/1/2017

**Courses**

"A Day in the Life of a Buyer Agent" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Affordable Housing Opportunities for Low-Moderate Income Buyers" (4 credits); (ARELLO/McKissock LLC)	1/1/2017
"Millennials are Changing Real Estate: Are You Ready?" (4 credits); (ARELLO/McKissock LLC)	1/1/2017
"Preparing a Listing Agreement: An In-Depth Look" (4 credits) (ARELLO/McKissock LLC)	1/1/2017
"Agency Law – A Broker's Perspective" (3 credits) (ARELLO/McKissock LLC)	1/1/2017

"Americans with Disabilities Act ADA" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Crowdfunding in Real Estate" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Finding Your Focus: Niche Marketing for Real Estate" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"How Technology Can Ruin Your Real Estate Business" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"How to Work with Real Estate Investors – Part I (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"How to Work with Real Estate Investors – Part II (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Lead Alert: A Guide for Property Managers" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Property Management – The Next Generation" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Real Estate Safety: Protect Yourself and Your Clients" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Social Media Marketing: Reaching and Networking the Affluent" (3 credits); (ARELLO/McKissock LLC)	1/1/2017
"The End of the Paper Trail: How to Conduct Paperless Transactions" (3 credits); (ARELLO/McKissock LLC)	1/1/2017
"The New FHA Handbook for Real Estate Professionals" (3 credits); (ARELLO/McKissock LLC)	1/1/2017
"The Property Management Primer" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"TILA-RESPA Integrated Disclosure Rule" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Uncovering the Facts About Mortgage Financing" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Using Retirement Assets to Purchase Real Estate" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Technology, Relationships and the Digital Consumer" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Know the Code: Your Guide to the Code of Ethics" (3 credits) (ARELLO/McKissock LLC)	1/1/2017
"Urbanization and the 18-Hour City" (3 credits) (ARELLO/McKissock LLC)	1/1/2017

"A Guide to Navigating Real Estate Transaction" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Buyer Counseling: A Planned Approach" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Business and Communications Technology (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"History of the American Home – Part I (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"History of the American Home – Part II (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Managing Real Estate Risks with Insurance (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Mortgage Products 101" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Mortgage Fraud Finds New Paths in Real Estate" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Indoor Air Quality: Risks and Remedies" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"How to Sell Real Estate Part-Time" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Home Inspection Basics" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"BPO Simplified" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Professional Standards and Best Practices" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"REALTOR Code of Ethics Case Studies"(3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Rehab for Resale" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Relocation Realities" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"REO Simplified" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Resolving Transaction Disputes" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Seller Counseling: From Listing to Closing" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017

"Selling A Business" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Service Dogs, ADA and the Fair Housing Act" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"The Essential Real Estate Marketing Guide" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"Using Feng Shui Principles to Improve Living Spaces" (3 credits) (ARELLO/Continuing Ed Express LLC)	1/1/2017
"The Role of Diversity Marketing in Your Real Estate Practice" (3 credits); (ARELLO/Continuing Ed Express LLC)	1/1/2017
"J-Biz Protocol" (3 credits) (CEC/Ken Kiyohara)	1/1/2017
"Escrow 101 Japanese" (3 credits) (CEC/Ken Kiyohara)	1/1/2017
"Hawaii Real Estate Guide to Reverse Mortgage" (3 credits) (CEC/Curtis Mangus)	1/1/2017
"Saving Home Energy for Real Estate Professionals" (3 credits) (CEC/InterNACHI, Ben Gromicko)	1/1/2017
"Home Energy Efficiency for Real Estate Professionals" (4 credits) (CEC/InterNACHI, Ben Gromicko)	1/1/2017
"Advocating for Short Sale Clients" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Anatomy of Commercial Building" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Attracting Online Consumers: Listings and Syndication" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Client Advocacy in Commercial Real Estate" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Code of Ethics: Good For Your Clients and Your Business" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Commercial Ethics" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Commercial Landlord Representation" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Determining Value Of Commercial Properties" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Did You Serve? Identifying Homebuying Advantages for Veterans" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017

"Diversity: Your Kaleidoscope of Clients" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Hot Market Strategies" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Investment Strategies in Commercial Real Estate" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Keeping It Honest: Understanding Real Estate and Mortgage Fund" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Online Risk Management" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Personal Safety" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Real Estate Investors and Your Business" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Residential Property Management Essentials" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Roadmap to Success: Business Planning for Real Estate Professionals" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Sign Here: Contract Law on E-Signatures" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"The Fundamentals of Commercial Real Estate" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Today's MLS: New Paradigms, Better Results" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Accredited Buyer's Representative Designation Course" (12 credits); (ARELLO/The CE Chop LLC)	1/1/2017
"At Home With Diversity" (6 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Discovering Commercial Real Estate" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Enhance Your Brand and Protect Your Clients with Data Privacy and Security" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Expanding Housing Opportunities" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Generation Buy" (6 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Home Sweet (Second) Home: Vacation, Investment, Luxury Properties" (6 credits); (ARELLO/The CE Shop LLC)	1/1/2017

"Military Relocation Professional Certification" (6 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"New-Home Construction and Buyer Representation: Professionals, Products, Process;" (6 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Pricing Strategies: Mastering the CMA" (6 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"REALTOR Code of Ethics Training" (3 credits) (ARELLO/The CE Shop LLC)	1/1/2017
"Real Estate Marketing Reboot: Innovate> Relate> Differentiate" (6 credits); (ARELLO/ The CE Shop LLC)	1/1/2017
"Real Estate Safety Matters: Safe Business = Smart Business" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"REO Properties: Responsibilities, Education and Opportunities for Real Estate Professionals;" (6 credits) (ARELLO/The CE Shop	1/1/2017
"RPR: Real-Time Data, Market Knowledge, Informed Customers" (3 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Seller Representative Specialist (SRS) Designation Course" (12 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Seniors Real Estate Specialist (SRES) Designation Course" (12 credits); (ARELLO/The CE Shop LLC)	1/1/2017
"Short Sales and Foreclosures: What Real Estate Professionals Need to Know" (6 credits); (ARELLO/The CE Shop LLC)	1/1/2017

Applications

**Provider - Ho'akea LLC dba Ku'iwalu; Dawn N.S. Chang, Administrator**

Upon a motion by Commissioner Klein, seconded by Commissioner Pang, it was voted on and unanimously carried to approve Ho'akea LLC, dba Ku'iwalu as a continuing education provider.

Continuing Education Core Course

Staff reported that a Request for Quotes (RFQ) was released November 28, 2016 via HlePRO. Deadline for submission of quotes is December 12, 2016.

Prelicense Education: Administrative Issues

**2017-2018 Prelicensing Schools and Instructors Ratification List**

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

Registration/Certification

Effective Date

**School**

Continuing Ed Express LLC

1/1/2017

Applications

**American Dream Real Estate School, LLC – Adding Prelicense Course, Broker Curriculum, Principal – Todd Cordrey**

Mr. Rollie Litteral representing American Dream Real Estate School circulated a copy of the broker course instructor and student manuals for the committee's review.

Upon a motion by Commissioner Arakaki, seconded by Commissioner Klein, it was voted on and unanimously carried to approve American Dream Real Estate School LLC to offer the prelicense broker curriculum.

**Guest Lecturer/Substitute Instructor – Paige Vitousek; Vitousek Real Estate School; Subject Matter – Liens & Foreclosures, Truth-in-Lending, Taxes, Closing Statements, Condominiums**

Upon a motion by Commissioner Wada, seconded by Commissioner Faulkner, it was voted on and unanimously carried to approve Paige Vitousek as a guest lecturer/substitute instructor for the following subject matters: Liens & Foreclosures, Truth-in-Lending, Taxes, Closing Statements, and Condominiums.

Administration of  
Examinations:

PSI

**Licensing Examination Statistics – November 2016**

Examination statistics for November 2016 were distributed to the Commissioners for their information.

**School Pass/Fail Rates – November 2016**

School pass/fail rate statistics for November 2016 were distributed to the Commissioners for their information.

**School Summary by Test Category – November 2016**

Copies of the November 2016 test category summary reports, by school, were distributed to the Commissioners for their information.

Educator's Forum:

**Hawaii Association of REALTORS®** – none.

**Public and Private Institutions of Higher Education** – none.

Program of Work:

Neighbor Island Outreach

The January 11, 2017 Committee meetings will be held at the REALTORS® Association of Maui office in Kahului, Maui in conjunction with the Commission's Specialists' Office for the Day program.

Real Estate Seminars – Proposal from Hawaii Association of REALTORS® for real estate seminar pursuant to contract

The committee reviewed the Hawaii Association of REALTORS® proposal to develop educational materials on “Clients Trust Account” in a multi-video format. The videos will be available to all licensees on the Commission’s website, the Hawaii Association of REALTORS®’s (“HAR”) website, and to all licensees for use in their brokerage education. The presentation will be in the form of three 10 to 15 minute video segments offered in different parts. The goal is to reach as many licensees as possible, shorter segments will allow real estate companies to present the video at their staff meetings.

Upon a motion by Commissioner Pang, seconded by Commissioner Lee, it was voted on and unanimously carried that pursuant to the existing contract between the State of Hawaii, Real Estate Commission and the Hawaii Association of REALTORS®, to approve HAR's proposal to develop educational materials on “Clients Trust Account” in a multi-video format with the budget not to exceed \$9,500.

Budget and Finance Report:

Real Estate Education Fund

No report presented.

Next Meeting:

Wednesday, January 11, 2017

Upon adjournment of the Condominium Review Committee Meeting, which is upon adjournment of the Laws and Rules Review Committee meeting, which convenes at 9:30 a.m.

REALTORS® Association of Maui  
441 Ala Makani Place  
Kahului, Maui

Adjournment:

With no further business to discuss, Chair Cobb adjourned the meeting at 10:35 a.m.

Reviewed and approved by:

/s/Diane Choy Fujimura

\_\_\_\_\_  
Diane Choy Fujimura  
Senior Real Estate Specialist

December 13, 2016

\_\_\_\_\_  
Date

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