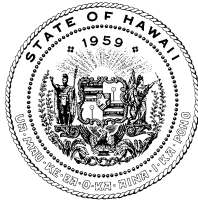


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DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
KING KALAKAUA BUILDING
335 MERCHANT STREET, ROOM 333
HONOLULU, HAWAII 96813
<http://www.hawaii.gov/hirec>
September 2018

To: Principal Broker

All real estate licenses (active & inactive) expire on December 31, 2018. Licensees must renew their license and pay the licensing fees by **November 30, 2018** to ensure successful renewal before the license expiration date. Licenses that are not successfully renewed will be automatically forfeited as of January 1, 2019. A forfeited licensee is unlicensed and shall not engage in real estate activity, and cannot receive any compensation for real estate brokerage activity.

MyPVL (pvl.ehawaii.gov/mypvl):

What is MyPVL? MyPVL is a website which allows professional and vocational licensees access to all information regarding their license(s), including continuing education information and status, and license renewal. To access MyPVL, users will have to first create their own eHawaii.gov account. For more information on how to create your account, please visit the Real Estate Branch home page at www.hawaii.gov/hirec.

PRINCIPAL BROKERS (PBs), BROKERS IN CHARGE (BICs), BRANCH OFFICES (RBOs), AND BROKERAGE FIRMS RENEWALS:

By law, the PB is responsible for all the licenses of the brokerage firm. Using the “MyPVL” online service referenced above, the PB shall verify all associated licensees and initiate any corrections immediately. To assist in the process, you may link the entity license to your individual MyPVL account using the entities license number and the file number aka a BP ID number. (It is not required to link your license to the entity. However, for you to be able to view your associated licensees continuing education records, you must link the entity license to your individual MyPVL account). **The BP ID number will be reflected on the renewal postcard for your entity which will be mailed out on October 19, 2018.**

All other licensees are able to access their license information via MyPVL using their individual license number and the last four digits of their social security number.

It is highly recommended that **the licenses/registrations of the brokerage firm, PB, BICs, and RBOs be simultaneously renewed during early November** and prior to renewals of all associating licensees to ensure sufficient time to correct any problems and to ensure successful renewals of associating licensees. If an associating licensee renews prior to the PB's, BIC's, and brokerage firm's renewal, the associating licensee's renewal application will be held in suspense until the PB, BIC, and brokerage firm have successfully renewed all licenses.

PBs and BICs should complete all CE requirements immediately as a successful renewal includes completion of CE requirements prior to the submission of your renewal. To re-register a branch office, a BIC's license must also be successfully renewed in addition to the PB's license and the brokerage firm's license. If the PB's, BIC's, and/or the brokerage firm's licenses are not successfully renewed before December 31, 2018 and prior to the associating licensees, all associating licensees will be renewed on **inactive** status.

RENEWING ON ACTIVE STATUS: All individual licensees who renew their license on active status need to complete 20 hours of approved continuing education (CE) courses. Licensees are required to take the mandatory core course (totaling 6 hours) and elective courses (totaling 14 hours). The CE completion certificates do not have to be submitted unless otherwise instructed. Any individual licensee who does not complete the CE requirement will be renewed on an inactive status without further notice.

RENEWING ON INACTIVE STATUS: All individual licensees who renew their license on an inactive status do not have to complete the CE requirement but must renew and pay the renewal fees by November 30, 2018. An inactive licensee desiring to change to active status shall submit the original CE certificates with a completed Change Form and a reactivation fee.

NEW SALESPERSON IN 2018: If you were issued a new salesperson license in calendar year 2018 and renew your license by the renewal deadline of November 30, 2018, you will be deemed to have completed equivalent to the CE requirement and will not have to complete the CE requirement for this license renewal.

CANDIDATES FOR LICENSURE: Subject to compliance with the license application deadline, a candidate for licensure may want to consider being licensed as of January 1, 2019, rather than the remaining months of 2018 and be subject to renewal requirements. Please call the Real Estate Branch for additional information.

ONLINE RENEWALS: The online renewal system will be available for access beginning October 22, 2018. A renewal reminder card will be mailed to all licensees prior to the system becoming available. Renew online at:

pvl.ehawaii.gov/mypvl

If a licensee has a "YES" answer to any of the following questions, the online renewal system will not allow you to proceed with the online renewal:

1. **In the past 2 years has your license in this state or any other jurisdiction been formally disciplined by way of a fine, suspension, restriction, or revocation?**
2. **Are there any disciplinary actions pending against you in this state or any other jurisdiction?**
3. **In the past 2 years have you been convicted of a crime in which the conviction has not been annulled or expunged?**

Licensees answering "YES" to any of the questions above will not be able to renew online. The system will prompt the licensee to print the renewal application which must then be **mailed** together with the supporting documentation to the Professional and Vocational Licensing Branch at P. O. Box 3469. Honolulu, HI 96801.