

# Real Estate Commission Bulletin



## Welcome 2021, Good Riddance 2020

### DCCA

As of January 4, 2021, DCCA will be open to the public from 7:45 a.m. – 4:30 p.m.. Up until 12/31/2020, DCCA was open to the public from 7:45 a.m. -12 noon. DCCA staff will continue a rotation schedule for in-office services subject to changes issued by Governor Ige and DCCA administration.

### REAL ESTATE COMMISSION

To continue in 2021: The monthly Commission standing committee meetings for the Laws and Rules Review Committee (“LRRC”), the Condominium Review Committee (“CRC”), and the Education Review Committee (“ERC”) will be integrated with the monthly Real Estate Commission (“REC”) meeting, normally scheduled for the last Friday of the month. The REC meeting will continue to be held via Zoom. Links to the Zoom meeting are provided to participants.

1. **Commission’s mandatory core course 2021-2022:** The topics for the core course will be for Part A, Fair Housing and the Hawaii Residential Landlord-Tenant Code, and for Part B, Misrepresentation. The specific titles and content will be developed by Everett Kaneshige, the developer of past commission core courses. It is anticipated that Part A will be released by July, 2021, and Part B, by July, 2022.

2. **License renewals:** As of January 4, 2021, the renewal stats for real estate brokers and salespersons look like this:

Licenses Eligible for Online Renewal	No. of Licenses	Licenses Renewed	% Renewed	Online Renewals	% of Licenses Renewed
					Online
Real Estate Broker (RB)	6,725	6,120	91.00%	5,923	96.78%
Real Estate Branch Office (RBO)	123	114	92.68%	113	99.12%
Real Estate Salesperson (RS)	13,438	11,192	83.29%	10,824	96.71%
<b>Total</b>	<b>23,738</b>	<b>20,157</b>	<b>84.91%</b>	<b>19,524</b>	<b>96.86%</b>

Based on these numbers, it doesn’t appear that a significant reduction in the number of real estate licensees has occurred. There has been a slight, 2% decrease in the number of real estate salesperson’s renewing their license for the 2021-2022 biennium, as compared to the same time for the last biennium.

### PRELICENSE

As of mid-January 2021, 17 of 21 previously registered prelicense schools have re-registered.

Updated salesperson’s prelicense curriculum is effective January 1, 2021. For those schools who offered the old curriculum prior to 12/31/2020, students who registered for the old curriculum should have completed the course by 12/31/2020. We have received information from some students who stated they were not made aware of the requirement to complete the old curriculum course by 12/31/2020. Some of these students received extension deadlines that were in January and February 2021. Schools are reminded that it is their responsibility to resolve these disputes. School policies are expected to be clearly stated, and readily available for reference when issues arise.

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# Welcome 2021, Good Riddance 2020 (cont. from page 1)

Here's some good news: PSI, the Commission's test administrator, will be offering REMOTE PROCTORING for Hawaii's real estate exams. The COVID-19 pandemic had a negative effect on the test sites on all of the islands, but especially Kauai. The remote proctoring service will be available starting January 20, 2021. This is a much anticipated resolution to testing, especially on the Neighbor Islands. Prelicense School Completion Certificates are issued by the prelicense school, NOT the Real Estate Branch. The printed School Completion Certificate is considered "original", but must be printed on plain white, 8 1/2 by 12 inches paper, full-sized.

## CONTINUING EDUCATION

The 2020 renewal period was . . . (fill in the blank) \_\_\_\_\_!!! Here are some takeaways from the 2020 renewal:

1. As of mid-January 2021, 30 continuing education providers out of the 44 previously registered continuing education providers have re-registered.
2. It's truly amazing how many licensees procrastinate and complete the required CE the LAST DAY OF THE RENEWAL PERIOD! The Real Estate Branch received phone calls from licensees on 12/30 and 12/31/2020, inquiring HOW TO RENEW THEIR LICENSE.
3. The Real Estate Branch received an inquiry from a licensee who stated she had paid her MLS dues and fees, but then realized this did not renew her actual real estate license. Again, this inquiry was received on 12/31/2020. She's not the only one!!
4. ACE Provider has 10 days to post a course completion. Many licensees contacted the Real Estate Branch the day after course completions to demand why their course completions were not listed in their CE History.
5. The following information on how to view CE History was provided hundreds of times during the renewal period:

*You may access your CE information by logging on to your MyPVL account ([pvl.hawaii.gov/mypvl](http://pvl.hawaii.gov/mypvl)). Once logged into your MyPVL account, click on your license number. Scroll down until you see "My Continuing Education (CE)" and click "View CE History." You should be able to see all courses completed and reported to the Commission.*

This information should be disseminated to all licensees when they take CE courses during the renewal year, 2022.

6. The current Real Estate Continuing Education online system is being upgraded and will be unveiled soon. Hopefully, system glitches will be eliminated, and inputting of data will be easier. The development of the new education system did not impact the uploading of CE course completions. We appreciate your patience and understanding if you experienced difficulties, frustrations, while processing course completions. Hopefully, this is behind us, and the next renewal in 2022 (!) will be smoother and without major incidents.
7. Many licensees did not realize that they must still renew their license on an inactive status.
8. The Real Estate Branch received calls from upset newly licensed real estate brokers, complaining they were required to take 20 hours of CE to renew their license. Salesperson licensees who received their license in the renewal year are exempt from completing the CE requirement. NOT BROKERS.

## MyPVL ACCOUNT

Be familiar with your MyPVL account. There's valuable information accessible from your account: license status, CE history, printing your pocket card, etc.

# The Chair's Message

Aloha Real Estate Licensees:

2020 is finally behind us and at the Hawaii Real Estate Commission ("HIREC") we look forward to 2021 with high hopes for a better year.

## RENEWALS

Due to COVID and its effects in 2020, it was thought that the number of real estate licensees renewing would be down significantly. As of **January 4, 2021**, 5,720 brokers (91%) and 11,192 salespersons (83%) have renewed. Interestingly, broker renewals are at the same level at this time as last biennium (January 4, 2019), while salespersons are about 2% lower. Renewals keep trickling in so as usual, some licensees renew late. If this holds steady, the decline in the number of real estate licensees may not be bad as anticipated. **Remember, if you have not renewed, you are not licensed and practicing real estate without a license violates the law and rules, and is sanctionable by RICO (Regulated Industries Complaints Office) and HIREC.**

## HIREC OPERATIONS

The King Kalakaua Building, 335 Merchant Street (HIREC offices on the third floor), is now open for visitors to do business. However, limitations on staff continue. For HIREC, this means each staff person is still on a rotation schedule in order to comply with social distancing requirements and teleworking from home continues. Also, HIREC meetings will continue to be held remotely and all HIREC business (including Committee items) will be addressed at its monthly Commission meeting, usually the last Friday of each month.

## WANT TO BE A COMMISSIONER?

The HIREC will have two Oahu Broker Commissioner positions to fill as of July 1, 2021 due to term limits. You must have a broker's license and reside on Oahu to qualify for these positions. I personally found it to be an interesting and rewarding experience to have such a role in benefitting the industry and giving back. If interested I would encourage you to apply by going to this link: <https://boards.hawaii.gov/apply/apply-for-a-board/>.

## BETTER 2021

The rollout of COVID-19 vaccines has begun which gives hope to a broad Mortgage interest rates continue at historic lows which should fuel demand support a strong real estate market throughout this year. My sincere best yours for a happy, healthy and prosperous 2021!

Mahalo.



Michael Pang, Chair  
Hawaii Real Estate Commission



# Renewal's Aftermath

Now that renewal is over, here are a few things the Real Estate Branch would like to point out:

The first thing you want to check is the PVL License Search site at <https://pvl.ehawaii.gov/pvlsearch/> and confirm your renewal was processed successfully. Check that your license expiration shows 12/31/22 and your status reads "CURRENT, VALID & IN GOOD STANDING". Also, if you renewed on ACTIVE status be sure to check that it states "Active". If you renewed on active status but it reads "INACTIVE" your license is inactive and you should double-check why.

Another thing to check is your pocket ID card (Card). Cards can be obtained online at no cost using the MyPVL site at <https://pvl.ehawaii.gov/mypvl>. If you renewed on an ACTIVE status, while it will have the expiration date of the new biennium, it will NOT have ACTIVE printed. If you renewed on inactive status, INACTIVE will be printed on the Card.

If your license was renewed INACTIVE involuntarily, the following may be possible reasons why:

## 1. LACK OF CE HOURS:

Duplicate continuing education credit. The Hawaii Administrative Rules, §16-99-95 was recently amended to limit the time within which a licensee may not take a continuing education (CE) course for which the licensee has received a certificate to two consecutive biennia. "Except as provided by the commission or by this subchapter, a licensee shall not take a continuing education course for which the licensee has already received a certificate within two consecutive biennia." So, if you're wondering why your license is inactive even after you completed the required 20 hours of CE courses, double-check the courses you completed are not duplicate courses from the previous biennium.

Ethics courses. If the trade organization is requiring ethics courses as a prerequisite to complete the membership renewal process, keep in mind only CE courses approved by the Hawaii Real Estate Commission ("Commission") and offered by a CE Provider approved by the Commission are available for CE credit to Hawaii real estate licensees. Contact the CE provider that is offering that particular ethics course to see if it was approved by the Commission to receive CE credit. If the course is not a Commission approved course, you will not get credit for it.

## 2. DEPENDENCY:

If the PB's, BIC's, and/or the brokerage firm's license(s) are not successfully renewed before December 31 of that even-numbered year and prior to the associating licensees, all associating licensees will be renewed on **inactive** status. You can check the status of your PB and/or BIC license status at <https://pvl.ehawaii.gov/pvlsearch/>

So, remember to check that your renewal was properly processed. With a forfeited or inactive license, you must stop conducting any real estate activity.

## YOU MUST STILL PAY YOUR RENEWAL FEE WITH AN INACTIVE LICENSE

Another thing to remember is changing your license status from ACTIVE TO INACTIVE or "putting it on ice". If you want to change from an active status to inactive one, you must submit the Change Form – Real Estate (CF) and mark the "Place license INACTIVE" box. Simple. What you must also remember to do is to keep paying the renewal fees every even-numbered year to keep it **CURRENT**. Placing your license on inactive status and failing to pay for the renewal fee will result in a forfeited license. Pursuant to Hawaii Revised Statutes 436B-2, a forfeited license means the immediate and automatic termination or cancellation without any prior consultation with the licensee of a license issued by a board, caused by a licensee's voluntary or involuntary failure to comply with the requirements for maintaining or renewing a license. Late fees and additional requirements must be met to restore your forfeited license.

## SURRENDERING YOUR LICENSE

Finally, if you decide to surrender your license and not pay for your renewal fees, this may also be done with the CF. Surrendering a license is not the same as inactivating a license. Surrendering your license means you shall cease conducting all real estate activities. Forever. Should you decide to engage in any real estate activity, the individual shall obtain a new license as a new applicant for a salesperson license. In other words, once you surrender your license, you no longer have a license and you will be subject to applicable new licensing requirements in effect at the time of application (i.e. prelicense school, state exam). For brokers who surrender their license, they must start over as a salesperson.

# Re-Activate / Restore

## RE-ACTIVATING OR RESTORING A FORFEITED LICENSE

If your license is renewed on INACTIVE status, and you wish to change to active status, or if for any reason your license is forfeited on January 1, 2021 (whether you voluntarily did not renew on time, you forgot to renew, your check was returned by the financial institution, etc.) and you wish to restore your license, the table below lists documents and fees which must be submitted to the Licensing Branch. If your license was forfeited before or on January 1, 2021, or if you apply for restoration after December 31, 2021, you must submit a Restoration Application (call 586-3000 to obtain application) and follow the instructions that accompany that application.

RE-ACTIVATING				
Individual Brokers, Salespersons	Principal Brokers, Brokers in Charge	Entities (Corporation, Partnership, LLC, or LLP)	Sole Proprietors	Branch Office
<ul style="list-style-type: none"> <li>Change Form (signed by Principal Broker or Broker in Charge)</li> <li>\$25 fee</li> </ul>	<ul style="list-style-type: none"> <li>Change Form</li> <li>\$25 fee</li> </ul>	<ul style="list-style-type: none"> <li>Change Form for entity with \$75 fee</li> <li>Change Form for principal broker with \$25 fee</li> <li>Change Form for ALL associating licensees with \$25 fee for each Change Form</li> </ul>	<ul style="list-style-type: none"> <li>Application for sole proprietor</li> <li>\$65 fee</li> <li>Change Form for ALL associating licensees with \$25 fee for each Change Form</li> </ul>	<ul style="list-style-type: none"> <li>Change Form for branch office with \$75 fee</li> <li>Change Form to register a broker in charge if the principal broker has not already designated a broker in charge</li> </ul>
<ul style="list-style-type: none"> <li>Original Continuing Education Certificates</li> </ul>	<ul style="list-style-type: none"> <li>Original Continuing Education Certificates</li> </ul>		<ul style="list-style-type: none"> <li>Original Continuing Education Certificates</li> </ul>	
		<ul style="list-style-type: none"> <li>Trade name document (if using a trade name) from Business Registration Division 586-2727</li> </ul>	<ul style="list-style-type: none"> <li>Trade name document (if using a trade name) from Business Registration Division 586-2727</li> </ul>	
		<ul style="list-style-type: none"> <li>Certificate of Good Standing from Business Registration</li> </ul>		
		<ul style="list-style-type: none"> <li>Entity Resolution appointing principal broker</li> </ul>		
RESTORING BETWEEN JANUARY 1 AND DECEMBER 31, 2021				
<ul style="list-style-type: none"> <li>Renewal Application</li> <li>\$268 renewal fee</li> <li>\$50 penalty fee</li> <li>Original continuing education certificates</li> <li>Change Form if restoring on active status</li> </ul>	<ul style="list-style-type: none"> <li>Renewal Application</li> <li>\$268 renewal fee</li> <li>\$50 penalty fee</li> <li>Original continuing education certificates</li> <li>Change Form if restoring on active status</li> </ul>	<ul style="list-style-type: none"> <li>Renewal Application</li> <li>\$343 renewal fee</li> <li>\$100 penalty fee</li> <li>Change Form for principal broker</li> <li>Change Form for ALL associating licensees</li> <li>Trade name document (if using a trade name)</li> <li>Certificate of Good Standing</li> <li>Entity Resolution appointing principal broker</li> </ul>	<ul style="list-style-type: none"> <li>Renewal Application</li> <li>\$298 renewal fee</li> <li>\$80 penalty fee</li> <li>Original continuing education certificates</li> <li>Trade name document (if using a trade name)</li> <li>Change Form for ALL associating licensees</li> </ul>	<ul style="list-style-type: none"> <li>Renewal Application</li> <li>\$268 renewal fee</li> <li>\$50 penalty fee</li> </ul>

The Change Form and Application for License: Real Estate Sole Proprietor may be retrieved from the Commission's web site: <http://www.hawaii.gov/hirec>.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at 586-3000 to submit your request.

# Administrative Actions

## October 2020

**FELICIA A. DOMINICI**

RS 82021

Case No. REC-2020-42-L

Dated 10/23/20

**Uncontested Facts:**

Respondent self-reported in January 2020 that she had been convicted of the offense of Operating a Vehicle Under the Influence of an Intoxicant (“OVUII”) in the District Court of the Third Circuit, South Kohala Division, State of Hawaii, in December 2019.

Respondent has complied with all court-ordered terms and conditions of her sentence.

**Violations:**

HRS § 436B-19(12) and HRS § 436B-19(17).

**Sanctions:**

Fine of \$500.00.

**BARON S. H. GRAHAM, also known as BARON SCOTT GRAHAM, also known as BARON GRAHAM**

RB 21762

Case No. REC-2019-232-L

Dated 10/23/20

**Uncontested Facts:**

RICO alleges that on or about September 25, 2001, Respondent was convicted in two cases for Driving under the Influence of Intoxicating Liquor, an offense commonly known as Driving under the Influence (hereinafter “DUI”), in the Honolulu District Court of the First Circuit, State of Hawaii. The dates of offense for each DUI case were April 1, 2001, and July 11, 2001, respectively.

On or about August 29, 2005, Respondent submitted the Application for License (Real Estate Salesperson). On the said application, Respondent answered “No” to the question, “During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction?” despite the convictions described.

On or about April 2, 2015, Respondent submitted the Application for License (Real Estate Broker). Respondent answered “No” to the question, “During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction?” despite the convictions described.

On March 18, 2019, Respondent was convicted of one count of Assault in the Third Degree and one count of Operating a Vehicle under the influence of an Intoxicant, an offense commonly known as DUI. The date of offense for both counts was December 18, 2017. Respondent timely reported the above convictions to the Commission.

**Representations by Respondent:**

Respondent represents that he erroneously believed his DUI convictions in 2001 were annulled according to his attorney at the time. Respondent represents that he did not intend to be deceitful and wishes to resolve this case expeditiously.

The 2019 convictions arose from an incident on December 18, 2017. While driving on the road; an individual, who believed Respondent cut him off, physically confronted Respondent. The court found that the individual and Respondent were mutually responsible for the altercation and ordered Respondent to pay a \$100.00 fine and a \$30.00 fee for the Assault charge. For the DUI charge, Respondent represents that he had paid a \$300.00 fine with the fees and completed the court-ordered alcohol assessment and mandatory 14-hour substance abuse rehabilitation program. On September 16, 2019, the court found that Respondent complied with the imposed terms of sentence.

**Violations:**

HRS § 436B-19(12), HRS § 436B-19(14) and HRS § 467-20.

**Sanctions:**

Fine of \$1,500.00.

# Administrative Actions (cont. from page 6)

## November 2020

**MCSHANE A. DATOR**

RS 81883

Case No. REC-2019-401-L

Dated 11/20/20

**RICO Allegations:**

RICO alleges that on or about March 12, 2019, Respondent submitted an application for a Real Estate Salesperson license with the Commission. A question on the application asked Respondent, “[d]uring the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction?” Respondent answered “no”.

On or about September 24, 2014 in the District Court of the First Circuit, State of Hawaii, Respondent was convicted of the petty misdemeanor offense of Operating a Vehicle Under the Influence of an Intoxicant.

**Violations:** HRS § 467-20

**Sanctions:**

Fine of \$1,000.00.

**MICHAEL P. PERKINS, dba**

**MIKE PERKINS**

RS 78762

Case No. REC-2018-160-L

Dated 11/20/20

**RICO Allegations:**

RICO alleges that Respondent failed to renew his real estate salesperson license when it expired on December 31, 2016. Respondent’s license was placed in inactive status from January 1, 2017 to May 8, 2018.

**Violations:** HRS § 467-7

**Sanctions:**

Fine of \$1,000.00

During the time period where his license was inactive, Respondent earned income derived from real estate transactions by providing research, analytical, administrative, and other support for the brokerage firm he was affiliated with.

The principal broker of the real estate firm that Respondent was affiliated with during all relevant times herein will be subject to a separate proceeding with RICO.

**Representations by Respondent:**

Respondent mistakenly assumed that that his real estate salesperson license would rollover and when an internal audit determined that his license was in fact inactive, he notified the Commission in writing and took immediate steps to restore his license.

**ANDREW D. FRIEDLANDER**

RB 7411

Case No. REC-2018-161-L

Dated 11/20/20

**RICO Allegations:**

RICO alleges that a real estate salesperson, Michael Perkins, who is affiliated with Colliers International Hawaii, LLC failed to timely renew his real estate salesperson license when it expired on or about December 31, 2016. Mr. Perkins did not restore his real estate salesperson license until April 18, 2018. During this time, Mr. Perkins was involved in real estate activity by providing research, analysis, and administrative support to Colliers International Hawaii, LLC.

**Violations:** HRS § 467-1.6(b)(7)

**Sanctions:**

Fine of \$1,500.00

Mr. Perkins will be subject to a separate proceeding.

# Administrative Actions (cont. from page 7)

## December 2020

**JANE F. ABRAMO** formerly  
known as **JANE F. RASH**  
**RB 14352**

Case No. REC-2019-660-L

Dated 12/18/20

**RICO Allegations:**

RICO alleges that Respondent, a real estate broker at Na Pali Properties Inc., was in the process of formalizing an agreement with a real estate salesperson to act as a broker for vacation rentals. During the pendency this arrangement, the real estate salesperson's license was listed with Na Pali Properties, Inc.

At all relevant times herein, RICO alleges that the real estate salesperson engaged in one (1) vacation rental transaction where the real estate salesperson allegedly received and deposited proceeds from a vacation rental without the supervision and/or involvement of the Respondent. The real estate salesperson will be subject to a separate proceeding with RICO.

**Violations:** HRS § 467-1.6(a)

**Sanctions:**

Fine of \$1,000.00.

**LYNIEL C. BERRIS, aka LYNIEL**  
**N. CHOY, dba RAINBOW**  
**REALTY INTERNATIONAL**  
**RB 18877**

Case No. REC-2017-181-L

Dated 12/18/20

**Uncontested Facts:**

At all relevant times herein, Respondent was operating as a sole owner.

On March 13, 2020, RICO filed a Petition for Disciplinary Action Against Real Estate Broker's License (hereinafter "Petition") alleging that Respondent violated various sections under Hawaii Revised Statutes ("HRS") Chapter 467, and Hawaii Administrative Rules ("HAR") Title 16 Chapter 99.

This Settlement Agreement is based on RICO's factual allegation in the Petition that Respondent failed to provide records related to Respondent's property management of Bo Pathammavong's properties within a reasonable time to RICO, in response to RICO's request. RICO notes that Respondent provided the requested records after filing of the Petition.

**Representations by Respondent:**

Respondent apologizes for the delay in providing the records. Respondent provided some of the requested records in the beginning of investigation, however, failed to meet the rest of the RICO's record request until after filing of the Petition.

**Violations:** HRS § 467-14(7)

**Sanctions:**

Fine of \$500.00.

**SHAYLA-ANN K. FUNES,**  
**aka SHAYLA FUNES**  
**RS 82073**

Case No. REC-2020-114-L

Dated 12/18/20

**Uncontested Facts:**

Respondent self-reported in February 2020 that she had been convicted of the offense of Operating a Vehicle Under the Influence of an Intoxicant (hereinafter "OVUII") in the District Court of the Second Circuit, Wailuku Division, State of Hawaii, on January 29, 2020, in case number 2DTA-19-01316.

Respondent has complied with all court-ordered terms and conditions of her sentence.

**Representations by Respondent:**

Respondent represents that she deeply regrets her mistake and will never let it happen again.

**Violations:** HRS § 467-1.6(b)(7)

**Sanctions:**

Fine of \$500.00



# Statutory/Rule Violations

**Settlement Agreement (Allegations/Sanction):** A Settlement Agreement may or may not include an admission that the Respondent violated licensing laws and/or rules on a case-by-case basis.

**Disciplinary Action (Factual Findings/Order):** The respondent is found to have violated the specific laws and rules cited, and the Commission approves the recommended order of the Hearings Officer.

HRS §436B-19(12) Failure to comply, observe, or adhere to any law in a manner such that the licensing authority deems the applicant or holder to be an unfit or improper person to hold a license.

HRS §436B-19(14) Criminal conviction, whether by nolo contendere or otherwise, of a penal crime directly related to the qualifications, functions, or duties of the licensed profession or vocation.

HRS §436B-19(17) Violating this chapter, the applicable licensing laws, or any rule or order of the licensing authority.

HRS §467-1.6(a) The principal broker shall have direct management and supervision of the brokerage firm and its real estate licensees.

HRS §467-1.6(b)(7) The principal broker shall be responsible for: Ensuring that the licenses of all associated real estate licensees and the brokerage firm license are current and active;

HRS §467-7 No person within the purview of this chapter shall act as real estate broker or real estate salesperson, or shall advertise, or assume to act as real estate broker or real estate salesperson without a license previously obtained under and in compliance with this chapter and the rules and regulations of the real estate commission.

HRS §467-14(7) Failing, within a reasonable time, to account for any moneys belonging to others that may be in the possession or under the control of the licensee.

HRS §467-20 False statement.

# Remote Proctoring to Save the Day

2021 brings some welcomed news regarding Hawaii real estate license testing. PSI, the Commission's test administrator, will offer remote proctoring for Hawaii license exams beginning January 20, 2021 for registration, with actual remote proctoring starting on January 21, 2021. Brick and mortar test sites will still be available.

This looks to be a game-changer as far as Hawaii real estate license testing goes. After the trials and tribulations of a Covid-19 impacted 2020, remote proctoring will spell a major relief to all concerned, but especially to the candidates on the Neighbor Islands.

Here are the major points of PSI's remote proctoring:

1. In anticipation of the remote proctoring unveiling on January 20, 2021, a BLACK-OUT day of Tuesday, January 19, 2021 will happen. NO exam registrations will be taken on the black-out day. Registrations already made for January 20 and January 21 will remain as scheduled, UNLESS the candidate decides to make a change.
2. The dedicated phone number for Hawaii candidates remains: 855-579-4640.
3. The actual remote proctoring will take place on January 21, 2021 for candidates who have registered.
4. A NEW WEBSITE will be in place: <https://www.psiexams.com/hire>, which is ONLY for Hawaii candidates. Candidates accessing the old website will automatically be redirected to the new website.
5. Score reports will be EMAILED to the candidate within 24 hours of passing the exams instead of printed at the test site.
6. The PSI BRIDGE platform, a secured browser, must be used by candidates testing remotely. Via this platform, candidates will be able to run secured compatibility checks to see if their computer technology meets the requirements for the remote testing.
7. Proctors will only be available via chat, they will be able to view and hear the candidate, but not vice versa, and will be able to pause, revoke access to the exam or end the exam.
8. No breaks will be permitted.
9. A calculator is available via the PSI browser.
10. Scratch paper will be permitted but must be physically destroyed in front of the proctor at the end of the exam.
11. All test sessions are recorded.

All the above information is included in the new PSI candidate information bulletin, effective 1/20/2021. PSI's updated information is also available on YouTube, type in "PSI proctored exams". All prelicense schools will receive the updated candidate information bulletin and the powerpoint presentation on remote proctoring.

# Temporary Principal Broker or Broker-In-Charge

Hawaii Administrative Rules (HAR), Chapter 99, section 16-99-3(o) reads, "Prior to the time the principal broker or the broker-in-charge is absent from the principal place of business for more than thirty calendar days, and no other broker-in-charge is registered with the principal place of business, the principal broker shall submit to the commission a signed, written notification of the absence designating a temporary principal broker or temporary broker-in-charge, who shall acknowledge the temporary designation by signing the notification. In case of prolonged illness or death where the principal broker or broker-in-charge is unable to act, another broker shall be designated as the temporary principal broker or broker-in-charge within thirty days of the illness or death with appropriate notification to the commission. A temporary principal broker or broker-in-charge arrangement shall not exceed a period of six months, with the right to extend prior to expiration for another six months for good cause and with the approval of the commission."

The intent of this rule is to assist a brokerage in maintaining its day-to-day real estate activities should its principal broker be absent thirty or more days, or if an illness or death should affect the principal broker. Although not required, principal brokers should prepare for unexpected events which may affect the operations of the entity. There should be at least one broker-in-charge in the brokerage. Having a designated broker-in-charge will allow the brokerage to function despite the absence of the principal broker for thirty or more days.

For the many small brokerages, of 2-10 agents, as an example, this is not often possible to have a broker-in-charge in place. Still, it's best to be prepared should anything unexpected occur. For sole proprietorships, this is an even more difficult situation. The sole proprietor may have associated licensees, however, should anything happen to the sole proprietor, say a sudden death or debilitating accident, the associating licensees are faced with no principal broker, no way of the sole proprietorship being able to continue, as it is tied to a specific license, and the prospect of going involuntarily inactive.

The designation of a temporary principal broker or broker-in-charge is NOT for circumstances where a principal broker is leaving a brokerage. The above rule operates with the assumption that the principal broker is returning. The rule is not to be used if a brokerage has not decided who a new principal broker will be, but has decided they do not want the current principal broker to continue in that position.

The Change Form ("CF") must be used to designate a temporary principal broker or broker-in-charge BEFORE the absence of the principal broker occurs. If no CF is filed, there will be no documentation that a licensee has been designated a temporary principal broker or broker-in-charge.

Note that when a principal broker initially designates a temporary principal broker, the time frame indicated may be up to 6 months in length. If the initial appointment is for 1 month, and PRIOR TO THE EXPIRATION OF THE appointment time frame, the time frame is extended, there is no requirement for Commission approval. In cases of illness, and the appointment period is extended beyond the first 6 months, a doctor's note must accompany the CF, and the matter must go before the Commission for approval. To date, because the length of time to find a permanent principal broker is very reasonable, the Commission has not extended the initial temporary principal broker appointment.

## Prelicense Schools

Abe Lee Seminars	808-942-4472
American School of Real Estate Express LLC	866-739-7277
Carol Ball School of Real Estate	808-280-0470
The CE Shop, LLC	888-827-0777
Continuing Ed Express, LLC	866-415-8521
Diamond Resorts Real Estate Academy – Hawaii, LLC	480-392-2337
Excellence in Education dba Maui Real Estate School	808-212-4861
Inet Realty	808-955-7653
Maui Real Estate Academy, LLC dba Hawaii Real Estate Academy	808-633-5737
Mayfield Real Estate, Inc., dba Global Real Estate School	573-756-0077
Mbition Learn Real Estate	800-532-7649
Ralph Foulger’s School of Real Estate	808-239-8881
Real Estate School Hawaii	808-551-6961
REMI School of Real Estate	808-230-8200
Scott Alan Bly School of Real Estate, LLC dba Bly School of Real Estate	808-738-8818
Seiler School of Real Estate	808-874-3100
Vitousek Real Estate Schools, Inc.	808-946-0505



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This material may be made available to individuals with special needs. Please call the Senior Real Estate Specialist at 808-586-2643 to submit your request.

## Continuing Education Providers

Abe Lee Seminars	808-942-4472	Hawaii Island Realtors	808-935-0827
At Your Pace Online, LLC	877-724-6150	Honolulu Board of Realtors	808-732-3000
The Berman Education Company, LLC	808-572-0853	International Association of Certified Home Inspectors (InterNACHI)	720-735-7125
Building Industry Association of Hawaii	808-629-7505	Kauai Board of Realtors	808-245-4049
Carol Ball School of Real Estate	808-280-0470	Mbition Learn Real Estate	800-532-7649
The CE Shop, LLC.	888-827-0777	McKissock, LLC	800-328-2008
CMPS Institute, LLC	888-608-9800	Preferred Systems, Inc.	888-455-7437
Continuing Ed Express, LLC	866-415-8521	Ralph Foulger’s School of Real Estate	808-239-8881
Dexterity CE, LLC	512-893-6679	Real Estate School Hawaii	808-551-6961
Eddie Flores Real Estate Continuing Education	808-223-6301	Realtors’ Association of Maui, Inc.	808-873-8585
ExceedCE	415-885-0307	REMI School of Real Estate	808-230-8200
Finance of America Reverse	330-807-8948	Scott Alan Bly School of Real Estate, LLC dba Bly School of Real Estate	808-738-8818
Hawaii Association of Realtors	808-733-7060	Systems Effect LLC, dba Training Cove	480-517-1000
Hawaii Business Training	808-250-2384	WebCE Inc.	877-488-9308
Hawaii CCIM Chapter	808-528-2246		
Hawaii First Realty, LLC	808-282-8051		

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## 2021 Real Estate Commission Meeting Schedule

**Laws & Rules Review Committee – 9:00 a.m.**  
**Condominium Review Committee – Upon adjournment of the**  
**Laws & Rules Review Committee Meeting**  
**Education Review Committee – Upon adjournment of the**  
**Condominium Review Committee Meeting**

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**Real Estate Commission – 9:00 a.m.**

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**Friday, February 26, 2021**  
**Thursday, March 25, 2021**  
**Friday, April 23, 2021**  
**Friday, May 28, 2021**  
**Friday, June 25, 2021**  
**Friday, July 23, 2021**  
**Friday, August 27, 2021**  
**Friday, September 24, 2021**  
**Friday, October 22, 2021**  
**Friday, November 19, 2021**  
**Friday, December 17, 2021**

\*Pursuant to ongoing COVID-19 complications, committee meetings for the foreseeable future are canceled. Any issues needing Commission approval will be reviewed at the regularly scheduled Commission meeting. Thank you for your understanding.

Meeting dates and times are subject to change without notice. Please visit the Commission's website at [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec) or call the Real Estate Commission Office at (808) 586-2643 to confirm the dates and times of the meetings. This material can be made available to individuals with special needs. Please contact the executive officer at (808) 586-2643 to submit your request.