

# CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION ELECTIVE COURSE

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## Application and Certification Procedures for Continuing Education Elective Course

### The course author/owner is responsible to:

- ◆ Submit a completed application form which includes a detailed Course Curriculum consisting of:
  - A Course Outline
  - Learning objectives for EACH topic
    - Students need to know what they are expected to learn in the course. The learning objectives or outcomes define the skills and knowledge the students should have at the end of the course. The learning objectives should be stated in terms of performance. For instance, "Upon completion of this course, the student will be able to identify from a set of facts, the real estate issues involved and any possible licensing law violations." Or, "Upon completion of this course, the student will be able to describe violations of the fair housing laws applicable in Hawaii."
    - Course content
    - Time spent per topic (total time must equal the number of credit hours requested)
    - Supporting materials
    - Resume of the course author
- ◆ Complete applications only will be reviewed and considered by the Real Estate Commission's ("Commission") Education Review Committee. Incomplete applications will not be considered.
- ◆ 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 (non-refundable) - \$150 for a 3 hour course. \$50.00 for each additional hour for up to 15 hours of total instructional time not including breaks. Attach a check payable to "Commerce and Consumer Affairs."
- ◆ If the course being certified is authored by someone else, attach a completed "Authorization to Offer Course" form with application. This form must be signed by the author/owner of the continuing education course(s).

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at (808) 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 CERTIFICATION OF CONTINUING EDUCATION ELECTIVE COURSE**

1.	<b>Name of Elective Course:</b>
2.	<b>Name, Address and Phone No. of Course Author(s) or Owner:</b>
	<b>Email:</b>
3.	<b>Name, Address, and Phone No. of Provider:</b>
	<b>Email:</b>
	<b>Provider is registered with the Real Estate Commission:</b>
	Yes <input type="checkbox"/> No <input type="checkbox"/> Pending Provider Registration Application <input type="checkbox"/>

4. Number of credit hours requested (up to maximum of 15 credit hours): \_\_\_\_\_

5. How will the course be offered? (Check all that apply)

Traditional Live

\*Remote Live (i.e Web based platforms such as Zoom)

\*The participants must be visible on screen by the instructor throughout the course.

5. Summary description of course content:

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6. Course Category: Please indicate a course category for this course. If applicable, a course may fall under more than one (1) category.

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|--|---|
| <input type="checkbox"/> Contracts           | <input type="checkbox"/> Finance                            |
| <input type="checkbox"/> Investment          | <input type="checkbox"/> Property Ownership and Development |
| <input type="checkbox"/> Real Estate Law     | <input type="checkbox"/> Risk Management                    |
| <input type="checkbox"/> Dispute Resolution  | <input type="checkbox"/> Technology and the Licensee        |
| <input type="checkbox"/> Property Management | <input type="checkbox"/> Broker Management                  |
| <input type="checkbox"/> Other: _____        |   |

7. Course Certification: Each elective course must satisfy **(a), (b), and (c)** below:

a. Furthers at least one of the following goals (check at least one):

Protects the general public in its real estate transactions. Briefly explain:

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Enables the licensee to serve the objectives of the consumer in a real estate transaction. Briefly explain:

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Enables the licensee to maintain, develop and improve the licensee's competency and professionalism in a changing market place. Briefly explain:

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b. Qualifies as either (check at least one):

Consumer Protection Course. Explain briefly in what manner the course addresses issues and concepts relating to §467-14, Hawaii Revised Statutes or §16-99-3, Hawaii Administrative Rules (see copies attached to this application).

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Professional Standards or Practice course. Explain briefly in what manner the course covers issues, knowledge and concepts relating to real estate professional development.

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- c. There is at least one (1) interactive activity included in the course materials for each hour of instruction (the minimum requirement), OR at least one interactive activity for each UNIT or TOPIC of instruction. Describe the interactivity and specify where it is located in the course, e.g. the slide # which describes the interactivity.

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8. §16-99-87, Hawaii Administrative Rules, defines “continuing education” as “. . . elective courses that involve areas designed to improve a licensee’s competency or professional standards and practice, and which courses are determined by the commission to exceed minimum entry level competency in the subject matter of the course, including consumer protection in real estate transactions.” “Beyond professional entry” means “the course objectives involve learning outcomes which help the licensee develop more than minimal entry level competency in the subject matter of the course. . . .”

**Explain why this course is "beyond professional entry."**

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9. Course Materials: **Attach** a detailed course curriculum consisting of all of the following:

- **Course Outline.** Attach a course outline which details the sequence of topics, the amount of time that meets the criteria for continuing education as identified in §16-99-100, HAR., *learning objectives*\* for each topic, and any reading assignments or materials to be covered in each topic. NOTE: Those topics that do not meet the criteria for continuing education may be found in §16-99-101, HAR.
- **Course Content.** Attach an outline of lecture materials to be covered including notes, directives to instructors and a copy of all materials to be used as handouts for students.

Label the course topics, learning objectives for each topic, amount of time allotted to each topic, and reading assignments.

*\*"learning objectives"* should be stated in terms of performance. See Application and Certification Procedures for Continuing Education Course for explanation.

- Include the Hawaii Real Estate Commission disclaimer on the front page of the course materials, including slides, if applicable, using at least 10-point bold face type print.

**“DISCLAIMER:**

**The author of this presentation and/or the continuing education provider are solely responsible for the accuracy of information contained in this presentation. The materials and information provided in this presentation are intended to provide general education and information and are not a substitute for obtaining legal advice or other competent professional assistance to address specific circumstances.**

**Certification of this presentation shall not be construed to constitute the Real Estate Commission's approval of the materials and information discussed in this presentation. The Commission does not warrant the accuracy, adequacy, completeness, and appropriateness of the information and any forms included in this presentation. The Commission renders no judgment on the value of merits of this presentation. The Commission certifies the presentation's delivery and design, but not its content.”**

10. The course consists of how many clock hours? \_\_\_\_\_

Certification of Applicant:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I certify that all copyrighted materials are used with permission of the owner of those copyrighted materials. 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 **Author/Owner**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date