

# CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION ONLINE 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 link to access the course, including user ID and password
  - 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).
- ♦ Course design must require students to navigate through the content to reach assessments. Students shall not be allowed to bypass any of the course content.

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 ONLINE ELECTIVE COURSE

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

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

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 **both (a) and (b)** of the following:

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.

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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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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. How is the orientation provided to the student? Please upload the orientation specific to this course.

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10. Please provide a copy of or link to the course syllabi and/or manuals for this course. Syllabi and student manuals must contain the following items. By placing a check next to items below, verify each applicable item is located in the student manual or orientation area of the course.

Link:

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- ☐ Instructor contact information
- ☐ Student material required, (such as software, specialized internet providers, etc.)
- ☐ Testing/Interactivity
- ☐ Deadlines
- ☐ Fees and refunds
- ☐ ADA Information (explain)
- ☐ Technology support services available to students
- ☐ Completion/course completion certificates

11. Please provide your course objectives in the space below, or reference where they can be found in the course. If you note them below, please indicate if they are the course objectives or individual module objectives.

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12. Please include the course outline in a separate document/file in your submission. The course outline may include course objectives, as well. If this course includes a mandatory timer, please include the intended time spent on each section.

13. After enrolling in this course, how long does a student have to complete it before he/she must begin again? How and where is this communicated to student?

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14. On what basis is this course sequenced/organized? (Check one)

- ☐ Chapter  
☐ Lesson  
☐ Module  
☐ Other (explain)

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15. Is this course designed as a lock-step course or can the student access the information in non-sequential order?

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16. Does this course include reference materials ☐ Yes ☐ No

17. Please include copies of any reference (print or non-print) used with this course with your submission materials. It is important that all links (including links used for reference materials) be operational at the time of course submission.

18. Does your course require mandated seat time ☐ Yes ☐ No

19. How is the course time tracked?

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20. Interactivity is an important element in distance education. Please explain how interactivity is promoted in this course.

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21. Please list the types of interactive exercises included in the course (multiple choice questions, true-false questions, matching words with definitions, scenarios, videos, etc) and indicate on the relevant PowerPoint slide where the interactive exercises are in the course and what the interactive exercises are.

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22. Please state how you are measuring mastery of each of the above course objectives.

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23. Please indicate the mechanism used to evaluate or measure interactivity within the course and what format is used for these evaluation points. Some examples are listed below but not limited to: (Check all that apply)

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|---|---|
| <input type="checkbox"/> Formal feedback points in this course            | <input type="checkbox"/> Fax                      |
| <input type="checkbox"/> Informal discussion by instructors with students | <input type="checkbox"/> Bulletin Boards          |
| <input type="checkbox"/> Outside observers                                | <input type="checkbox"/> Chat-rooms               |
| <input type="checkbox"/> Emails   | <input type="checkbox"/> Threaded discussions     |
| <input type="checkbox"/> Telephone  | <input type="checkbox"/> Other methods (describe) |

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24. Please explain the process that occurs in the event the student fails the assessment.

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25. How is remediation implemented in this course?

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26. 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.”**

27. Are there summative (final exams) assessments included in this course? ☐ Yes ☐ No

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 that is 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 online continuing education as established by the Hawaii Real Estate Commission and as identified in §16-99-100, HAR.

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Signature of **Author/Owner**

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Print Name

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Date