



## **Hawaii Real Estate Licensing Renewals FAQs**

**1. When are online renewals available and where do I complete my online renewal application?**

The online renewal system and the hard copy paper application will be available October 21, 2024. A renewal reminder card will be mailed out to all licensees prior to the online system going live.

**2. When does my real estate license expire?**

All real estate licenses expire on December 31, 2024.

**3. I'm inactive, do I still need to renew? Is CE's required?**

Yes, you still need to complete the license renewal paperwork, however, CE's are not required to renew on an inactive status.

**4. Why is the filing deadline November 30, 2024?**

While online licensing renewals will be available until 11:59:59 pm, December 31, 2024, the November 30, 2024 deadline ensures that licensees who submit complete renewal applications by the filing deadline will be able to retrieve and print their license pocket ID card via their [MyPVL](#) account. This will ensure continuation of real estate licensing activities from January 1, 2025 and the ability to earn compensation.

The filing deadline is for all types of real estate license renewals, and condominium hotel operator re-registrations.

**5. What if I submit my renewal application after November 30, 2024?**

The licensee is at risk as the application may not be processed and approved by the expiration date, and the licensee may have to cease real estate licensing activity from January 1, 2025 until properly licensed.

For Principal brokers and broker entity licenses it is more critical, as any untimely filing will place all real estate licensees associated with the principal broker and the entity at risk, even salespersons who successfully renewed.

**6. What are the continuing education requirements?**

All individual licensees (except for those who received their salesperson license in 2024) desiring to renew their licenses on an active status shall complete mandatory core courses, Parts A and B (three (3) hours each), and fourteen (14) hours of elective credit hours. All continuing education courses shall be from the Hawaii Real Estate Commission's approved list. Persons who received their salesperson license in 2024 are deemed to have fulfilled their CE requirement.

**7. How do I view my CE History?**

In order to view your CE History, you must log into your [MYPVL](#) account. Once logged in, click on your license number. Next, look for the "RECE" tab. Click on the tab and hit "View CE History."

**8. Where can I find a list of approved CE providers and/or courses?**

Visit our website at <https://myce.dcca.hawaii.gov/cs-ce/> . For a complete list of CE Providers and upcoming courses use the "Download All Future Course" button at the top right of the page.

**9. What happens if I do not complete my continuing education requirement before submitting my online renewal application?**

While you will be able to complete the online renewal, the license is at risk as the application may not be processed and approved by the license expiration date which means you will not be able to conduct real estate activity from January 1, 2025.

Principal brokers and brokers in charge who fail to complete the continuing education requirements before submitting renewal applications jeopardize the licenses of the brokerage entity and all associating licensees, who may be placed on an inactive status.

**10. What happens if I renew, but my PB does not renew?**

Your license will be placed on an "inactive" status and a Change Form will need to be submitted in order to reactive your license.

**11. What happens to my license if I do not renew on time and what would I have to do to make it current?**

If the license is not renewed prior to December 31, 2024 for failure to submit a renewal application or failure to pay renewal fees, the license shall be forfeited on January 1, 2025.

Applicants seeking to restore forfeited real estate licenses must submit a complete restoration application with all required fees, penalties, and documents.

Restoration Options are as follows:

- a. For licenses forfeited under one year, applicants restoring to active licensing status, must submit proof of completion of continuing education requirements. Restoring to inactive licensing status requires no CE.
- b. For licenses forfeited over one year and under four years, whether for active or inactive licensing status, applicants must complete one of the following:
  - i. Complete at least thirty hours of elective CE; or
  - ii. successfully complete the preclicensing course for the level of license forfeited; or
  - iii. pass the preclicensing examination for the level of license forfeited.

**NOTE: To obtain a restoration application you must contact the Professional and Vocational Licensing Division – Licensing Branch at (808) 586-3000.**

## **12. How do I know I have successfully renewed my license?**

You will know that you have successfully renewed when you are able to retrieve your pocket card via the [MyPVL](#) account (effective April 18, 2019, pocket ID cards are no longer being mailed). In addition, if you search your license using our Online Services you will see an updated expiration date.

Note: If completing a hard copy renewal and you pay by check, sometimes the notice of an NSF fee check is not received until after the license pocket card is issued. At that point, the licensee is not considered successfully renewed and if after January 1, 2025, will be considered a forfeited licensee and cannot conduct real estate activity.

## **13. What if there is incorrect information on my online renewal application?**

You may still complete the online application.

If no change form was previously submitted to change the applicable information, submit a completed [change form](#).

If a change form or other application was previously submitted on the incorrect information, the licensee should contact the Licensing Branch at (808)586-3000 to verify the status of the change form or application.

If a change form or other application was not received by the Licensing Branch, the licensee needs to re-submit a new change form or new application form, as no copies will be accepted.

## **14. What are the major problems against successful online renewals?**

- Failure to follow instructions;
- Failure to complete application;
- Failure to renew on time;
- Late completion of continuing education requirements;
- Incorrect checks routing number;
- Insufficient fund for check payments;
- Untimely renewal of broker entity or principal broker;
- A "YES" answer to any of the three (3) questions asked on the renewal application.

## **15. What if I continue to conduct real estate activity from January 1, 2025 without being properly licensed?**

The licensee may face enforcement action and may have to refund all compensation earned during the unlicensed period.

On January 1, 2025 check online to make sure you are Current and Active before engaging in any real estate transaction. You and your principal broker will be responsible if you engage in any unlicensed activity.

**16. How do I update my address?**

On both the hard copy and online renewal, there will be an option to update your address.

**17. How do I request/submit a paper application?**

Once the online goes live, you may request a paper application from the Professional and Vocation Licensing Division - Licensing Branch. Request may be made by any of the following:

- a. Via Telephone: (808) 586-3000  
Residents on the neighbor islands may call by dialing the following toll free numbers followed by the last 5 digits of the phone numbers above and the # sign: Kauai 274-3141  
Maui 984-2400  
Hawaii 974-4000  
Lanai & Molokai 1-800-468-4644
- b. Via email:  
pvl@dcca.hawaii.gov
- c. By Mail:  
DCCA-PVL  
P.O. Box 3469  
Honolulu, HI 96801
- d. In Person:  
King Kalakaua Building  
335 Merchant Street, Room 301  
Honolulu, HI 96813