

CONTINUING EDUCATION EQUIVALENCY – REAL ESTATE Instructions and Information

Access this form via web site at: www.hawaii.gov/hirec

WHO MAY FILE Hawaii-licensed real estate brokers and salespersons who hold a current, unencumbered real estate license in another state, or who hold a current, unencumbered real estate license in a jurisdiction recognized by the Association of Real Estate License Law Officials (ARELLO), intending to renew their Hawaii license and desire an equivalency of the **ELECTIVE COURSE HOURS** of the continuing education requirement. The equivalency shall be based on the successful completion of the continuing education requirements of the other state or jurisdiction prior to submission of the renewal application. Applicants shall file a complete application prior to submitting an application for license renewal.

PURPOSE State law requires that a real estate broker or salesperson licensee complete twenty (20) hours of continuing education or its equivalent during the two-year period preceding the licensee's application for renewal of a license on "active" status. The continuing education equivalency is subject to the review and approval of the Real Estate Commission and shall be secured prior to submission of a renewal application.

Approval of the equivalency shall be subject to the **real estate licensee completing the commission-designated core course** (§467-11.5(d), Hawaii Revised Statutes) before 11/30/2024. If core courses are not completed before 11/30/2024, the equivalency will be voided and the licensee shall provide the Commission with proof of having completed at least 20 hours of continuing education courses from a Commission approved CE provider.

APPLICATION FORM Complete the entire application form using the form-fillable PDF available on the Commission's website or print legibly in blue or blank ink. Complete Part 1 of the attached Verification of License For Continuing Education Equivalency--Real Estate ("VOLCEE") form and send the form to your state's real estate licensing agency. Have the agency return the form to you. The VOLCEE must be completed and issued by the out-of-state agency not more than six (6) months prior to the submission of the application form. Submit the completed and signed application form, the completed VOLCEE, and a NON-REFUNDABLE application fee of \$25.00 payable to COMMERCE & CONSUMER AFFAIRS. Submit originals only – faxed or photocopied forms will not be accepted. An application without the required documents is considered an incomplete application subject to termination and denial.

Note: One of the numerous legal requirements that you must meet in order for acceptance and processing of the application is the payment of fees as set forth in this application. You may be sent a notice of approval before the check you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required fee and your approval will not be valid. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.

If for any reason you are denied approval, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a continuing education equivalency has been denied.

FILING DEADLINE Submit your application, including completed Verification of License form and fee, by **November 30, 2024** (renewal application deadline), to ensure that you will receive notification of approval prior to the expiration of your real estate license on December 31, 2024. Applications received after November 30, 2024, may not be processed in time to allow for license renewal with an equivalency for the elective course hours.

Since all real estate licenses expire on December 31, 2024, applications will not be accepted if postmarked after December 31, 2024. It is the responsibility of the applicant to file a complete application in sufficient time to be granted and receive a continuing education equivalency prior to renewing the Hawaii license on active status.

ADDRESS TO FILE APPLICATION	Mail the complete application to:	or	Deliver the complete application to:
	DCCA, PVL, Licensing Branch CE Equivalency P. O. Box 3469 Honolulu, HI 96801		335 Merchant Street, Room 301 Honolulu, HI 96813 Telephone: (808) 586-3000

APPLICATION FOR CONTINUING EDUCATION EQUIVALENCY - REAL ESTATE

Read the attached instructions before completing form.

Applicants are subject to requirements, forms and fees in effect at time of filing.

Complete and submit with the \$25 non-refundable application fee.

Submit **ORIGINAL** only - FAX and PHOTOCOPY will no be accepted.

Legal Name (LAST)	(First-Middle)
Mailing Address (include apt. no., city, state & zip code)	
Email	
Phone No. (days):	Date of Birth:

FOR BOARD USE ONLY	APPROVED	Initials/date:	
	DENIED	Biennium	Cert. Sent
	Hawaii License Number: _____ Salesperson: RS _____ Broker: RB _____		

Please answer the following:

- Do you have a real estate license in another state or jurisdiction recognized by the Association of Real Estate License Law Officials (ARELLO) other than Hawaii? YES NO

If YES, please provide the state or jurisdiction, license type, license number, and answer questions (a) and (b):

State or jurisdiction: _____

License Type _____

License Number: _____

- (a) Is the real estate license current and unencumbered (no conditions or disciplinary actions attached to the license)? YES NO
- (b) Have you successfully completed the continuing education requirement of the other state or jurisdiction? YES NO

CERTIFICATION OF APPLICANT

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees.

I hereby certify that the information provided on this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation (§710-1017, Hawaii Revised Statutes), and may result in denial of this application or revocation of license. I understand that it is unlawful to file with the Real Estate Commission any document which is false or untrue or contains any material misstatement of fact, or contains forgery. (§467-20, Hawaii Revised Statutes).

_____ Date

_____ Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Appl.....580..... \$25
 Service Fee.....BCF..... \$25

VERIFICATION OF LICENSE FOR CONTINUING EDUCATION EQUIVALENCY -- REAL ESTATE

PART I. TO BE COMPLETED BY APPLICANT

*INSTRUCTIONS: A. Applicant to complete information in Part I only.
 B. Applicant to send this form to out-of-state licensing agency to complete Part II.
 C. Upon receipt of completed form from the out-of-state agency, applicant to attach completed form to application and submit to Licensing Branch with the required fee.*

Applicant's Name (First, Middle)	(LAST)	Type of License held:	
Mailing Address (include apt. no., city, state & zip code)		<input type="checkbox"/> SALESPERSON	<input type="checkbox"/> BROKER
		License Number	Date Licensed

PART II. TO BE COMPLETED BY OUT-OF-STATE LICENSING AGENCY

The above-named person is applying for a real estate continuing education equivalency in Hawaii. Please supply the following information, and mail this form back to the above-named person.

Circle Type of License Issued: <div style="text-align: center; margin: 10px 0;">SALESPERSON</div> <div style="text-align: center; margin: 10px 0;">BROKER</div>	1. Is the license current and unencumbered (no conditions or disciplinary actions attached to the license)?.....YES NO If no, please explain: 2) Has disciplinary action ever been taken against the license?YES NO If yes, please explain: 3) Are there any pending disciplinary actions? YES NO If yes, please explain: 4a) Is there a continuing education requirement? YES NO b) If yes, what is the requirement? ____ hours. 5) Did the person named above successfully complete the continuing education requirement? YES NO	
Date Licensed		
Expiration Date		
Name of Out-of-state Agency	Signature	Date
Address of Out-of-state Agency	Name & Title	