

**CHECKLIST and SCHEDULE OF FEES -  
RECERTIFICATION OF ONLINE/INDEPENDENT (SELF-PACED) REAL ESTATE  
CONTINUING EDUCATION COURSE**

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Please read instructions in its entirety prior to completing and submitting required forms.

- ❖ 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.**
- ❖ Only complete applications will be reviewed and considered by the Real Estate Commission. Incomplete applications will not be considered.

RECERTIFICATION CHECKLIST FOR ONLINE/INDEPENDENT (SELF-PACED)  
CONTINUING EDUCATION COURSE

**Ensure the following are submitted:**

- Completed Recertification of Online/Independent (Self-Paced) Continuing Education Course application (form attached). Applications must include updated information/documentation for the course.
- If the course being recertified is authored/owned by someone else or another organization, attach the completed "Authorization to Offer Course" form with application. This form must be signed by the author/owner of the continuing education course(s).
- Course must include an interactive event for every unit of instruction and remediation for each incorrect response.
- Recertification application fee (non-refundable) - \$25 for each course hour. For example the recertification application fee for a three-hour course is \$75. Attach a check payable to "Commerce and Consumer Affairs." Include a \$10 restoration fee for each biennium the course was not recertified.

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**

<b>FOR OFFICE USE ONLY</b>	
Approved/Date:	Certification No.:
Denied/Date:	Credit Hours:
Cashier's Validation:	

**RECERTIFICATION OF ONLINE/INDEPENDENT (SELF-PACED)  
CONTINUING EDUCATION 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:
4.	Number of Credit Hours :

**CERTIFICATION**

I hereby certify that the following statements and answers on this application and any accompanying document(s) are true and correct:

1. The Course complies with Hawaii Revised Statutes, Chapter 467 and Hawaii Administrative Rules, Chapter 99.
2. The Course is taught by an instructor who is competent and is current in his or her knowledge of the subject matter.
3. The Course is taught by an instructor who meets the Commission's requirements
4. The Course is based on current information, laws, and rules.
5. There is an interactive event and remediation for an incorrect response included in the course material for every unit of instruction.
6. The Course is accessible at the following link:

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7. The course includes a time tracking mechanism that tracks how long the student spends completing the course

8. Describe the interactivity and remediation for incorrect responses and where it is located in the course.

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I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

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SIGNATURE OF COURSE AUTHOR/OWNER

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PRINT NAME OF COURSE AUTHOR/OWNER

DATE \_\_\_\_\_