CHECKLIST and SCHEDULE OF FEES -RECERTIFICATION OF REAL ESTATE PRELICENSE EDUCATION INSTRUCTOR

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

- Each re-certification will expire and must be re-certified every even numbered year. Failure to re-certify will result in forfeiture of the prelicense education instructor certification. The re-certification deadline is November 30th of every even-numbered year (Example: 2026, 2028, etc.)
- Only <u>complete</u> applications will be reviewed and considered by the Real Estate Commission. <u>Incomplete</u> applications will not be considered. Please allow 45 days for processing.

Submit all of the following:

| A completed Recertification of Real Estate Prelicense Education Instructor. Recertification applications must include updated information. Please submit an updated RESUME. | | | | | |
|--|--|--|--|--|--|
| Copy of Instructor Development Workshop (IDW) compleindicate when IDW was completed. | etion certificate. If already on file, please | | | | |
| A check with appropriate fee made payable to "Commer | ce and Consumer Affairs" | | | | |
| Fees: 1. Application (Nonrefundable)2. Recertification Fee Compliance Resolution Fund (CRF) | \$50 \$86 \$126 if recertification to take effect in odd-numbered year \$63 if recertification to take effect in even-numbered year | | | | |
| 3. Restoration Fee (if certification has forfeited) | \$10 | | | | |

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 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 US | SE ONLY |
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| Approved/Date: | Cert. No.: |
|----------------|------------|
| | |
| Denied/Date: | |

Cashier's Validation:

RECERTIFICATION OF REAL ESTATE PRELICENSE EDUCATION INSTRUCTOR

| Instructor's Name: Business Address: | | | | | | | | | |
|---|--|---|--|----------------------------------|------------|--------|--------|--------------------|----|
| | | | | | | | Resid | Residence Address: | |
| Busin | Business Telephone: Residence Telephone: | | | | | | | | |
| Publi | c e-mail and/or URL: | | | | | | | | |
| 1. | Instructor Live (Classroo | om or We | ebinar) : | Salesperson Curi | riculum | | Broker | Curriculum | |
| | Online/ Independent (Se | elf-Paced |): | Salesperson Curr | riculum | | Broker | Curriculum | |
| | Substitute Instructor/ Gu | iest Lecti | urer : | Salesperson Curr | riculum | | Broker | Curriculum | |
| 2a.) | Have you ever applied f (including real estate) lic If yes, what state, licens | ense in | Hawaii o | or any other state? | | | | 🗌 YES | NO |
| b.) | Has an application for professional/vocational license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked or otherwise subject to disciplinary action? | | | | | | | NO | |
| c.) | Has your instructor certi | fication e | ver beei | n suspended or revo | oked? | | | YES | NO |
| d.) | Have any complaints or outcome, with the licens | charges ing agen | ever bee cy of an | en filed against you y state? | , regardle | ess of | | 🗌 YES | NO |
| e.) | Have any charges of un regardless of outcome, v | | | | | | | 🗌 YES | NO |
| For Ca | shier's Use Only | App Recert CRF Restore Srvc Fee | \$50 \$86 \$126/\$63 \$10 \$25 | 905 905 583 905 BCF | | | | | |

- CONTINUED ON REVERSE -

| f.) | Are there any pending disciplinary actions against you? | NO NO |
|-----|---|-------|
| 3. | During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction? | □ NO |
| 4. | Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you? | NO |

FOR QUESTIONS 2.b), 2.c), 2.d), 2.e), 2.f), 3, 4 ABOVE, EXPLAIN ALL 'YES' RESPONSES ON A SEPARATE SHEET. PLEASE PROVIDE INFORMATION/DOCUMENTATION INCLUDING THE DATE, PLACE AND TYPE OF COMPLAINT, CHARGE, CONVICTION, OR DISCIPLINARY ACTION AND ATTACH TO THIS RECERTIFICATION.

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

DATE

SIGNATURE

PRINT NAME