

# Real Estate Commission Bulletin



## Renew Your License by November 30

All real estate licenses must be renewed by the renewal application deadline of **November 30, 2024**. Licensees are solely responsible to ensure that they have successfully renewed their licenses. Now that renewals have begun, here are a few things the Real Estate Branch would like to point out:

Real Estate License renewals occur every EVEN-NUMBERED year (e.g. 2024, 2026, 2028). We are talking about your REAL ESTATE LICENSE and NOT your Board of REALTORS® membership. Do not confuse the two!

### YOU MUST RENEW YOUR LICENSE WHETHER YOU ARE ON AN ACTIVE OR AN INACTIVE STATUS

#### To renew your license on an ACTIVE status:

- 1) **Complete the continuing education (CE) requirement of 20-hours:**  
 Core A 2023-2024 "3-D Rules: Disclose, Disclose, Disclose!" (3 credit hours)  
 Core B 2023-2024 "Regulation, RICO, and Your License" (3 credit hours)  
 Elective CE courses (14 credit hours)

Visit your MyPVL account at <https://mypvl.dcca.hawaii.gov/> and click on the RECE (Real Estate Continuing Education) tab to ensure you are not repeating an elective course that you have received credit for in the previous biennium. **Do not procrastinate in fulfilling your continuing education requirement.** Contact the CE provider if you have not received credit for a completed course.

- 2) **Renew your license:**  
 Renew your license via your MyPVL account at <https://mypvl.dcca.hawaii.gov/>

Print your pocket card and confirm that it reflects a license expiration date of 12/31/26.

(cont. page 2)



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## Renew Your License by November 30 (cont. from page 1)

### To renew your license on an INACTIVE status:

- 1) **Renew your license:**  
Renew your license via your MyPVL account at <https://mypvl.dcca.hawaii.gov/>
- 2) **Your license may remain on an INACTIVE status** indefinitely provided you continue to renew your license every even-numbered year. Continuing education (CE) is not required while your license is inactive. CE will be required at the time you decide to reactivate your license. **You may not conduct any real estate activity with an inactive license.**

Print your pocket card and confirm that it reflects a license expiration date of 12/31/26 and your license status reflects "INACTIVE."

Pocket cards will not be mailed to licensees; print your pocket card via your MyPVL account.

Any licensee who intends to renew their license on an ACTIVE status but fails to complete the 20-hour continuing education requirement will be renewed on an inactive status come January 1, 2025 without further notice. Print your pocket ID card online via your MyPVL account and check to ensure your renewal was processed successfully. Remember, an inactive licensee may not engage in any real estate activity or receive compensation.

**Note: If you answer "YES" to any of the questions on the renewal application you may not renew your license online via your MyPVL account.** A "YES" answer will prompt you to print a hardcopy renewal application and submit the hardcopy to the Licensing Branch. You may also request a hardcopy renewal application by calling the Licensing Branch at (808) 586-3000 or in-person at 335 Merchant Street, Room 301. The renewal application deadline of **November 30, 2024** applies to hardcopy renewals as well.

**SALESPERSONS LICENSED IN 2024:** You are not required to complete the continuing education requirement in order to renew your license on an active status by the November 30 deadline.

**BROKERS LICENSED in 2024:** You ARE required to complete the continuing education requirement in order to renew your license on an active status by the November 30 deadline.

Please contact the Real Estate Branch at (808) 586-2643, or visit our website at [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec) should any questions arise.

## Did You Successfully Renew Your License?

Licensees are solely responsible to ensure that they have successfully renewed their licenses. Here's how! Log into your MyPVL account <https://mypvl.dcca.hawaii.gov/>, to confirm that your license expiration date reflects 12/31/2026 and your license status reflects "CURRENT, VALID & IN GOOD STANDING." See "Checking Your License Status Online" on page 4 for detailed instructions.

Licensees should then print their pocket cards. If you intended to renew on an ACTIVE status but your license status reflects "INACTIVE," your license has NOT been successfully renewed on an ACTIVE status. Here are two major reasons this may occur:

### 1. **LACK OF CE HOURS:**

Duplicate continuing education credit. Pursuant to Hawaii Administrative Rules, §16-99-95, "Duplicate continuing education hours. Except as provided by the commission or by this subchapter, a licensee shall not take a continuing education course for which the licensee has already received a certificate within two consecutive biennia." Therefore, if you have repeated a continuing education (CE) course that you have taken in the previous biennium, you will not receive credit for the repeated CE course.

Licensees are responsible to confirm their CE course(s) have not been duplicated and may track their previous courses via their MyPVL account by clicking on the RECE (Real Estate Continuing Education) tab.

### 2. **DEPENDENCY:**

If a PB, BIC, and/or brokerage firm's license(s) has not been successfully renewed, all associated licensees who have renewed their individual licenses will remain in suspense. Should your PB, BIC, and/or brokerage firm fail to renew by December 31, 2024, your license will become "Inactive" come January 1, 2025. You can check the status of your PB's, BIC's, and/or the brokerage firm's license at <https://mypvl.dcca.hawaii.gov/public-license-search/>.

## The Chair's Message

Aloha kakou,

Can you believe it? There are less than sixty days left in 2024. Where did the year go?

More importantly, the year is not over and you need to do two critical things in the remaining days of 2024. Do you know what they are?

The first thing should be a no-brainer. The professionals who take their careers seriously should know it by heart: *Complete your continuing education and renew your State of Hawaii Real Estate License before the November 30, 2024 deadline.* Many of you have already completed this task and have nothing to worry about. To those who have completed this important, time-sensitive task – bravo, job well done! Some of you remain anxious because you are almost done. Keep at it! Then there are a few of you that have not started and you need to be sternly reminded. Just do it! Get it done and continue to earn a fruitful living with no interruption.

The second critical thing you should do before the year ends is tied to your fruitful earnings and this thankful time. Thanksgiving is upon us and, if possible, we should *Be Grateful and Give Back to Our Communities.*

Take time and reflect upon your real estate career. Look back and appreciate all the good in your life. Understand what this profession has allowed you to accomplish. Realize all of the relationships you made whether it be with clients or colleagues. Appreciate how the flexibility and income have benefitted your family and friends. I see you smiling. Those smiles are from the genuine acknowledgment that real estate has treated you well.

Not everyone in Hawaii has been as blessed as you. Not everyone in Hawaii has been as fortunate as you. Hawaii is our home! Part of what makes Hawaii beautiful are its people. We need to care for Hawaii and its people.

Be Grateful and Give Back to Our Communities.

Nearly 20,000 of you are renewing your Hawaii real estate licenses in the next month. Can you imagine the positive change it would make if licensees gave back to their communities? Give back, however you can, and Hawaii will become an even better place. I know many of you are already giving back. Mahalo Nui Loa to you!

In closing, do not procrastinate, renew your license before November 30, 2024. And, if you can, please give back.

Happy Thanksgiving! Good luck and Godspeed to us all.

Mahalo Nui Loa,



Derrick T. Yamane, Chair  
Hawaii Real Estate Commission



## Did You Successfully Renew Your License? (cont. from page 2)

Again, licensees are responsible to ensure their licenses are renewed successfully and on-time. With a forfeited or inactive license, you must stop conducting any real estate activity.

### OTHER NOTES ABOUT RENEWAL:

#### YOU MUST RENEW YOUR LICENSE WHETHER YOU ARE ON AN ACTIVE OR AN INACTIVE STATUS

Always remember to renew your license and pay the renewal fees every even-numbered year to keep it **CURRENT**. Placing your license on an inactive status and failing to pay for the renewal fee will result in a forfeited license. Pursuant to Hawaii Revised Statutes §436B-2, a forfeited license means the immediate and automatic termination or cancellation without any prior consultation with the licensee of a license issued by a board, caused by a licensee's voluntary or involuntary failure to comply with the requirements for maintaining or renewing a license. Late fees and additional requirements must be met to restore your forfeited license.

### SURRENDERING YOUR LICENSE

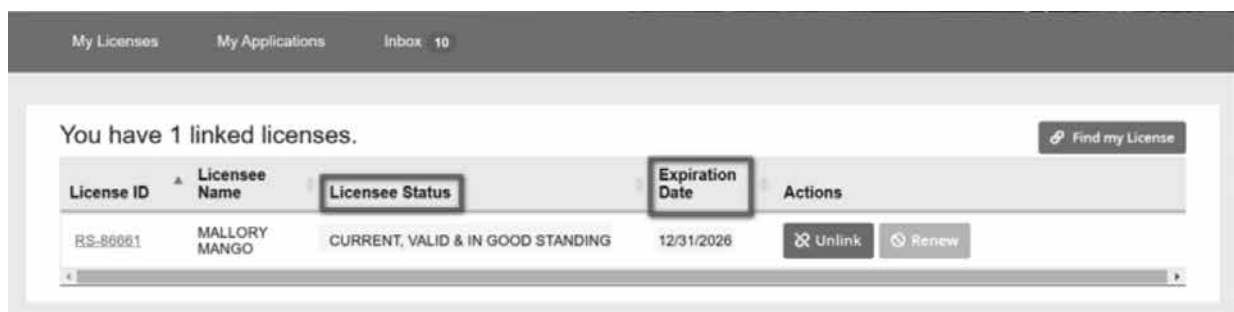
Finally, if you decide to surrender your license and not pay for your renewal fees, this may be done with a change form. Surrendering a license is not the same as inactivating a license. Surrendering your license means you shall cease conducting all real estate activities. Forever. Should you decide to engage in any real estate activity again, you shall obtain a new license as a new applicant for a salesperson license. In other words, once you surrender your license, you no longer have a license and you will be subject to applicable new licensing requirements in effect at the time of application (i.e. prelicense school, state exam). For brokers who surrender their license, they must start over as a salesperson.

## Checking Your License Status Online

If you renewed online or submitted a hard copy renewal, you can check your status by logging into your MyPVL account at <https://mypvl.dcca.hawaii.gov>. Once logged in, click on "Check Renewal Status" (see image below):



Once you successfully renew, your License Status will update to "Current, Valid, and Good Standing" and your Expiration Date will reflect 12/31/2026 (see image below):



There are other areas that will also show if you successfully renewed your license:

- On your pocket card which can be printed through your MyPVL account
- On the DCCA Public Search site: <https://mypvl.dcca.hawaii.gov/public-license-search/>

# Administrative Actions

## July 2024

**KARIN M SHAW aka KARIN SHAW VENTURA**  
RS 55351

REC 2023-0430-L

7/26/2024

(Commission approved settlement agreement)

### Uncontested Facts:

At all relevant times herein, Respondent was licensed by the Real Estate Commission ("Commission") as a real estate salesperson.

### RICO Allegations:

On or about February 27, 2012, Respondent was convicted of the offense of Operating a Vehicle Under the Influence of an Intoxicant, section 291E-61(a) of the Hawai'i Revised Statutes ("HRS"), in the District Court of the Third Circuit, State of Hawai'i in Case No. 3DTA-12-00203. There is no record of the conviction being annulled or expunged.

On or about December 4, 2012, the Department of Commerce and Consumer Affairs Professional and Vocational Licensing ("PVL") received a PVL Renewal Application, submitted and signed by Respondent.

Respondent indicated "No" to Question No. 3, which stated, "In the past 3 years have you been convicted of a crime which has not been annulled or expunged?"

### Violations:

HRS §436B-19(2); HRS §436B-19(5); HRS §436B-19(12); HRS §436B-19(14); HRS §467-14(13); HRS §467-20

### Sanctions:

Fine \$1,500.00

## August 2024

**LIANE WILSON, aka LIANA SHANTI**  
RS 63187

REC 2023-0159-L

Dated: 8/23/24

(Commission approved settlement agreement)

### Uncontested Facts:

At all relevant times herein, Respondent was licensed by the Real Estate Commission ("Commission") as a real estate salesperson.

### RICO Allegations:

On or about November 12, 2008, the State of Hawai'i Department of Taxation recorded a Certificate of State Tax Lien, Document No. 2008-172556 against Respondent and another individual in the amount of THIRTY-NINE THOUSAND SEVEN HUNDRED SIXTY-FIVE AND 85/100 U.S. dollars (\$39,765.85) with the State of Hawai'i Bureau of Conveyances ("State Lien 1"). Respondent did not provide the Commission with written notice of the State Lien 1.

On or about April 7, 2009, the Association of Apartment Owners of Ali'i Cove recorded its Notice of Lien for Unpaid Assessments, Document No. 2009-051941 against Respondent in the amount of FIVE THOUSAND THREE HUNDRED TWENTY-TWO AND 68/100 U.S. DOLLARS (\$5,322.68) with the State of Hawai'i Bureau of Conveyances ("Notice of Lien"). Respondent did not provide the Commission with written notice of the Notice of Lien.

On or about April 12, 2010, the United States Department of Treasury Internal Revenue Service recorded its Notice of Federal Tax Lien, Document

No. 2010-048701 against Respondent, and another individual in the amount of ONE HUNDRED EIGHTY-THREE THOUSAND THREE HUNDRED SIXTY-SIX AND 28/100 U.S. DOLLARS (\$183,366.28) with the State of Hawai'i Bureau of Conveyances ("IRS Lien"). Respondent did not provide the Commission with written notice of the IRS Lien.

On or about July 30, 2010, the Circuit Court of the Fifth Circuit, State of Hawai'i entered its Final Judgment against Respondent in Civil No. 08-1-0251. The Final Judgment ordered a total judgment against Respondent and another individual in the amount of TWO HUNDRED FIFTY-THREE THOUSAND EIGHT HUNDRED EIGHTY-FIVE AND 85/100 U.S. DOLLARS (\$253,885.85) ("Civil Judgment"). The Civil Judgment was recorded as Document No. 2010-120010 with the State of Hawaii Bureau of Conveyances ("Civil Judgment Lien") on or about August 18, 2010. Respondent did not provide the Commission with written notice of the Civil Judgment Lien.

On or about April 30, 2015, the State of Hawai'i Department of Taxation recorded a Certificate of State Tax Lien, Document No. A-55980875 against Respondent in the amount of THREE HUNDRED TWENTY-NINE AND 56/100 U.S. DOLLARS (\$329.56) with the State of Hawai'i Bureau

# Administrative Actions (cont. from page 5)

## August 2024

of Conveyances ("State Lien 2"). Respondent did not provide the Commission with written notice of the State Lien 2.

On or about December 17, 2021, the United States District Court of the District of Hawai'i entered its Judgment in a Criminal Case, United States of America v. Liane Wilson, aka Liana Shanti ("USA v. Wilson") in Case No. 1:19CR00105-001 ("Criminal Judgment"). Respondent was convicted of Concealment of Bankruptcy Assets in violation of Title 18, United States Code Section 152(1). Respondent was sentenced to a term of probation for five (5) years and a fine in the amount of \$21,000.00. The record does not indicate the conviction has been annulled or expunged.

On or about December 31, 2022, the Department of Commerce and Consumer Affairs Professional and Vocational Licensing Division ("PVL") received a Renewal Application, submitted, and signed by Respondent.

Respondent indicated "No" to Question No. 3, which stated, "Since you last filed an application (initial/renewal), have you been convicted of a crime in which the conviction has not been annulled or expunged?"

**Violations:**

HRS §436B-19(5); §436-19(12); HRS §467-14(13); HRS §467-14(20); HRS §467-20

**Sanctions:**

Voluntary Surrender of License.

**NELSON FUKUKI REALTY,  
LLC and NELSON K. FUKUKI**  
RB 9457  
RB 21246

REC 2024-165-L

Dated: 8/23/2024

(Commission approved  
settlement agreement)

**Uncontested Facts:**

At all relevant times herein, Respondent Nelson Fukuki Realty, LLC ("Respondent NFR") was licensed by the Real Estate Commission (hereinafter the "Commission") as a real estate broker. At all times relevant to this settlement agreement, Respondent Fukuki was the principal broker for Respondent NFR. RICO received a complaint alleging that Respondents split their fee received in consideration of their listing services for the sale of real estate, pursuant to Respondents' Exclusive Right-to-Sell Listing Contract, dated April 12, 2023 (the "Listing Contract"), thereby agreeing to pay E'BUS Consulting, LLC, a Hawaii limited liability company, 2.125% of the 6% broker's fee, and that E'BUS Consulting LLC was distributed \$53,550.00 (2.125%), Respondent NFR was distributed \$47,250.00 (1.875%), and the cooperating buyer's broker was distributed \$50,400.00 (2.0%).

**RICO Allegations:**

RICO alleges that, at all times relevant to the complaint, E'BUS Consulting, LLC and its member and manager Brian B. Lee, were not licensed by the real estate commission and that Respondents, in agreeing to the broker's fee split in their Listing Contract, and actually performing the fee split payment to E'BUS Consulting, LLC via the closing, as shown by the Seller's Final Settlement issued by First American Title Company, Inc., settled and disbursed on October 20, 2023, aided and abetted unlicensed persons, E'BUS Consulting, LLC and Brian B. Lee, to perform activities requiring a license and split fees with unlicensed persons.

**Violations:**

HRS §436B-19(6); HRS §467-14(13); HRS §467-14(14)

**Sanctions:**

\$8,000.00

# Statutory/Rule Violations

**Settlement Agreement (Allegations/Sanction):** A Settlement Agreement may or may not include an admission that the Respondent violated licensing laws and /or rules on a case-by-case basis.

**Disciplinary Action (Factual Findings/Order):** The respondent is found to have violated the specific laws and rules cited, and the Commission approves the recommended order of the Hearings Officer.

HRS §436B-19(2)	Engaging in false, fraudulent, or deceptive advertising, or making untruthful or improbable statements.
HRS §436B-19(5)	Procuring a license through fraud, misrepresentation, or deceit.
HRS §436B-19(6)	Aiding and abetting an unlicensed person to directly or indirectly perform activities requiring a license.
HRS §436B-19(12)	Failure to comply, observe, or adhere to any law in a manner such that the licensing authority deems the applicant or holder to be an unfit or improper person to hold a license.
HRS §436B-19(14)	Criminal conviction, whether by nolo contendere or otherwise, of a penal crime directly related to the qualifications, functions, or duties of the licensed profession or vocation.
HRS §436B-19(15)	Failure to report in writing to the licensing authority any disciplinary decision issued against the licensee or the applicant in another jurisdiction within thirty days of the disciplinary decision.
HRS §467-14(13)	Violating this chapter, chapters 484, 514B, 514E, or 515; or section 516-71; or the rules adopted pursuant thereto.
HRS §467-14(14)	Splitting fees with or otherwise compensating others not licensed hereunder for referring business.
HRS §467-14(20)	Failure to maintain a reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.
HRS §467-20	False statement.

## License Dependencies

**IMPORTANT REMINDERS FOR PRINCIPAL BROKERS (PBs), BROKERS-IN-CHARGE (BICs), BRANCH OFFICES (RBOs), AND BROKERAGE ENTITY RENEWALS:**

- It is highly recommended that **the licenses/registrations of PBs, BICs, RBOs, and brokerages be simultaneously renewed as soon as renewals begin** and **prior to** renewals of all associated licensees to ensure sufficient time to correct any problems and to ensure successful renewals of associated licensees.

If an associated licensee or RBO renews prior to the PB's, BIC's, and brokerage entity's license renewal, the associated licensee and RBO renewal application will be held in suspense until the PB, BIC, and brokerage entity have successfully renewed all licenses.

- Trade Names – if your brokerage uses a trade name, ensure it is currently registered with the Business Registration Division (BREG). Pursuant with Hawaii Revised Statutes (HRS) §467-11.5(c), no license shall be renewed if the license trade name is not currently registered.

**Active Licenses Dependent on the Renewal of an Associated License:**

- RB (RE Broker-Entity) – Renewal of the RB entity is dependent on the renewal of the entity's principal broker.
- RB (RE Broker-PB, BIC, RBS) – Renewal of the PB, BIC, & RBS is dependent on the renewal of the RB entity.
- RBO (RE Branch Office) – Renewal of RBO is dependent on the renewal of the RBO's main RB entity, PB, and BIC.
- RS (RE Salesperson) – Renewal of the RS is dependent on the renewal of the RB entity, PB or Sole Proprietor.

# CONDO HAWAII

## Reselling and Occupancy Restrictions

Many new condominiums come with reselling and occupancy restrictions for some of their units. To keep certain units more affordable, agencies like the Hawai'i Housing Finance and Development Corporation ("HHFDC") and the Hawai'i Community Development Authority ("HCDA") will impose certain conditions as part of their subsidization programs. The condominium law itself only requires that projects which contain more than two residential units shall initially offer 50% of its units to prospective owner-occupants for thirty days. However, this restriction is replaced by any requirements imposed by HHFDC or HCDA, if they are involved in the development. These additional rules often require the owner to live in the unit between one to ten years, give the agency the first right to buy from the owner, and/or mandate profit sharing with the respective agency, if and when the owner sells. HHFDC and HCDA are also the agencies to enforce these more restrictive requirements that supersede the condominium law requirements (See §514B-99.5(a)(1), HRS).

Not every unit in such a project is subject to such rules and restrictions and many are still sold as market units allowing owners to rent or sell as they wish. Condominium projects often have a mix of restricted and unrestricted units, so be sure to read the fine print to determine the reselling and occupancy restrictions, if any, for the unit your clients are looking to buy and if those restrictions do not meet the needs of your clients.



## Continuing Education Equivalency (CEE)

The CEE application may be submitted by Hawaii salespersons and brokers who hold a current, unencumbered (no conditions or disciplinary actions attached to the license) real estate salesperson or broker license in another state/jurisdiction, and who have successfully completed the CE requirements in that state/jurisdiction.

This equivalency is for **ELECTIVE COURSE HOURS ONLY**. Approval of this equivalency is subject to the licensee completing the 2023-2024 core courses (Parts A & B) in order to fulfill Hawaii's CE requirement. This application may be found on the Real Estate Branch website at [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec). Once there visit the Forms section, then click on Equivalency Applications and Broker Experience Certificate.

This application will be removed from the website at midnight 12/31/24.

## Change Form Information

Have you submitted a Change Form – Real Estate (CF) and want to check on its status? The Records Section of the Professional and Vocational Licensing Division's Licensing Branch (LB) is responsible for processing of CFs, and you may contact them directly at 808-586-3000 regarding the status of your CF.

As of this publication, original CFs with wet signatures must be submitted; LB does not currently accept CFs via email or with electronic signatures.

It is highly recommended you take a copy of any CFs submitted to LB for your records.



# Records Retention

## What to Keep and for How Long

### Real Estate Brokerages

Let's start with the "place of business" as defined in the Hawaii Administrative Rules ("HAR"), Chapter 99. Included in this lengthy definition is the following: "... on-site maintenance of confidential clients' files which shall be immediately accessible to the commission upon request; ... the on-site maintenance of personnel and compensation records for all real estate salespersons and broker-salespersons employed by or associated with the brokerage firm. Client files as used in this definition includes but is not limited to: *real estate contracts, escrow records, trust account records, and confidential client data.*" (emphasis added)

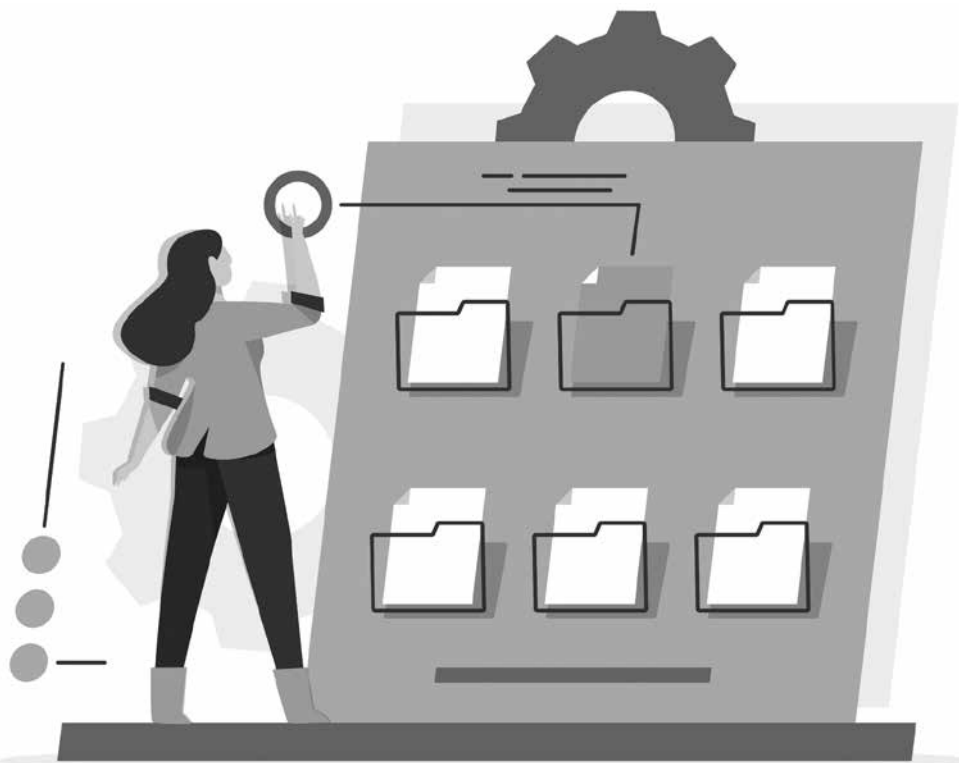
HAR §16-99-3(n) states, "A brokerage firm shall maintain a principal place of business located in this State at a business address registered with the commission from which the brokerage firm conducts business and where the brokerage firm's books and records are maintained."

HAR §16-99-4(b) states, "Every brokerage firm shall retain for *at least three years* (emphasis added) records of all trust funds which the brokerage firm has received. . . . *The three-year requirement shall be for real estate license law purposes only. The brokerage firm may be required to keep records for a longer period of time for other purposes.* (emphasis added) The records shall be kept in Hawaii in accordance with standard accounting principles and shall clearly indicate the following:

- (1) Names of the persons from whom funds are received, for whom deposited, and to whom disbursed;
- (2) Dates of receipt, deposit, withdrawal, and disbursements, and amounts received, deposited, withdrawn, and disbursed;
- (3) Description of the trust fund and the purpose for its establishment;
- (4) Purposes for the money; and
- (5) Other pertinent information concerning the trust fund transactions."

(Note: The definition of "trust properties includes funds in the form of cash or checks and personal property, other than cash or checks, received by the licensee to be held in trust for the benefit of the depositor of the property or for the benefit of third persons, or both.")

HAR §16-99-4(f) states, "The principal broker or broker in charge shall retain for *at least three years records* (emphasis added) of all personal property other than trust funds coming into the possession of the principal broker or broker-in-charge as trustee. All records of the personal property held in trust shall be subject to inspection by the commission or its representative and kept in the State at the place of business.



# Records Retention

## What to Keep and for How Long (cont. from page 9)

The records shall clearly indicate the following:

- (1) Date of receipt of the personal property to be held in trust;
- (2) A description of and the type of trust property received;
- (3) From whom the personal property held in trust was received;
- (4) For whose benefit the personal property is being held in trust; and
- (5) The date and to whom the personal property is to be delivered."

HAR §16-99-4(1) states, "Information about escrow accounts and records for real estate transactions under the real estate brokerage firm shall be retained for *at least three years . . .*" (emphasis added)

In summary, real estate transaction-related records and real estate brokerage records shall be retained for at least three years. Records of trust properties received must be clearly documented, and kept in the State at the place of business. Records must be immediately accessible by the Commission if so requested. Often, inquiries are made as to whether or not these records may be electronic. The current rules do not specify in what format records must be maintained. The records must be "immediately accessible" at the "place of business."

### **Prelicense Schools**

HAR §16-99-62, "Records. (a) Each school shall maintain records on the following:

- (1) Class attendance of each student;
- (2) Tuition and other charges collected from each student;
- (3) The names of the students to whom it issued a certificate of completion, the course for which the certificate of completion was issued, and the date when the certificate of completion was issued, which shall be submitted to the commission within ten days of the class completion date; and
- (4) The qualifying exams administered for purposes of issuing a school certificate of completion.
- (c) These records shall be maintained for *a three-year period*, shall be kept current, and shall be available for inspection by the commission." (emphasis added)

### **Continuing Education Providers**

HAR §16-99-112(a), "Record keeping information and retention period. A real estate continuing education provider shall maintain for a period of *at least four years* (emphasis added) records of course offerings (including names of instructors, dates of and locations of course offerings), student attendance, student registration, course completions, student evaluations. and personal information and resumes of its instructors and administrators. Each student records shall include, at a minimum, the following:

- (1) The student's name, address, real estate license number, license status, continuing education course completion information including course and instructor names, course offering number and date, and whether the student completed the course, course completion certificate number, and amount of approved clock hours of continuing education credits earned; and
- (2) Proof of actual course attendance including a verified sign-in and sign-out attendance sheet or a student certification statement in the case of a continuing education course offered by alternative delivery methods with interactive instructional techniques. The sign-in and sign-out sheet may be kept in another location other than the student's records, provided that reference to such location shall be made in each student's record. The name, address, and phone number of the individual who verified the student's attendance shall also be noted in the student's record."

Again, records must be immediately accessible by the Commission, if requested. Inquiries are made as to whether or not these records may be electronic, and the current rules do not specify in what format records must be maintained. The records must be "immediately accessible" at the "place of business."

## Prelicensure Schools

Abe Lee Seminars	808-942-4472
American Dream Real Estate School, LLC	844-223-7326
Carol Ball School of Real Estate	808-280-0470
The CE Shop, LLC	888-827-0777
Coldwell Banker Pacific Properties Real Estate School	808-748-3410
Colibri Real Estate, LLC	866-739-7277
Continuing Ed Express, LLC	866-415-8521
Diamond Real Estate School	808-866-5828
Excellence in Education dba Maui Real Estate School	808-212-4861
Grand Vacations Real Estate School	808-927-9190
Hawaii Institute of Real Estate	808-342-4061
Hawaii Real Estate Licensing School LLC	808-594-3511
Inet Realty	808-955-7653
Mayfield Real Estate, Inc., dba Global Real Estate School	800-581-6014
Pacific Real Estate Academy	808-230-1234
Premier Real Estate LLC, dba Premier Real Estate Academy	808-556-3135
Real Estate School Hawaii	808-551-6961
REMI School of Real Estate	808-230-8200
Scott Alan Bly School of Real Estate, LLC dba Bly School of Real Estate	808-738-8818
Seiler School of Real Estate	808-874-3100
Vitousek Real Estate School, Inc.	808-946-0505
Wong Way Real Estate Academy	808-218-9224

## Continuing Education Providers

Abe Lee Seminars	808-942-4472
American Dream Real Estate School, LLC	844-223-7326
Building Industry Association of Hawaii	808-629-7505
Carol Ball School of Real Estate	808-280-0470
The CE Shop, LLC.	888-827-0777
CMPS Institute, LLC	888-608-9800
Coldwell Banker Pacific Properties Real Estate School	808-748-3410
Colibri Real Estate, LLC	866-739-7277
Continuing Ed Express, LLC	866-415-8521
Eddie Flores Real Estate Continuing Education	808-223-6301
ExceedCE, LLC	415-885-0307
Finance of America Reverse, LLC	330-807-8948
Franklin Energy Services, LLC	866-735-1432
Hawaii Association of Realtors	808-733-7060
Hawaii Business Training	808-250-2384
Hawaii CCIM Chapter	808-528-2246
Hawaii First Realty LLC	808-282-8051
Hawaii Island Realtors	808-935-0827
Honolulu Board of Realtors	808-732-3000



## State of Hawaii Real Estate Commission

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International Association of Certified Home Inspectors (InterNACHI)	720-735-7125
Kauai Board of Realtors	808-245-4049
McKissock, LLC	800-328-2008
Poha School of Real Estate LLC	808-292-1002
Preferred Systems, Inc.	888-455-7437
Real Estate School Hawaii	808-551-6961
Real Estate Success Series LLC	310-259-5776
Realtors' Association of Maui, Inc.	808-873-8585
REMI School of Real Estate	808-230-8200
Residential Real Estate Council	800-462-5541
Scott Alan Bly School of Real Estate, LLC dba Bly School of Real Estate	808-738-8818
Servpro Industries, LLC	615-451-0200
Shari Motooka-Higa	808-492-7820
Sirmon Training and Consulting Group LLC	704-458-9743
Systems Effect LLC, dba Training Cove	480-517-1000
WebCE Inc.	877-488-9308
West Hawaii Association of Realtors	808-329-4874

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## 2024 Real Estate Commission Meeting Schedule

**Laws & Rules Review Committee – 9:00 a.m.**

**Condominium Review Committee – Upon adjournment of the Laws  
& Rules Review Committee Meeting**

**Education Review Committee – Upon adjournment of the  
Condominium Review Committee Meeting**

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**Real Estate Commission – 9:00 a.m.**

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**Friday, November 22, 2024**

**Wednesday, December 18, 2024**

Until further notice, Laws & Rules Review Committee, Condominium Review Committee, and Education Review Committee meeting items will be discussed at Real Estate Commission meetings.

Real Estate Commission Meetings will be held in the Queen Liliuokalani Conference Room, King Kalakaua Building, 335 Merchant Street, First Floor.

Meeting dates, locations and times are subject to change without notice. Please visit the Commission's website at [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec) or call the Real Estate Commission Office at (808) 586-2643 to confirm the dates, times and locations of the meetings. This material can be made available to individuals with special needs. Please contact the Executive Officer at (808) 586- 2643 to submit your request.