

Provider

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Provider Home Screen



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[Provider/Course Search](#)

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Selecting the "Provider" link will take the user to the provider logon screen.

Online Real Estate Continuing Education

Licensees are required to complete 10 hours of approved continuing education courses for each two-year license period (January 1 of odd-numbered years through December 31 of even-numbered years); also referred to as the licensing biennium.

Licensees intending to renew their license on an active status by the renewal deadline of November 30 (even-numbered years) must complete 10 hours of approved continuing education courses during the biennium. The required continuing education hours include four (4) hours for the commission designated core course, which may be offered in a two-part format or as a four (4) hour core course, and six (6) hours of elective credit hours.

Licensees will receive course completion certificates marked "elective" for elective courses and course completion certificate marked "core" for core courses, when they complete each course.

Continuing education providers must verify the license status of a course participant prior to issuing a certificate.

A licensee issued a Hawaii real estate salesperson's license in an even-numbered year (for example 2008), who renews their license by November 30 of that even-numbered year (the renewal application deadline), will be deemed to have completed equivalent to the continuing education requirement and will not have to complete the continuing education requirement for this license renewal.

To Reactivate a License Before the End of the Current Biennium:

Reactivation of a license is a lengthy process. A licensee who intends to reactivate a license before the end of the current biennium, shall inform the continuing education provider of their intent prior to the class. This will ensure that the licensee receives the correct course completion certificates.

To reactivate a license before the end of the biennium, a licensee must first satisfy the prescribed continuing education hours of one prior renewal period. Licensees who wish to reactivate a license need at least 10 credit hours of continuing education (core course + elective courses). The previous biennium's core course is available through May 31 of odd-numbered years. After May 31, licensees who have not already completed this course shall complete four (4) continuing education elective courses.

Provider Login



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Provider - Login

PROVIDER ID:

1. Enter Provider ID Number. If you have forgotten your ID Number, complete the Provider/Course Search

PASSWORD:

2. Enter Password. If you have forgotten your password, contact the Real Estate Branch at 586-2643

Submit

3. Click Enter

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Upcoming Courses



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- Admin

Upcoming Courses in Next Month

[All](#) | [Open](#) | [Closed](#) | [Completed](#) | [Submitted](#)

Course Date	Course ID	Subject	Instructor	Status
-------------	-----------	---------	------------	--------

If applicable, a list of courses scheduled by the provider in the coming month will appear on this screen.

When signed on as a provider, these are your user functions.



Subjects



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- Home
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List of Subjects

All | Active | Inactive

Subject ID	Description	Approved Date	Expiration Date	Biennium Year
ZA	(CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008	01/01/2007	12/31/2008	2008

When selecting the "Subjects" link, this screen appears. The above list indicates which subjects the provider is approved to offer.



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Courses



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- Home
- Provider/Course Search
- My CE Status **1**
- Provider
- Subjects
- Courses** **2**
- Instructors
- Edit Account
- Logout
- Admin **3**

List of Courses

All | Open | Closed | Completed | Submitted |

Course Date	Course ID	Subject	Biennium Year	Instructor	Status
02/27/2008	8ZA102	(CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008	2008	Teacher, Ima Good	Submitted

+ Add A Course

1. Allows the provider to view scheduled courses that are opened, closed, completed, submitted or by all.
2. Allows the provider to view additional scheduled course information by selecting the Course ID (including the who, what and where of a course, and the course roster).
3. Allows the provider to schedule a future course for the subject.

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Selecting the "course" link from the provider menu brings you to this screen.

Courses



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List of Courses

“Closed” courses include courses in progress

[All](#) | [Open](#) | [Closed](#) | [Completed](#) | [Submitted](#) |

Records 1 to 7 from 7

Course Date	Course ID	Subject	Biennium Year	Instructor	Status
05/30/2008	C28	CONTINUING EDUCATION BY KARYN	2008	Lavatai, Toalua	Open
05/09/2008	C26	BUYER REPRESENTATION IN REAL ESTATE	2008	Fujitani, Neil K.	Completed
05/07/2008	C23	ADVANCED 1031 EXCHANGES	2008	Fujitani, Neil K.	Completed
04/30/2008	C14	CONTINUING EDUCATION BY KARYN	2008	Kotaka, Irene	Submitted
04/28/2008	C15	BUYER REPRESENTATION IN REAL ESTATE	2008	Lavatai, Toalua	Submitted
04/25/2008	C13	INTRODUCTION TO BROKER MANAGEMENT	2008	Kotaka, Irene	Submitted
04/24/2008	C12	(CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008	2008	Fujitani, Neil K.	Submitted

[Add A Course](#)

An "Open" course is a course scheduled for a future date and time. It can be edited and deleted.

A "Completed" course is a course with a completion date and time that has passed and is ready for submission. It can be edited and deleted.

A "Submitted" course is a finalized course that has been submitted to the Real Estate Branch. No changes can be made by the provider.

Add a Course (scheduling a classroom course)

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Logout
Admin

List of Courses

All | Open | Closed | Completed | Submitted |

Course Date	Course ID	Subject	Biennium Year	Instructor	Status
02/27/2008	8ZA102	(CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008	2008	Ima Good Teacher	Submitted

[+ Add A Course](#)

Click to schedule a new course

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Add Course (Classroom) Step 1

STATE OF HAWAII
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Add Course (step 1 of 2)

COURSE INFO ATTENDEES

Print Door Certificate

Course Info

1 SUBJECT: -- Select Subject --

2 LOCATION: 70 E. KAAHUMANU AVE A6

CITY: KAHULUI

STATE: Hawaii

ZIP: 96732

3 ISLAND: Maui

4 START DATE:

5 START TIME: AM

6 END DATE:

7 CAPACITY:

MEDIUM: --

CREDITS: --

ENROLLMENT:

8 FEE:

FEE 2:

9 INSTRUCTOR: -- Select Instructor --

BIENNIUM:

Save Delete Course

STEPS

1. Select a subject form the drop down menu (only subjects the provider is approved for will appear).
2. Enter Location information
3. Select an Island from drop down menu
4. Enter Start State
5. Enter Start time (##:##) and select AM or PM from drop down menu
6. Enter End Date
7. Enter capacity (max number of attendees)
8. Enter Fee (course cost)
9. Select an Instructor from drop down menu (only instructors approved by the provider will appear in drop down menu)
10. Select to print to door certificate

NOTE: Location information is pre-populated from information already on file and can be changed as applicable. The medium, credits, and biennium information appear when the subject is selected.

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Sample Door Certificate

LINDA LINGLE
GOVERNOR
JAMES R. AIONA, JR.
LIEUTENANT GOVERNOR



LAWRENCE M. REIFURTH
DIRECTOR
NOE NOE TOM
LICENSING ADMINISTRATOR

STATE OF HAWAII
REAL ESTATE BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
KING KALAKAUA BUILDING
335 MERCHANT STREET, ROOM 333
HONOLULU, HAWAII 96813
<http://www.hawaii.gov/hirec>
hirec@dcca.hawaii.gov

The REAL ESTATE COMMISSION has approved the following Continuing Education Provider to offer the continuing education course listed below at the time, date, and location indicated:

Course: (CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008

Credit Hours: 2.0
Provider: Ima Good Teacher

Instructor: Best Educator
Location: 555 Education Way Honolulu OAHU HI 96813
Date: 08/26/2008
Time: 10:00 AM

This certificate must be posted in a conspicuous place at the location and time that the course is offered. Notify the Commission of any changes immediately.

Issued: 07/30/2008
Course Code: C11

Add Course (Classroom) Step 2



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- Logout
- Admin

Add Course (step 2 of 2)

COURSE INFO **ATTENDEES**

Print Roster

No results found.

+ Add New Attendee(s).

(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

rs-99999, rs-99998, rb-99997, rb-99996, rs-99995]

Add Attendee(s)

Attendees can be added one at a time (a single license number) or in bulk (multiple license numbers, each separated by a comma). When all license numbers are added, select add attendees.



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Add Course (Classroom) Step 2 (continued)



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Add Course (step 2 of 2)

COURSE INFO

ATTENDEES

Select "Print Roster" for use as a sign in sheet

[Print Roster](#)

Records 1 to 2 from 2

License No	Name	Make-up Credit	Remove
RB-99994	Doe, John	<input type="checkbox"/>	<input type="checkbox"/>
RB-99999	Doe, Jane	<input type="checkbox"/>	<input type="checkbox"/>

Make Up Credit/Remove Update

NOTE: Always remember to "Update" when selecting either "Make-up Credit" or "Remove"

+ Add New Attendee(s).
(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

RS-00000, RS99995

Attendees added:
RS-99999, RS-99994

Attendees not added (terminated):
RS-00000

Attendees not added (invalid license number format):
RS99995

This area informs the user of the outcome of added licensees. It includes a list of attendees successfully added to the roster. For those attendees not added to the roster, a reason is provided. In the case of licensee RS-00000, the existing license status of the attendee makes the licensee ineligible to receive CE credit. In the case of licensee RS-99995, the license number was incorrectly input. Include a dash in the license number and select Add Attendee(s). The licensee will be added to the roster.

Add Course (Internet) Step 1 (scheduling an internet/computer based course)



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- Home
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Add Course (step 1 of 2)

COURSE INFO ATTENDEES

Print Door Certificate

SUBJECT:	<input type="text" value="EW - PROPERTY MANAGEMENT AND MANAGING RISK (INTERNET)"/>
COURSE ID:	<input type="text"/>
LOCATION:	<input type="text"/>
CITY:	<input type="text"/>
STATE:	<input type="text" value="-- Select --"/>
ZIP:	<input type="text"/>
ISLAND:	<input type="text" value="-- Select --"/>
START DATE:	<input type="text" value="6/6/2008"/>
START TIME:	<input type="text"/> <input type="text" value="AM"/>
END DATE:	<input type="text" value="12/31/2008"/>
CAPACITY:	<input type="text"/>
MEDIUM:	INTERNET
CREDITS:	3
ENROLLMENT:	<input type="text"/>
FEE:	<input type="text"/>
FEE 2:	<input type="text"/>
INSTRUCTOR:	<input type="text" value="-- Select Instructor --"/>
BIENNIUM:	<input type="text" value="2008"/>

When scheduling an internet course, only the start date, end date, and fee fields are available for editing.

Add Course (Internet) Step 2



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- Home
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 - Instructors
 - Edit Account
 - Logout
- Admin

Add Course (step 2 of 2)

COURSE INFO ATTENDEES

Print Roster

No results found.

+ Add New Attendee(s).

(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

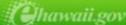
Completion Date:

Add Attendee(s)

New Attendees are added upon completion of an internet course



Add Course (Internet) Step 2 of 2

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Add Course (step 2 of 2)

COURSE INFO **ATTENDEES** Print Roster 

License No	Name	Completion Date	Make-up Credit	Print	Remove
RB-99999	Doe, John	07/17/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By checking this box, I certify the above roster is complete and accurate.

+ Add New Attendee(s).
(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

Completion Date:

Attendees added:
RB-99999

For internet courses it is not necessary to "Mark Class as Complete and Submit Roster" in order to credit an attendee. Select "Mark Class as Complete and Submit Roster" only after **ALL** attendees have been added.

An attendee is credited for an internet CE course and the CE credit appears on the licensee's record when the course completion certificate is printed.

NOTE: Internet/computer based course providers who mistakenly "Mark Class as Complete and Submit Roster" must reschedule the course (from step 1) in order to add new attendees.

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Add Course Final Result



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- Home
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- Admin

List of Courses

[All](#) | [Open](#) | [Closed](#) | [Completed](#) | [Submitted](#) |

Records 1 to 2 from 2

Course Date	Course ID	Subject	Biennium Year	Instructor	Status	
05/15/2008	C21	(CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008	2008	Ima Good Teacher	Open	Edit Delete
02/27/2008	8ZA102	(CORE) PART A - REAL ESTATE LAW UPDATE AND AGENCY OVERVIEW 2007-2008	2008	Ima Good Teacher	Submitted	



[+ Add A Course](#)

Highlighted course just added. By selecting the "Course ID" or the "Edit" link, the provider can change information regarding the course offering and add additional attendees. The provider can also "Delete" the course.

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Course Edit (Classroom) – Step 1



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- Instructors
- Edit Account
- Logout
- Admin

Edit Course (step 1 of 2)

COURSE INFO ATTENDEES

Print Door Certificate

SUBJECT:	<input type="text" value="CO - LAND USE AND PERMIT REQUIREMENTS-RESIDENTIAL APPLICATIONS C & C OF H"/>
COURSE ID:	<input type="text" value="C50"/>
LOCATION:	<input type="text" value="555 Education Way"/> <input type="text"/>
CITY:	<input type="text" value="Honolulu"/>
STATE:	<input type="text" value="Hawaii"/>
ZIP:	<input type="text" value="96813"/>
ISLAND:	<input type="text" value="Oahu"/>
START DATE:	<input type="text" value="06/12/2008"/>
START TIME:	<input type="text" value="10:00"/> <input type="text" value="AM"/>
END DATE:	<input type="text" value="06/12/2008"/>
CAPACITY:	<input type="text" value="50"/>
MEDIUM:	CLASSROOM
CREDITS:	3
ENROLLMENT:	48
FEE:	<input type="text" value="30"/>
FEE 2:	<input type="text"/>
INSTRUCTOR:	<input type="text" value="Takahashi, Karyn"/>
BIENNIUM:	<input type="text" value="2008"/>

Course Edit (Classroom) – Step 2 (Course with Future End Date)



- Home
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- Edit Account
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- Admin



Edit Course (step 2 of 2)

COURSE INFO ATTENDEES

Print Roster

Records 1 to 2 from 2

License No	Name	Make-up Credit	Remove
RB-99994	Doe, John	<input type="checkbox"/>	<input type="checkbox"/>
RB-99999	Doe, Jane	<input type="checkbox"/>	<input type="checkbox"/>

Select if a licensee is taking a CE course to "Make-up" credits for a previous biennium

Used when a provider wishes to remove a licensee incorrectly added to a roster or does not complete the CE course

Make Up Credit/Remove Update

NOTE: Always remember to "Update" when selecting either "Make-up Credit" or "Remove"

+ Add New Attendee(s).
(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

Add Attendee(s)

Course Edit (Classroom) – Step 2 (Course Completed/Roster Submittal)



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Edit Course (step 2 of 2)

COURSE INFO **ATTENDEES**

Print Roster

License No	Name	Make-up Credit	Remove
RB-00002	Happy Go Lucky	<input type="checkbox"/>	<input type="checkbox"/>

By checking this box, I certify the above roster is complete and accurate.

Make Up Credit/Remove Update

+ Add New Attendee(s).

(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

Add Attendee(s)

Mark Class as Complete and Submit Roster



Before submitting the roster, check the attendee list for accuracy and check the required box.

Course Edit – Step 2 (Course Completed – Classroom (continued))

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Edit Course (step 1 of 2)

[Print Completion Certificates](#)

COURSE INFO | **ATTENDEES**

When a course has been successfully completed, return to the "COURSE INFO" screen to print Course Completion Certificate.

SUBJECT:	INTRODUCTION TO BROKER MANAGEMENT
COURSE ID:	C39
LOCATION:	555 Education Way
CITY:	Honolulu
STATE:	Hawaii
ZIP:	96813
ISLAND:	Oahu
START DATE:	06/05/2008
START TIME:	10:00 AM
END DATE:	06/05/2008
CAPACITY:	3
MEDIUM:	CLASSROOM
CREDITS:	3
ENROLLMENT:	2
FEE:	
FEE 2:	
INSTRUCTOR:	G, DAVID
BIENNIUM:	2008

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Course Edit (Internet) – Step 1



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Edit Course (step 1 of 2)

COURSE INFO ATTENDEES

Print Door Certificate

SUBJECT:	<input type="text" value="EW - PROPERTY MANAGEMENT AND MANAGING RISK (INTERNET)"/>
COURSE ID:	C55
LOCATION:	<input type="text"/>
CITY:	<input type="text"/>
STATE:	<input type="text" value="-- Select --"/>
ZIP:	<input type="text"/>
ISLAND:	<input type="text" value="-- Select --"/>
START DATE:	<input type="text" value="06/06/2008"/>
START TIME:	<input type="text"/> AM <input type="text"/>
END DATE:	<input type="text" value="12/31/2008"/>
CAPACITY:	<input type="text"/>
MEDIUM:	INTERNET
CREDITS:	3
ENROLLMENT:	
FEE:	<input type="text"/>
FEE 2:	<input type="text"/>
INSTRUCTOR:	<input type="text" value="-- Select Instructor --"/>
BIENNIUM:	<input type="text" value="2008"/>

Editable fields are limited to subject, start date, end date, and fee.

Print Completion Certificates

Save Delete Course

Course Edit (Internet) – Step 2 (Individual Course Completion)



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Edit Course (step 2 of 2)

COURSE INFO **ATTENDEES**

Print Roster

License No	Name	Completion Date	Make-up Credit	Print	Remove
RB-00003	GOOD, JOHNNY B.	06/08/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By checking this box, I certify the above roster is complete and accurate.

Make Up Credit/Remove Update

Print Selected Record(s)

+ Add New Attendee(s).
(License type and Number separated by a dash only (for example RS-12345). If entering multiple, separate by comma)

Completion Date:

Add Attendee(s)

Mark Class as Complete and Submit Roster

For internet courses it is not necessary to "Mark Class as Complete and Submit Roster" in order to credit an attendee. Select "Mark Class as Complete and Submit Roster" only after ALL attendees have been added.

For internet courses, a licensee is credited for a CE course and the CE credit appears on the licensee's record when the course completion certificate is printed.

Instructors



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- Edit Account
- Logout
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Instructors

All | Active | Inactive

Instructor ID	Name	Contact Number	Email	Status	
1422	Teacher, Ima Good			Active	Edit Delete

[+ Add An Instructor](#)

When selecting the "Instructors" link this screen appears. The above list indicates the instructors the provider has approved.



Add Instructor



Department of Commerce & Consumer Affairs

REAL ESTATE BRANCH (REB)

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- Home
- Provider/Course Search
- My CE Status
- Provider
 - Subjects
 - Courses
 - Instructors**
 - Edit Account
 - Logout
- Admin

Instructor - Add



1 → FIRST NAME

MIDDLE INITIALS

LAST NAME

2 → ADDRESS

CITY

STATE

ZIP

3 → ISLAND

4 → EMAIL

5 → PHONE NUMBER - -

6 → COMMENTS

7 →

STEPS:

1. Enter name (first, middle, last)
2. Enter address information (street, city, state, zip)
3. Select an island from the drop down menu
4. Enter instructor's email address
5. Enter instructor's phone number
6. Enter any provider comments
7. Click "Submit"

Add Instructor Results



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Instructors

Records 1 to 2 from 2

All | Active | Inactive

Instructor ID	Name	Contact Number	Email	Status	
1422	Teacher, Ima Good			Active	Edit Delete
1437	Doe, Jon	808-555-1212	jdoe@teacher.com	Active	Edit Delete



[+ Add An Instructor](#)

Highlighted text shows an instructor added by the provider. Notice the difference between the active status of both instructors. Ima Good Teacher's "Active" status is light gray and uneditable, as is her delete button. This is because she is scheduled to teach a class and is, therefore, not able to be deleted or deactivated. Because Jon Doe is not scheduled to teach a class he can be deactivated and deleted. Whether scheduled to teach a course or not, an instructor's information can be edited.

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Edit Account Step 1

 Department of Commerce & Consumer Affairs
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 **Live Chat**
Technical Support

When selecting the "Edit Account" link this screen appears

My Account (Step 1 of 2)

Provider Info | Administrator Info

PROVIDER ID:	1422
NAME:	Ima Good Teacher
CURRENT PASSWORD: (REQUIRED IF CHANGING INFORMATION)	<input type="password"/>
NAME 2:	<input type="text"/>
ADDRESS:	555 Education Way
ADDRESS 2:	<input type="text"/>
CITY:	Honolulu
STATE:	Hawaii
ZIP:	96813
ISLAND:	Oahu
TELEPHONE:	808 - 555 - 1212
FAX:	<input type="text"/> - <input type="text"/> - <input type="text"/>
EMAIL:	roster@dcca.hawaii.gov
URL:	http://www.hawaii.gov/hirec

All information on the Provider Info screen can be edited except for the Provider ID number and Provider Name. However, the provider's password is required to make any changes.

You must click the submit button for changes to be accepted/saved

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Edit Account Step 2



Department of Commerce & Consumer Affairs

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My Account (Step 2 of 2)

Provider Info Administrator Info

SALUTATION:
LAST NAME: Teacher
FIRST NAME: Ima Good
MIDDLE INITIALS:

The information on the Administrator Info screen cannot be edited by the provider. Instead, changes to the information must be reported to the Real Estate Branch in writing or on a form prescribed by the Commission.

**Please contact the Real Estate Branch at 586-2643 to change information on this screen.*



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