RECERTIFICATION OF REAL ESTATE PRELICENSE EDUCATION INSTRUCTOR

All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will not be considered. Please allow 45 days for processing.

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.**

RECERTIFICATION CHECKLIST FOR PRELICENSE EDUCATION INSTRUCTORS.

Submit all of the following:

_____ A completed Application for Real Estate Prelicense Education Instructor Recertification form. Recertification applications must include updated information. Please submit an updated RESUME.

_____ Copy of Instructor Development Workshop (IDW) completion certificate. If already on file, please indicate when IDW was completed.

_____ Examination Score Report for Instructor's Exam. A prelicense education instructor must take and pass an instructor's exam every three years. If you have taken and passed the exam within the three year period preceding this application, and your examination score report is already on file, please indicate the date of the exam.

_____ Fees:

1. Application (Nonrefundable)	$50
2. Recertification Fee	$50
Compliance Resolution Fund (CRF)	$90 if certification to take effect in odd-numbered year $45 if certification to take effect in even-numbered year
3. Restoration Fee (if certification has forfeited)	$10

A check made payable to "Commerce and Consumer Affairs"

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 USE ONLY	
Approved/Date: Denied/Date:	Cert. No.:
Cashier's Validation:	

APPLICATION FOR REAL ESTATE PRELICENSE EDUCATION INSTRUCTOR RECERTIFICATION

Instructor's Name:	
Business Address:	
Residence Address:	
Business Telephone:	Residence Telephone:
Public e-mail and/or URL:	

1. Salesperson Curriculum _____ Broker Curriculum _____

   Substitute Instructor: Salesperson Curriculum _____ Broker Curriculum _____

   Independent Study Course: Salesperson Curriculum _____ Broker Curriculum _____

2a) Have you ever applied for, been granted, or held a professional/vocational (including real estate) license in Hawaii or any other State?..... Yes No
If yes, what state, license type and license number? _____

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? Yes No

c) Has your instructor certification ever been suspended or revoked? ..... Yes No

d) Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state? ..... Yes No

e) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state? ..... Yes No

f) Are there any pending disciplinary actions against you? ..... Yes No

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For Cashier's Use Only			
	App	$50	905
	Recert	$50	905
	CRF	$90/$45	583
	Restore	$10	905
	Srvc Fee	$25.00	BCF

- CONTINUED ON REVERSE -

3. During the past 2 years have you every been convicted of a crime where there has not been an order annulling or expunging the conviction?..... Yes No

4. Are there any pending law suits, unpaid judgments, outstanding tax obligations or any other type involuntary liens against you? ..... Yes No

FOR ANY 'YES' RESPONSE, PLEASE PROVIDE INFORMATION/DOCUMENTATION ON THE DATE, PLACE AND TYPE OF COMPLAINT, CHARGE, CONVICTION, OR DISCIPLINARY ACTION ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS RECERTIFICATION APPLICATION.

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