

# CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION ELECTIVE COURSE

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## Application and Certification Procedures for Continuing Education Elective Course

- ◆ Submit a completed application form which includes a detailed Course Curriculum consisting of:
  - A Course Outline
  - Learning objectives for EACH topic
    - Students need to know what they are expected to learn in the course. The learning objectives or outcomes define the skills and knowledge the students should have at the end of the course. The learning objectives should be stated in terms of performance. For instance, “Upon completion of this course, the student will be able to identify from a set of facts, the real estate issues involved and any possible licensing law violations.” Or, “Upon completion of this course, the student will be able to describe violations of the fair housing laws applicable in Hawaii.”
  - Course content
  - Time spent per topic
  - Supporting materials
  
- ◆ 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.**
  
- ◆ Application fee (non-refundable) - \$150. Attach a check 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 & Vocational Licensing Division**  
**Department of Commerce and Consumer Affairs**  
**335 Merchant Street, Room 333**  
**Honolulu, Hawaii 96813**

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

**APPLICATION FOR CERTIFICATION OF CONTINUING EDUCATION ELECTIVE 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:  Provider is registered with the Real Estate Commission:  Yes <input type="checkbox"/> No <input type="checkbox"/> Pending Provider Registration Application <input type="checkbox"/>

4. Number of credit hours requested: \_\_\_\_\_

5. Summary description of course content:

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6. Course Category: Please indicate a course category for this course. If applicable, a course may fall under more than one (1) category.

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|---------------------------|--|
| _____ Contracts           | _____ Finance                            |
| _____ Investment          | _____ Property Ownership and Development |
| _____ Real Estate Law     | _____ Risk Management                    |
| _____ Dispute Resolution  | _____ Technology and the Licensee        |
| _____ Property Management | _____ Broker Management                  |
| _____ Other: _____        |  |

7. Course Certification: Each elective course must satisfy **both (a) and (b)** of the following:

a. Furthers at least one of the following goals (check at least one):

\_\_\_\_\_ Protects the general public in its real estate transactions. Briefly explain:

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\_\_\_\_\_ Enables the licensee to serve the objectives of the consumer in a real estate transaction. Briefly explain:

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\_\_\_\_\_ Enables the licensee to maintain, develop and improve the licensee's competency and professionalism in a changing market place. Briefly explain:

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b. Qualifies as either (check at least one):

\_\_\_\_\_ Consumer Protection Course. Explain briefly in what manner the course addresses issues and concepts relating to §467-14, Hawaii Revised Statutes or §16-99-3, Hawaii Administrative Rules (see copies attached to this application).

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\_\_\_\_\_ Professional Standards or Practice course. Explain briefly in what manner the course covers issues, knowledge and concepts relating to real estate professional development.

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8. Section 16-99-87, Hawaii Administrative Rules, defines "continuing education" as ". . . elective courses that involve areas designed to improve a licensee's competency or professional standards and practice, and which courses are determined by the commission to exceed minimum entry level competency in the subject matter of the course, including consumer protection in real estate transactions." "Beyond professional entry" means "the course objectives involve learning outcomes which help the licensee develop more than minimal entry level competency in the subject matter of the course. . . ."

**Explain why this course is "beyond professional entry."**

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9. Course Materials: **Attach** a detailed course curriculum consisting of all of the following:

- **Course Curriculum.** Attach a course curriculum which details the sequence of topics, time spent on each topic, *learning objectives*\* for each topic, and any reading assignments or materials to be covered in each topic. When the total course time is for more hours than the requested credit hours, the applicant is required to indicate in the margins of the submitted curriculum, the number of hours and minutes designated as continuing education instructional time.
- **Course Content.** Attach an outline of lecture materials to be covered including notes, directives to instructors and a copy of all materials to be used as handouts for students.

Label the course topics, learning objectives for each topic, amount of time allotted to each topic, and reading assignments.

*\*"learning objectives"* should be stated in terms of performance. See Application and Certification Procedures for Continuing Education Course for explanation.

10. Method of presentation (check appropriate boxes)

Live seminar

Interactive television

Other Real Estate Commission approved interactive communication. Please describe briefly:

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11. The course consists of how many clock hours? \_\_\_\_\_

12. Anticipated initial offering date? \_\_\_\_\_

Certification of Applicant:

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

\_\_\_\_\_  
Signature of **Author/Owner**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date