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July 28, 2000

**MEMORANDUM**

TO: **Forfeited Real Estate Licensees**, Continuing Education Providers, Real Estate Schools

FROM: Real Estate Commission

SUBJECT: New Decisions for Restoration of Forfeited Licenses

At its July 27, 2000 meeting, the Real Estate Commission ("Commission") made new decisions on procedures for restoration of forfeited real estate licenses for individuals. The decisions intend to simplify the restoration process.

**Summary of Restoration Options**

All applicants seeking to restore forfeited real estate licenses, must submit a complete restoration application with all required fees, penalties, documents, and, in addition:

**For licenses forfeited under one year**, applicants restoring to active licensing status, must submit proof of completion of ten hours of continuing education courses ("CE")<sup>i</sup>. Restoring to inactive licensing status requires no CE.

**For licenses forfeited over one year and under four years**, whether for active or inactive licensing status, applicants must complete one of the following:

- 1) Complete at least fifteen hours of elective CE<sup>ii</sup>; or
- 2) complete all three "Essentials" courses; or
- 3) successfully complete the precicensing course for the level of license forfeited; or
- 4) pass the precicensing examination for the level of license forfeited.

**For licenses forfeited over four years**, applicants must pass the precicensing examination for the level of license forfeited.

Any continuing education course completed for the purpose of restoration of a forfeited license cannot be utilized for the upcoming licensing renewal. Please review the instruction and information sheets that accompanied the restoration application. For the latest information on the restoration process, including CE courses, precicensing courses, and precicensing examination, please connect with the Commission's web site at <http://www.state.hi.us/hirec>.

<sup>i</sup> The CE courses, including mandatory core course, shall be for the previous licensing biennium renewal period. If not available, complete current licensing biennium elective courses. The current licensing biennium's mandatory core course will not be accepted for this purpose. Inform the CE provider that the course is taken for restoration of forfeited license purpose to ensure correct processing and issuance of special completion certificates.

<sup>ii</sup> Complete current licensing biennium's elective courses but the current biennium's mandatory core course will not be accepted for this purpose. Any elective courses or mandatory core course completed from the previous licensing biennium renewal period can be used for this purpose. Inform the CE provider that the course is taken for restoration of forfeited license purpose to ensure correct processing and issuance of special completion certificates.