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 Las Vegas, NV 89121
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 Fax: (702) 932-2666
 E-mail: examschedule@psionline.com
www.psiexams.com

Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

HAWAII REAL ESTATE COMMISSION



REAL ESTATE SALESPERSON, BROKER, AND INSTRUCTOR EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for obtaining a real estate license in the State of Hawaii.

Hawaii state laws stipulate that a person may not act as a real estate salesperson, broker, or instructor without first obtaining a license issued by the Hawaii Real Estate Commission. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to real estate.

The Hawaii Real Estate Commission has contracted with PSI Services LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Hawaii. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

Following are the Hawaii real estate licensing examinations offered by PSI:

- Real Estate Salesperson
- Real Estate Broker
- Real Estate Instructor

LICENSURE REQUIREMENTS

All questions and requests for information about licensure should be directed to the Hawaii Real Estate Commission.

Hawaii Real Estate Commission

335 Merchant Street
Room 333
Honolulu, HI 96813
Phone: (808) 586-2643
www.hawaii.gov/hirec

The Hawaii Real Estate Commission has established the requirements for qualification for salesperson or broker licenses and for real estate instructor certification. Candidates should read this candidate information bulletin and any other information provided by the Commission before applying for any examination.

Candidates must meet all education requirements before they may apply for an examination.

EXAMINATION REQUIREMENTS

Salesperson and Broker Candidates

All candidates must:

- Be eighteen (18) years of age or older at the time of examination.
- Be a United States citizen, a United States national, or an alien authorized to work in the United States.
- Provide an unexpired Hawaii School Completion Certificate (certificates issued electronically must be printed on white paper no smaller than 8 1/2 X 11 in size) OR an ORIGINAL (hard copy) Prelicensing Education

Equivalency Certificate for Real Estate License Examination.

- Present a valid and ORIGINAL (hard copy) Equivalency to Uniform Section of Examination Certificate, if applicable.
- Applicants for licensure restoration must contact the Licensing Branch at (808) 586-3000 at the time of application for further information and assessment of fees and penalties due, if any. Candidates restoring a license will bring a **Restoration Application** signed by the Executive Officer of the Real Estate Commission for the State of Hawaii.

Broker Candidates

In addition to all requirements listed above, broker candidates must:

- Have received an Experience Certificate for Real Estate Broker's Examination from the Commission before taking the examination. Broker candidates must present a valid and ORIGINAL (hard copy) Experience Certificate for Real Estate Broker's Examination at the test center each time they take the examination.

Real Estate Instructor Candidates

All real estate instructor candidates must:

- Obtain an application for "Prelicense Instructor Certification" from the Hawaii Real Estate Commission for full details of the real estate instructor requirements.

LICENSING REQUIREMENTS

Salesperson and Broker Candidates

All salesperson and broker candidates must:

- Complete and pass the licensure examination.
- Submit the proper forms and fees to the Hawaii Real Estate Commission (indicated on the score report issued by PSI after passing the licensure examination).
- Disclose any criminal convictions, disciplinary actions, complaints, unpaid judgments, pending lawsuits, outstanding tax obligations, and liens. The license application must be completed in its entirety. Any "yes" answers to the questions in Section C of the application will require explanation and review before a decision is made regarding licensing. A description of the documentation required for "yes" answers will be included with the application.
- Submit a complete application for license within two (2) years of the date of examination. Incomplete or deficient applications must be completed within the two (2) year time limit. Applications will be considered received when all filing requirements are met.
- Pay the license fee. Fees will be printed on score reports for salesperson and broker applicants applying for **original** licensure. Although all licenses expire on December 31 of each even-numbered year, they are subject to renewal by November 30 of the even-numbered year to ensure timely renewal. License fees are not prorated. Fees for those on inactive status are the same as for those on active status.
- Include examination documentation. Applicants must submit the **original** Candidate Screening Responses that was received at the test center.
- Provide an unexpired Hawaii School Completion Certificate (certificates issued electronically must be printed on white paper no smaller than 8 1/2 X 11 in size) OR an ORIGINAL (hard copy) Prelicensing Education Equivalency Certificate for Real Estate License Examination.



- If applicable, include the ORIGINAL (hard copy) Equivalency to Uniform Section of Examination Certificate.
- Include the ORIGINAL (hard copy) Experience Certificate for Real Estate Broker's Examination (*applies to broker candidates only*).

Real Estate Instructor Candidates

All real estate instructor candidates must:

- Complete the application for instructor certification.
- Pay the certification fees as printed on the application.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

All questions and requests for information about examinations should be directed to PSI.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay PSI at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for one (1) examination.

EXAMINATION FEE	\$68
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The fee is \$68 for the examination, regardless if you take one (1) or both examination portions.

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

Walk in examinations are not available. Candidates must make a reservation.

FEES

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

IMPORTANT: IF YOU FALL UNDER ONE OF THE FOLLOWING CATEGORIES YOU MUST CONTACT PSI TO PAY AND SCHEDULE. YOU CANNOT PAY AND SCHEDULE VIA ON-LINE.

- Equivalency candidates (candidates who only have to take the state portion) or
- Out-of-state candidates (candidates taking the Hawaii exam on the mainland).

TELEPHONE

Call (800) 733-9267, PSI registrars are available Monday through Friday between 1:30 am and 4:00 pm and, Saturday-Sunday, between 3:00 am and 11:30 am, HST.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin). Payment of fees can be made by credit card (VISA MasterCard, American Express or Discover), money order, company check or cashier's check. Make your money order or check payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.** Send the registration form and payment to PSI.

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RETAKING A FAILED EXAMINATION

The examination is divided into two (2) sections: uniform (general) and state. Candidates who pass one section of the examination but fail the other section need retake only the failed section, as long as the candidate retakes the failed section within two (2) years of the date of the first passed section and the candidate has an unexpired Hawaii School Completion Certificate or Prelicensing Education Equivalency Certificate for Real Estate License Exam, and also an unexpired Experience Certificate for Real Estate Broker's Examination (if a Broker candidate). Candidates who have not passed both sections of the examination within two (2) years of the first passed section must retake both sections.

Example: A candidate takes the examination on June 15, 2005 and passes the state section but fails the uniform section. The candidate must only retake the uniform section, but must do so by June 15, 2007. If the candidate does not pass the uniform section on or before June 15, 2007, the candidate will be required to retake the entire examination (uniform and state sections).



Candidates granted an Equivalency to the Uniform Section of Examination Certificate must also present an unexpired Certificate in addition to the documents mentioned in the previous paragraph in order to take the state section of the examination.

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may schedule online at www.psiexams.com or call PSI at (800) 733-9267.

CHANGE/CANCEL AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. PSI registrars are available Monday through Friday between 1:30 am and 4:00 pm and, Saturday-Sunday, between 3:00 am and 11:30 am, HST347.

Note: A voice mail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or that of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are late to or absent from an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to PSI.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination

must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com. NOTE: PSI will not reimburse for travel expenses if an examination date is cancelled due to an emergency.

EXAMINATION SITE LOCATIONS

HAWAII (The Big Island)

45-539 PLUMERIA STREET

NORTH HAWAII EDUCATION RESEARCH CENTER (NHERC)

HONOKAA, HI 96727

HILO TO NHERC

GO NORTH ON HIGHWAY 19 TO HONOKA'A. ONCE YOU REACH HONOKA'A, LOOK FOR THE 43 MILE MARKER AND TAKE THE NEXT RIGHT (PLUMERIA STREET). THERE IS LARGE BLUE AND WHITE "NHERC" SIGN ALONG THE HIGHWAY. ONCE ON PLUMERIA STREET, DRIVE ANOTHER HALF MILE UNTIL YOU SEE THE HAMAKUA HEALTH CENTER. NHERC WILL BE THE NEXT DRIVEWAY. THERE IS A LARGE NHERC SIGN AT THE ENTRANCE OF THE DRIVEWAY

KONA TO NHERC

GO NORTH ON HIGHWAY 19 TO HONOKA'A. ONCE YOU REACH HONOKA'A, LOOK FOR THE 44 MILE MARKER AND TAKE THE NEXT LEFT (PLUMERIA STREET). THERE IS LARGE BLUE AND WHITE "NHERC" SIGN ALONG THE HIGHWAY. ONCE ON PLUMERIA STREET, DRIVE ANOTHER HALF MILE UNTIL YOU SEE THE HAMAKUA HEALTH CENTER. NHERC WILL BE THE NEXT DRIVEWAY. THERE IS A LARGE NHERC SIGN AT THE ENTRANCE OF THE DRIVEWAY.

HONOLULU

ALA MOANA PACIFIC CENTER

1585 KAPIOLANI BLVD, SUITE 1135

HONOLULU, HI 96814

FROM INTERSTATE H1 E., TAKE THE KINAU ST EXIT, EXIT 22. STAY IN THE EXTREME RIGHT LANE, AND TURN RIGHT ONTO WARD AVE. TURN LEFT ONTO KAPIOLANI BLVD (YOU WILL PASS NORDSTROM ON YOUR RIGHT). TURN RIGHT ON MAHUKONA ST. TURN RIGHT ON KONA ST. PARKING IS ON THE RIGHT.

KAPAA - KAUAI

1347 ULU STREET

KAPAA, HAWAII 96746

FROM THE NORTH (PRINCEVILLE) TAKE HIGHWAY 56 (KUHIO HWY) SOUTH TO KAPAA. TURN RIGHT AT THE FIRST LIGHT, TESTING CENTER IS ONE BLOCK DOWN ON THE LEFT SIDE. IT IS ON THE CORNER OF KUKUI ST AND ULU STREET.

FROM THE AIRPORT OR LIHUE. GO NORTH THROUGH KAPAA. AFTER YOU CROSS THE WAILUA RIVER, YOU WILL GO TO THE 6TH STOPLIGHT (KUKUI ST). TURN LEFT ON KUKUI STREET. TESTING CENTER IS ONE BLOCK DOWN ON THE LEFT SIDE. IT IS ON THE CORNER OF KUKUI ST AND ULU STREET.

KAHULUI - UNIVERSITY OF HAWAII MAUI COLLEGE I

310 W. KA'AHUMANU AVENUE

LAULIMA BUILDING, ROOM 212

KAHULUI, HI 96732



FROM THE SOUTHWEST ON KEOLANI PL TRAVEL TOWARD HALEAKALA HWY. TURN RIGHT ONTO HALEAKALA HWY/HI-39A. TURN RIGHT ONTO HANA HWY/HI-36 W. HANA HWY TURNS INTO KAAHUMANU AVE. TURN INTO THE CAMPUS FROM THE INTERSECTION OF KAAHUMANU AVE AND S WAKEA AVE, AND GO RIGHT. FOLLOW THE ROAD AROUND THE CAMPUS TO THE BACK. LAULIMA IS THE FIRST BUILDING ON THE LEFT WHEN ENTERING THE LARGE BACK PARKING LOT.

KAHULUI - UNIVERSITY OF HAWAII MAUI COLLEGE II

310 W. KA'AHUMANU AVENUE
THE LEARNING CENTER
KAHULUI, HI 96732

FROM THE SOUTHWEST ON KEOLANI PL TRAVEL TOWARD HALEAKALA HWY. TURN RIGHT ONTO HALEAKALA HWY/HI-39A. TURN RIGHT ONTO HANA HWY/HI-36 W. HANA HWY TURNS INTO KAAHUMANU AVE. ENTER THE CAMPUS FROM KAAHUMANU AVE. MAKE A QUICK RIGHT, AND THEN A LEFT IN FRONT OF THE HOOKIPA BLDG. TAKE THE DRIVEWAY ALL THE WAY DOWN AND THE LEARNING CENTER IS THE LAST ONE-STORY BUILDING ON THE RIGHT. PLEASE ENTER THROUGH THE DOUBLE GLASS DOORS.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the out-of-state request form found at the end of this bulletin.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

- You must provide two (2) forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form.
- You must provide an unexpired Hawaii School Completion Certificate (certificates issued electronically must be printed on white paper no smaller than 8 1/2 X 11 in size) OR an ORIGINAL (hard copy) Prelicensing Education Equivalency Certificate for Real Estate License Examination.
Instructor candidates are not required to present these documents.
- If applicable, an ORIGINAL (hard copy), unexpired Equivalency to Uniform Portion of Examination Certificate.
- Broker candidates must also present an ORIGINAL (hard copy), unexpired Experience Certificate for Real Estate Broker's examination.

The required identification applies to all test taking, regardless if it is the first time testing or a retake.

Candidates who **do not present** the required items will be **denied** admission to the examination, considered absent, and will forfeit the examination fee.

If you cannot provide the required identification, you must call (800) 733-9267 at least three (3) weeks prior to your scheduled appointment to arrange a way to meet this security requirement. ***Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.***

SECURITY PROCEDURES

The following security procedures apply during examinations:

- All examinations are closed book.
- You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the examination.
- You will have access to an online calculator.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.



- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI and state law. Either may result in the disqualification of examination results and may bar a candidate from testing in the future.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate may not exit the building during the examination. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the test question provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left (Min): 359. The main content area displays question 3: "What do the stars on the United States of America's flag represent?". Below the question is a text input field. Underneath, it says "(Choose from the following options)" and lists four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are navigation buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Hawaii Real Estate Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

The passing scores (percentages) are as follows:

- Brokers: 75%
- Salespersons: 70%
- Instructors: 85%

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- On paper** - an unofficial score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.



- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.
- Candidates may use the following information in making mathematical calculations on the general section of the real estate examinations unless otherwise stated in the text of the question:
 - 43,560 square feet/acre
 - 5,280 feet/mile

Now you can take the practice exam online at www.psiexams.com to prepare for your Hawaii Real Estate Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times; however, you will need to pay each time.

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	Portion	# of Items	Time Allowed
Salesperson	Uniform (General)	80 (80 points)	150 Minutes
Salesperson	State	50 (50 points)	90 Minutes
Salesperson	Combo (Both Portions)	130 (130 points)	240 Minutes
Broker	Uniform (General)	75 (80 points)	150 Minutes
Broker	State	50 (50 points)	90 Minutes
Broker	Combo (Both Portions)	125 (130 points)	240 Minutes
Instructor		80 (80 points)	150 Minutes

Note: National broker exams include questions that are scored up to two points.

EXPERIMENTAL QUESTIONS

A small number of “experimental” questions (i.e., 5 to 10) may be administered to candidates during the examinations.

These questions will not be scored and the time taken to answer them will not count against testing time. The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

CONTENT OUTLINES

Use the outline as a guide for pre-examination review course material. The outlines list the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline

SALESPERSON/BROKER EXAMINATION

UNIFORM (GENERAL) PORTION

I. Property ownership (Salesperson 8%; Broker 10%)

- Real versus personal property; conveyances
- Land characteristics and legal descriptions
 - Types of legal descriptions; Metes and bounds, Lot and block, government survey
 - Measuring structures
 - Livable, rentable, and usable area
 - Land Measurement
 - Mineral, air, and water rights
- Encumbrances and effects on property ownership
 - Liens
 - Easements and licenses
 - Encroachments
 - Other potential encumbrances of title
- Types of ownership
 - Tenants in common
 - Joint tenancy
 - Common- interest ownership
 - Timeshares
 - Condominiums
 - Co-ops
 - Ownership in severalty/sole ownership
 - Life Estate ownership
 - Property ownership held in trust (**BROKER ONLY**)

II. Land use controls and regulations (Salesperson 5%; Broker 5%)

- Government rights in land
 - Property taxes and special assessments
 - Eminent domain, condemnation, escheat
- Government controls
 - Zoning and master plans
 - Building codes
 - Regulation of special land types
 - Flood zones
 - Wet lands
 - Regulation of environmental hazards
 - Types of hazards
 - Abatement and mitigation
 - Restrictions on contaminated property
- Private controls



1. Deed conditions or restrictions
2. Covenants, conditions, and restrictions (CC&Rs)
3. Homeowners association regulations

III. Valuation and market analysis (Salesperson 7%; Broker 7%)

- A. Appraisals
 1. Purpose and use of appraisals for valuation
 2. General steps in appraisal process
 3. Situations requiring appraisal by certified appraiser
- B. Estimating Value
 1. Effect of economic principles and property characteristics
 2. Sales or market comparison approach
 3. Cost approach
 4. Income analysis approach
- C. Competitive/Comparative Market Analysis
 1. Selecting comparables
 2. Adjusting comparables

IV. Financing (Salesperson 10%; Broker 8%)

- A. Basic concepts and terminology
 1. Points
 2. LTV
 3. PMI
 4. Interest
 5. PITI
 6. Financing instruments (mortgage, promissory note, etc.)
- B. Types of loans
 1. Conventional loans
 2. FHA Insured loans
 3. VA guaranteed loans
 4. USDA/rural loan programs
 5. Amortized loans
 6. Adjustable-rate mortgage loans
 7. Bridge loans
 8. Owner financing (installment and land contract/contract for deed)
- C. Financing and lending
 1. Lending process application through closing
 2. Financing and credit laws and rules
 - a) Truth in lending
 - b) RESPA
 - c) Equal Credit Opportunity
 - d) CFPB/TRID rules on financing and risky loan features
 3. Underwriting
 - a) Debt ratios
 - b) Credit scoring
 - c) Credit history

V. General principles of agency (Salesperson 13%; Broker 11%)

- A. Agency and non-agency relationships
 1. Types of agents and agencies
 2. Other brokerage relationships (non-agents)
 - a) Transactional
 - b) Facilitators
- B. Agent's duties to clients
 1. Fiduciary responsibilities
 2. Traditional agency duties (COALD)

3. Powers of attorney and other delegation of authority
- C. Creation of agency and non-agency agreements; disclosure of conflict of interest
 1. Agency and agency agreements
 - a) Key elements of different types of listing contracts
 - b) Key elements of buyer brokerage/tenant representation contracts
 2. Disclosure when acting as principal or other conflict of interest
- D. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
- E. Termination of agency
 1. Expiration
 2. Completion/performance
 3. Termination by force of law
 4. Destruction of property/death of principal
 5. Mutual agreement

VI. Property disclosures (Salesperson 6%; Broker 7%)

- A. Property condition
 1. Property condition that may warrant inspections and surveys
 2. Proposed uses or changes in uses that should trigger inquiry about public or private land use controls
- B. Environmental issues requiring disclosure
- C. Government disclosure requirements (LEAD)
- D. Material facts and defect disclosure

VII. Contracts (Salesperson 17%; Broker 18%)

- A. General knowledge of contract law
 1. Requirements for validity
 2. Factors affecting enforceability of contracts
 3. Void, voidable, unenforceable contracts
 4. Rights and obligations of parties to a contract
 5. Executory and executed contracts
 6. Notice, delivery and acceptance of contracts
 7. Breach of contract and remedies for breach
 8. Termination, rescission and cancellation of contracts
 9. Electronic signature and paperless transactions
 10. Bilateral vs. unilateral contracts (option agreements)
- B. Contract Clauses, including amendments and addenda
- C. Offers/purchase agreements
 1. General requirements
 2. When offer becomes binding
 3. Contingencies
 4. Time is of the essence
- D. Counteroffers/multiple offers
 1. Counteroffers
 2. Multiple offers

VIII. Leasing and Property Management (Salesperson 3%; Broker 5%)

- A. Basic concepts/duties of property management
- B. Lease Agreements
 - 1. Types of leases, e.g., percentage, gross, net, ground
 - 2. Key elements and provisions of lease agreements
- C. Landlord and tenant rights and obligations
- D. Property manager's fiduciary responsibilities
- E. ADA and Fair Housing compliance in property management
- F. Setting rents and lease rates (*BROKER ONLY*)

IX. Transfer of Title (Salesperson 8%; Broker 7%)

- A. Title Insurance
 - 1. What is insured against
 - 2. Title searches, title abstracts, chain of title
 - 3. Marketable vs insurable title
 - 4. Potential title problems and resolution
 - 5. Cloud on title, suit to quiet title (*BROKER ONLY*)
- B. Deeds
 - 1. Purpose of deed, when title passes
 - 2. Types of deeds and when used
 - 3. Essential elements of deeds
 - 4. Importance of recording
- C. Escrow or closing; tax aspects of transferring title to real property
 - 1. Responsibilities of escrow agent
 - 2. Prorated items
 - 3. Closing statements/TRID disclosures
 - 4. Estimating closing costs
 - 5. Property and income taxes
- D. Special processes
 - 1. Foreclosure
 - 2. Short sale
- E. Warranties
 - 1. Purpose of home or construction warranty programs
 - 2. Scope of home or construction warranty programs

X. Practice of real estate (Salesperson 13%; Broker 14%)

- A. Trust/escrow accounts
 - 1. Purpose and definition of trust accounts, including monies held in trust accounts
 - 2. Responsibility for trust monies, including commingling/conversion
- B. Federal fair housing laws and the ADA
 - 1. Protected classes
 - 2. Prohibited conduct (red-lining, blockbusting, steering)
 - 3. Americans with Disabilities (ADA)
 - 4. Exemptions
- C. Advertising and technology
 - 1. Advertising practices
 - a) Truth in advertising
 - b) Fair housing issues in advertising
 - 2. Use of technology
 - a) Requirements for confidential information
 - b) Do-Not-Call List
- D. Licensee and responsibilities

- 1. Employee
- 2. Independent Contractor
- 3. Due diligence for real estate transactions
- 4. Supervisory responsibilities (*BROKER ONLY*)
 - a) Licensees
 - b) Unlicensed personnel
- E. Antitrust laws
 - 1. Antitrust laws and purpose
 - 2. Antitrust violations in real estate

XI. Real estate calculations (Salesperson 10%; Broker 8%)

- A. Basic math concepts
 - 1. Loan-to-value ratios
 - 2. Discount points
 - 3. Equity
 - 4. Down payment/amount to be financed
- B. Calculations for transactions
 - 1. Property tax calculations
 - 2. Prorations
 - 3. Commission and commission splits
 - 4. Seller's proceeds of sale
 - 5. Buyer funds needed at closing
 - 6. Transfer fee/conveyance tax/revenue stamps
 - 7. PITI (Principal, Interest, Taxes and Insurance) payments
- C. Calculations for valuation, rate of return (*BROKER ONLY*)
 - 1. Net operating income
 - 2. Depreciation
 - 3. Capitalization rate
 - 4. Gross Rent and gross income multipliers

STATE PORTION

Ascertaining and Disclosing Material Facts (Salesperson 8 items, Broker 7 items)

- 1. Bureau of Conveyances/Land Court
 - a. Documents and indexes
 - b. Conveyance tax
- 2. Tax Office
 - a. Tax maps
 - b. Real property taxes and assessments
 - c. Other state taxes (e.g., HARPTA, GET)
- 3. Statutory disclosures
 - a. Seller Disclosure Law
 - b. Leasehold disclosures
 - c. Planned Community Associations
 - d. Distressed Property and Short Sales
- 4. Environmental conditions
- 5. Hawaii land history and property rights

Types of Ownership (Salesperson 4 items, Broker 3 items)

- 1. Condominiums
- 2. Cooperatives
- 3. Time sharing plans
- 4. Land trust
- 5. Planned Unit Development

Property Management (Salesperson 4 items, Broker 4 items)

1. Residential Landlord-Tenant Code
2. Commercial real estate management (*Broker only*)

**Land Utilization (Salesperson 3 items, Broker 3 items)
Effective**

1. Planning, land use, and zoning (county ordinance)
 - a. County building and planning
2. Restrictive covenants
3. State land use classification
4. Special Management Areas

Title and Conveyances (Salesperson 6 items, Broker 6 items)

1. Estates and interests
 - a. Leaseholds
2. Tenancy
3. Liens
4. Recording systems
5. Boundary issues
6. Foreclosure

Contracts (Salesperson 5 items, Broker 7 items)

1. Timing
2. Contingencies
 - a. Inspections
 - b. Other
3. Validity
4. Provisions

Financing (Salesperson 3 items, Broker 3 items)

1. Seller Financing (e.g., Agreement of Sale, PMM)
2. Hawaii-Specific Institutional Financing
3. Usury laws

Escrow Process and Closing Statements (Salesperson 3 items, Broker 4 items)

1. Escrow responsibilities
2. Closing Responsibilities
3. Closing Statements

Professional Practices and Conduct (Salesperson 14 items, Broker 13 items)

1. Office management/supervision
 - a. Independent contractor vs. employee
 - b. Policies and procedures
2. Trust accounts and handling of funds
3. Advertising
4. Licensing laws and rules
 - a. Real estate brokers and salespersons
 - b. Professional and Vocational Licensing Act
5. Grounds for disciplinary action
 - a. Illegal conduct
 - i) discrimination in real property transactions
 - b. Unethical conduct
 - i) Standards of Practice
 - ii) Standard of Care

6. Agency Relationships and Disclosure of Agency

INSTRUCTOR EXAMINATION

GENERAL REAL ESTATE PRINCIPLES AND PRACTICES

I. Property ownership (Instructor 6 items)

- A. Real versus personal property; conveyances
- B. Land characteristics and legal descriptions
 1. Types of legal descriptions; Metes and bounds, Lot and block, government survey
 2. Measuring structures
 3. Livable, rentable, and usable area
 4. Land Measurement
 5. Mineral, air, and water rights
- C. Encumbrances and effects on property ownership
 1. Liens
 2. Easements and licenses
 3. Encroachments
 4. Other potential encumbrances of title
- D. Types of ownership
 1. Tenants in common
 2. Joint tenancy
 3. Common- interest ownership
Timeshares
 4. Condominiums
Co-ops
 5. Ownership in severalty/sole ownership
Life Estate ownership
 6. Property ownership held in trust
(INSTRUCTOR ONLY)

II. Land use controls and regulations (Instructor 4 items)

- A. Government rights in land
 1. Property taxes and special assessments
 2. Eminent domain, condemnation, escheat
- B. Government controls
 1. Zoning and master plans
 2. Building codes
 3. Regulation of special land types
 - c) Flood zones
 - d) Wet lands
 4. Regulation of environmental hazards
 - d) Types of hazards
 - e) Abatement and mitigation
 - f) Restrictions on contaminated property
- C. Private controls
 1. Deed conditions or restrictions
 2. Covenants, conditions, and restrictions (CC&Rs)
 3. Homeowners association regulations

III. Valuation and market analysis (Instructor 4 items)

- A. Appraisals
 1. Purpose and use of appraisals for valuation

2. General steps in appraisal process
 3. Situations requiring appraisal by certified appraiser
- B. Estimating Value
1. Effect of economic principles and property characteristics
 2. Sales or market comparison approach
 3. Cost approach
 4. Income analysis approach
- C. Competitive/Comparative Market Analysis
1. Selecting comparables
 2. Adjusting comparables

IV. Financing (Instructor 6 items)

- A. Basic concepts and terminology
1. Points
 2. LTV
 3. PMI
 4. Interest
 5. PITI
 6. Financing instruments (mortgage, promissory note, etc.)
- B. Types of loans
1. Conventional loans
 2. FHA Insured loans
 3. VA guaranteed loans
 4. USDA/rural loan programs
 5. Amortized loans
 6. Adjustable-rate mortgage loans
 7. Bridge loans
 8. Owner financing (installment and land contract/contract for deed)
- C. Financing and lending
1. Lending process application through closing
 2. Financing and credit laws and rules
 - a) Truth in lending
 - b) RESPA
 - c) Equal Credit Opportunity
 - d) CFPB/TRID rules on financing and risky loan features
 3. Underwriting
 - a) Debt ratios
 - b) Credit scoring
 - c) Credit history

V. General principles of agency (Instructor 9 items)

- A. Agency and non-agency relationships
1. Types of agents and agencies
 2. Other brokerage relationships (non-agents)
 - a) Transactional
 - b) Facilitators
- B. Agent's duties to clients
1. Fiduciary responsibilities
 2. Traditional agency duties (COALD)
 3. Powers of attorney and other delegation of authority
- C. Creation of agency and non-agency agreements; disclosure of conflict of interest
1. Agency and agency agreements
 - a) Key elements of different types of listing contracts
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INSTRUCTIONAL METHODOLOGY

Instructional Methods and Techniques (10 Items)

- 1. General Adult Education Principles
- 2. Class Management
- 3. Instructional Techniques
- 4. Evaluation of Learning

11. I am submitting the Exam Accommodations Request (at the end of this bulletin) and required documentation. Yes No
12. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Signature: _____ Date: _____

If you are registering by mail or fax, sign and date this registration form on the lines provided.

Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration HAWAII RE

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You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE
REQUESTING EXAMINATION ACCOMMODATIONS**

PSI Services LLC
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Las Vegas, NV 89121

