

**COPY**

DAVID Y. IGE  
GOVERNOR

SHAN S. TSUTSUI  
LIEUTENANT GOVERNOR



CATHERINE P. AWAKUNI COLÓN  
DIRECTOR

CELIA C. SUZUKI  
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>

February 7, 2017

Mr. Tim Bell  
At Your Pace Online, LLC  
531 NE F Street  
Grants Pass, OR 97526

Dear Mr. Bell:

RE: Application for Continuing Education Provider Reregistration  
"At Your Pace Online, LLC"

Your application for reregistration as a continuing education provider has been approved effective January 1, 2017.

The provider registration certificate is enclosed and expires on December 31, 2018. You may apply for renewal of provider registration on or before that date.

Because of the importance of instructors and providers in educating and providing role models for real estate licensees, the Real Estate Commission ("Commission") holds instructors and providers to high standards of knowledge and conduct. The Commission's policy is that applications for provider registration, and renewal of registration, may be denied, among other reasons, for failure to maintain any or all of the following: command knowledge of the subject matter; reputation for honesty; reputation for truthfulness; reputation for financial integrity; and reputation for fair dealing.

Among the factors that the Commission will consider in reviewing initial and renewal applications are the number and severity of complaints filed against the instructor or provider at the Regulated Industries Complaints Office, and whether the complaints are related to providing real estate education or activities as a real estate licensee.

Moreover, as a continuing education provider, you have accepted the responsibility of issuing continuing education certificates and providing accurate records in accordance with the Commission's requirements. You have also accepted the statutory responsibility of:

- 1) Certifying that your instructors have met the Commission's requirements (described in §16-99-104, Hawaii Administrative Rules);

- 2) Ensuring that instructors are competent in the subject matter of the course and are current in their knowledge of the subject matter; and
- 3) Ensuring that courses taught are based on current information, laws and rules. Providers should maintain in their files a Statement of Ethical Teaching Practices signed by each of their instructors.

Providers must verify the identification of the licensee prior to the course. Pursuant to §16-99-115, Hawaii Administrative Rules, "At minimum, the continuing education provider shall require a picture identification and a current real estate pocket card or notification of licensed status from the commission." However, if an individual is in the process of restoring a forfeited real estate license, the individual may produce a commission issued real estate license restoration application in place of a current real estate pocket card. Both the continuing education certificate and the records submitted to the Commission should reflect the license name and license number as stated on the pocket license. An incorrect license name or license number will create difficulties for the licensee when attempting to renew or reactivate a license.

Providers are again instructed to verify the license name, license number, and expiration date on the pocket license. Do not accept photocopies or wall certificates as substitutes for a pocket license; however, a current Professional and Vocational Licensing Division licensee printout is an acceptable substitution.

Providers may allow anyone, including non-licensees, to attend a continuing education course. However, continuing education certificates may be issued only to licensees with current (unexpired) licenses, either active or inactive, or to a forfeited licensee with a valid restoration application.

Should you have questions regarding the matters discussed in this letter, please call (808) 586-2643.

Very truly yours,

REAL ESTATE COMMISSION

Rowena B. Cobb, Chair  
Education Review Committee  
Broker/Kauai Commissioner

By:

  
Diane Choy Fujimura  
Senior Real Estate Specialist

DCF:cwj

Enclosure

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This confirms that

**AT YOUR PACE ONLINE, LLC**

has renewed its registration as a

**REGISTERED REAL ESTATE  
CONTINUING EDUCATION PROVIDER**

from January 1, 2017 through December 31, 2018

A handwritten signature in black ink, appearing to be "C. Suzuki".

This registration shall expire on December 31, 2018

and must be renewed prior to December 31, 2018