

**STATE** = items required by the State of Hawaii | **HBR** = HBR membership/REALTOR® requirements

## REGISTER AS A PRINCIPAL BROKER (PB) AND NEW OFFICE

- STATE**  Submit Application for New Office with Business Registration:  
<http://cca.hawaii.gov/breg>
- STATE**  Submit Application for New Office with DCCA (Department of Commerce and Consumer Affairs): <http://cca.hawaii.gov/reb>
- HBR**  Upon notification of DCCA approval, the Principal Broker (PB) can submit a membership application and payment to Honolulu Board of REALTORS® (HBR)/HiCentral MLS, Ltd.

## WITHIN 30 DAYS

- HBR**  PB should notify HBR within 30 days of the licensee becoming active with their firm. Per HBR Bylaws, Page 16, Article X - Dues and Assessments, each active licensee will be assessed dues and fees.
- HBR**  **Notification of status changes:** If an agent in the firm has a status change (e.g., transferring to another firm, placing license inactive, name change, etc.) forward a copy of the DCCA Change Form to HBR at [membership@hcentral.com](mailto:membership@hcentral.com) and original to DCCA.
- HBR**  PB is responsible for ensuring that new agents, upon joining HBR, submit their photo to HBR at [customerservice@hcentral.com](mailto:customerservice@hcentral.com) to have their SentiLock account activated.

## WITHIN 90 DAYS OF NEW AGENT JOINING HBR

- HBR**  PB is responsible to ensure that all new agents complete the mandatory New Member Orientation upon joining HBR.

## ANNUALLY - JUNE & DECEMBER: HBR MEMBERSHIP REQUIREMENTS

- **June 1: MLS Subscription Renewal notification sent**
- **JUNE 30: MLS RENEWAL PAYMENT DUE**

- HBR**  PB responsible for ensuring that all agent's payments and/or copies of DCCA Change Form releasing the agent are submitted to HBR **by June 30** to avoid late fees, suspension and/or termination: [www.hcentral.com/register](http://www.hcentral.com/register)
- HBR**  ***If there are any changes in their agent's status or addition of new agent(s) who have not yet submitted:*** PB should notate them on ***HBR's Statement of Certification Form*** and send the signed form to HBR at [membership@hcentral.com](mailto:membership@hcentral.com).
- HBR**  Verify online that all agents have paid MLS subscription renewal fees:  
[www.hcentral.com/register](http://www.hcentral.com/register)

*Checklist continues on next page*

## ANNUALLY - Continued

- **November 1: Membership Renewal notification sent**
- **DECEMBER 31: MEMBERSHIP RENEWAL PAYMENT DUE**

**HBR**  PB responsible for ensuring that all agent's payments and/or copies of DCCA Change Form releasing the agent are submitted to HBR **by December 31** to avoid late fees, suspension and/or termination: [www.hicentral.com/register](http://www.hicentral.com/register)

**HBR**  ***If there are any changes in their agent's status or addition of new agent(s) who have not yet submitted:*** PB should notate them on ***HBR's Statement of Certification Form*** and send the signed form to HBR at [membership@hicentral.com](http://membership@hicentral.com).

**HBR**  Verify online that all agents have paid HBR membership renewal dues: [www.hicentral.com/register](http://www.hicentral.com/register)

## EVERY EVEN YEAR: REAL ESTATE LICENSING REQUIREMENTS

- **By November 30: PB is responsible for ensuring the following renewals are submitted to DCCA at <https://mypvl.dcca.hawaii.gov>:**

**STATE**  Principal Broker License Renewal

**STATE**  Firm License Renewal

**STATE**  Verify online that all agents have submitted their Agent License Renewal

- **REQUIRED CONTINUING EDUCATION (CE) COURSES:**

**STATE**  Complete **20 hours** of CE credits **by November 30** as required for DCCA License Renewal (<https://mypvl.dcca.hawaii.gov>):

**STATE**  **Core A (3 CE) - Date taken:** \_\_\_\_\_

**STATE**  **Core B (3 CE) - Date taken:** \_\_\_\_\_

**STATE**  **Elective (14 credits) - Dates taken:** \_\_\_\_\_

**HBR**  Verify online that all agents have completed 20 hours of CE credits.

*Checklist continues on next page*

## EVERY THREE YEARS: NAR MEMBERSHIP - TRAINING REQUIREMENTS

### CODE OF ETHICS TRAINING:

- HBR  Complete mandatory National Association of REALTORS® (NAR) Code of Ethics (COE) training course by December 31 as required for REALTOR® membership
- HBR  Code of Ethics - Date taken: \_\_\_\_\_
- HBR  If Code of Ethics is not taken through HBR or NAR, date HBR notified:  
\_\_\_\_\_

### NEW: FAIR HOUSING TRAINING - Begins January 1, 2025 (same timeline as ethics training)

- HBR  Complete mandatory National Association of REALTORS® (NAR) Fair Housing training by December 31 as required for REALTOR® membership. *Training may be completed through NAR's online courses or through HBR.*

#### Take one of these acceptable courses to fulfill Fair Housing training requirement:

- HBR  Fairhaven 2.0 (offered by NAR only) - Date taken: \_\_\_\_\_
- HBR  At Home With Diversity (6 CE) - Date taken: \_\_\_\_\_
- HBR  Bias Override: Overcoming Barriers to Fair Housing (3 CE) -  
Date taken: \_\_\_\_\_