

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

**REGISTER AS A SALESPERSON OR BROKER**

- STATE**  Submit Application for License with DCCA (Department of Commerce and Consumer Affairs: <http://cca.hawaii.gov/reb>)

**WITHIN 30 DAYS**

- HBR**  Upon notification of DCCA approval, submit membership application and payment to HBR.
- HBR**  Submit your photo to HBR at [customerservice@hicentral.com](mailto:customerservice@hicentral.com) to activate your SentiLock account.
- HBR**  **Notification of status changes:** If an agent has a status change (e.g., transferring to another firm, placing license inactive, name change, etc.) forward a copy of DCCA Change Form to HBR at [membership@hicentral.com](mailto:membership@hicentral.com) and original to DCCA.

**WITHIN 90 DAYS OF JOINING HBR**

- HBR**  Complete the mandatory New Member Orientation

**ANNUALLY - JUNE & DECEMBER: HBR MEMBERSHIP REQUIREMENTS**

- HBR**  **MLS Subscription: Renewal notification sent on June 1 and payment of subscription fee is due by June 30: [www.hicentral.com/register](http://www.hicentral.com/register)**
- HBR**  **HBR Membership: Renewal notification sent on November 1 and dues payment is due by June 30: [www.hicentral.com/register](http://www.hicentral.com/register)**

**EVERY EVEN YEAR: REAL ESTATE LICENSING REQUIREMENTS**

- 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:** \_\_\_\_\_
- STATE**  **By November 30: Submit Broker License or Salesperson License Renewal with DCCA at <https://mypvl.dcca.hawaii.gov>**

*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: \_\_\_\_\_