

State = items required by the State | **HBR** = HBR REALTOR® requirements

Register as a Salesperson or Broker

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

Within 30 Days

- HBR** Upon notification of DCCA approval, submit application and payment to HBR (membership@hcentral.com)
- HBR** Submit a photo to HBR at customerservice@hcentral.com to have your SmartCard Membership Card prepared.
- 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 the DCCA Change Form to HBR at membership@hcentral.com and original to DCCA.

Within 90 Days of Joining HBR

- HBR** Complete the mandatory New Member Orientation.

Annually – June and December

- HBR** MLS Renewal Fee notification is mailed on June 1 and payment is due by June 30 (www.hcentral.com/register)
- HBR** Membership Renewal Dues notification is sent on November 1 and payment is due by December 31 (www.hcentral.com/register)

Every Even Year

- State** Complete 20 hours of CE credits **by November 30** as required for DCCA License Renewal (<https://pvl.ehawaii.gov/mypvl>)
- State** Core A – Date taken: _____
- State** Core B – Date taken: _____
- State** Electives (14 credits)
Dates taken: _____
- State** **By November 30:** Submit Broker License or Salesperson License Renewal with DCCA at <https://pvl.ehawaii.gov/mypvl>

Checklist continues on page 2

Every Three Years

HBR Complete a mandatory National Association of REALTORS® (NAR) Code of Ethics Course by [December 31](#) as required for membership in the NAR (www.realtor.org)

HBR Date taken: _____

HBR If not taken through HBR, date HBR notified: _____