



3566 Harding Avenue, Suite 206, Honolulu, Hawaii 96816  
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### REAL ESTATE BROKER CANDIDATE PRELICENSING COURSE

**Aloha! Mahalo Nui** for contacting us for information!

*Should you decide to take our classes, please read the school curriculum, complete the registration form & return it to us. We recommend registering early to ensure a spot in the course of your choice. Also, we encourage you to pick up your textbook prior to the first class date, as there are assigned readings for the first class. For additional information including future course dates, please call during our office hours; M-F, 1:00pm to 5:00pm. You may also contact us by fax or email. Hope to see you soon!*

*Scott Alan Bly, Principal*

### **Bly School of Real Estate Course Curriculum**

**Location of Classes.** Bly School of Real Estate is located at 3566 Harding Avenue, Suite 206, in Honolulu.

**Accreditation.** All classes offered by Bly School of Real Estate are approved & accredited by the Hawaii Real Estate Commission.

**Objectives.** The Broker prelicensing course will acquaint students with the basics of real estate, fulfill the Hawaii Real Estate Commission's education requirements, and prepare students for the Hawaii State Licensing Exam.

**Registration.** Only those who have registered and paid the deposit are guaranteed entrance to class. Walk-ins are welcome; however, be aware that entrance to class will be on a space-available basis. Although you may register online, you must come to the office to pick up your textbook. If registering prior to the first day of class, a deposit of at least \$250.00 (non-refundable) is required. Once registered, you will receive no further notification unless the class is cancelled.

**Entrance Requirements.** It is highly recommended that broker candidates complete the required 3 years of full-time experience and received their "Certificate of Experience" from the Real Estate Commission prior to taking this course. The certificate of Experience from the REC is required in order to take the State Exam and **usually takes around 2-3 weeks to obtain from the Real Estate Commission.**

**Text Book and Materials.** One textbook is used: "Hawaii Real Estate Reference Manual".

*Note: Students should bring their own calculator and note taking material.*

**Study Schedule.** A study schedule is provided at the beginning of the course giving the class schedule and assignments for each class.

**Job Placement Services.** No job placement services are offered by Bly School of Real Estate. Students desiring job and/or career counseling will be accommodated by the school staff.

**Length of Course.** The Broker Course involves 80 classroom hours and students are expected to attend all hours of instruction. See calendar for meeting dates and times. **No makeup classes will be offered!**

**Refunds. The Registration Fee of \$250.00 is nonrefundable.**

The deadline for tuition refunds, less \$250.00, by student request is one day **prior** to the scheduled class date. Notification in writing is required to withdraw from the course. Bly School of Real Estate reserves the right to cancel classes or change class dates for any reason, up to 3 days prior to the class date (except in an emergency situation). In the event Bly School of Real Estate cancels the entire class session, a full refund will be provided, should the student decide not to reschedule to a later class date, provided the student brings back an unmarked book.

**REFUND (Continued)...** Bly School of Real Estate reserves the right to cancel classes or change class dates for any reason, up to three days prior to the class date (except in an emergency situation). In the event Bly School of Real Estate cancels the entire class session, a full refund will be provided should the student decide not to reschedule to a later class date and returns an unmarked textbook.

Bly School of Real Estate reserves the right to require the withdrawal at any time of any students who, in the judgment of the school, is not profiting or is not likely to profit from the instruction offered; who is neglectful, irregular, or indifferent in the performance of required duties and studies; or whose character or conduct is inconsistent with the good order of the school. Once notification is given tuition will be refunded, less \$250.00.

In the event the text book is marked, student agrees to keep the book and Bly School shall take an additional \$125.00 from school refund.

**Bly School of Real Estate Final Exam.** Passing scores of 75% on both the General & State portions of the Bly School of Real Estate final exam are required to complete the Broker Course. **The final exam may only be taken on the scheduled class date & time. Students who fail to take that exam forfeit the right to take the exam at a later date. \*No Absences.**

Students who do not pass the final exam may retake the final exam, at a predetermined scheduled time, usually within the following two weeks of the original final exam. A student is allowed to take the makeup exam up to 3 times (this means, in total, the student can take the exam up to 4 times, including the original exam), but only for the next 3 consecutive predetermined scheduled times following the session they were enrolled in. This means that if the student does not attend a predetermined scheduled makeup exam, the student forfeits that makeup exam and will have one less makeup exam opportunity. There will be a make-up exam fee (\$50 for the General/National section, \$30 for the Hawaii State section, or \$80 for both sections) for the second (2nd) and third (3rd) make-up exam attempts. If the student needs to retake the exam for the 4th time, they must re-enroll in the class (in an auditing capacity), at a charge of \$400 (not including a new textbook).

#### **Classroom Rules:**

**Cell Phones.** Cell phones are to be turned off while class is in session. Students can make calls and check for messages during a break time.

**CERTIFICATE OF COMPLETION.** Upon successful completion of the course, a Certificate of Completion will be issued. This certificate is required to take the State exam. Upon receiving their certificates, students should check all information for accuracy.

**RE-ISSUANCE OF CERTIFICATES.** Lost certificates may only be replaced within two years of attending class. A fee of \$25.00 will be charged for each replacement certificate provided.

***Note:** If you prefer not to receive information on Bly School of Real Estate courses, please contact us at [blyschoolofrealestate@gmail.com](mailto:blyschoolofrealestate@gmail.com)*

#### **Instructor: Scott Alan Bly, Attorney at Law, Instructor, Principal**

Scott has over 20 years of experience teaching real estate law as well as practicing real estate law. Scott owns the Bly School of Real Estate, a real estate school that provides pre-licensing classes for salespersons and brokers, as well as continuing education classes. In addition, he has written a superb Hawaii real estate book entitled, Hawaii Real Estate Reference Manual, which is used in the pre-licensing classes that he teaches.

#### **State of Hawaii Real Estate Licensing Requirements**

#### **Online Real Estate Education System Registration - eHawaii Individual Account**

The Hawaii State Licensing Division requires that all licensees, or potential licensees, must create an eHawaii individual account prior to enrolling for a Prelicense Course. Go to [www.pvl.ehawaii.gov/rece](http://www.pvl.ehawaii.gov/rece) to set up your account. If you have any questions on creating your account, please log on to [ehawaii.gov](http://ehawaii.gov) or call 808-695-4620.

**Note: Whether you decide to, or not to, apply for a real estate license after passing the Bly School of Real Estate prelicensing course, the State will not accept your exam score if you do not have an eHawaii account.**

**Hawaii State Real Estate Exam**

The Hawaii Real Estate Assessment for Licensure program, is administered by the company "PSI" Testing Center under contract with the Hawaii State Real Estate Commission. The exam has two parts - The "Uniform" portion covering general real estate principles and practices, and the "State Law" section dealing with specific Hawaii statutes. The exam consists of multiple choice questions only. Each section of the exam is graded separately and requires a passing score of 75% each. Candidates that fail either portion of the exam may retake the exam and need only retake the part of the failed exam. Forms and detailed information regarding the State Exam will be provided during the course. Your completion certificate from the Bly School of Real Estate is effective for two years from the date of issue, allowing you to take the licensing exam any time during that period. Anyone who successfully passes the State Broker exam must apply for their license, in writing, within two (2) years of passing the salesperson's or broker's examination date, or their test score will be declared invalid, and must retake the State exam. Licensing fees must be paid at the time of application.

For more information on the State exam please contact PSI directly at 1-800-733-9267 or visit their website at: <http://www.psiexams.com/>. For more information regarding Real Estate Licensing in Hawaii, please call the Hawaii Real Estate Commission at (808) 586-2643 or visit their website at: <http://www.hawaii.gov/hirec/>

**Student Registration: Real Estate Broker Candidate Prelicensing Course**  
*(Please type or print your information)*

**1. Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

How You Found Bly School of Real Estate: \_\_\_\_\_

2. Choose Class to Attend: [ ] Day "8 WEEKS" [ ] Evening "8 WEEKS" [ ] "CRASH COURSE"

3. Class Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

4. Tuition: \$1,095.00 (Includes tax and text book) Complete payment of fee is due 2 days prior to scheduled course.

[ ] Cash [ ] Check Check No: \_\_\_\_\_ (Make check payable to: "Bly School of Real Estate, LLC")

Credit Card: [ ] MasterCard [ ] Visa [ ] Discover [ ] American Express

Card No: \_\_\_\_\_ Expire Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

5. I HEREBY ACKNOWLEDGE ACCEPTANCE OF BLY SCHOOL OF REAL ESTATE'S CURRICULUM:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit all pages along with your signed registration application**

Note: With prior notification, reasonable consideration can be arranged for students with special needs.