

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

REAL ESTATE COMMISSION
DCE Guidelines Committee
Meeting Agenda
March 24, 2022

Atwood Building
550 W. 7th Ave. Ste. 1550 (ZOOM ONLY)
Anchorage, AK

ZOOM Info: Join meeting <https://us02web.zoom.us/j/87699598743>

Meeting ID: 876 9959 8743 *Passcode: 136846*

Call-In: +1 (669)900- 6833 or (408)638- 0968

Thursday, March 24, 2022

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|------------------|-------------------------------|-------|
| 1:00 p.m. | 1. Call to Order | Doran |
| | 2. Approval of Agenda | |
| | 3. Public Comment | |
| | 4. Introductions | |
| | 5. Open Discussion | |
| | 6. Recommended DCE Guidelines | |
| | 7. Adjourn | |

Attachments: Recommended 2022-2024 DCE guidelines – working draft
Current 2022-2024 DCE topics

2022 – 2024 DCE Guidelines

DCE TOPIC	HOURS	MUST INCLUDE AT LEAST 2 OF THE SUBJECT AREAS
Situational Ethics	2	<ul style="list-style-type: none"> • Discussions of specific situations working with buyers and/or tenants: advertising, showing, offers, accepted agreements through closing etc. • Discussions of specific situations working with sellers and/or landlords: advertising, showing, offers, accepted agreements through closing etc. • Discussions of specific situations working with other licensees in a transaction including but not limited to single licensees as well as teams etc. • Discussion of differences and unique responsibilities working with out of area owners/sellers and or buyers/tenants etc. • Discussion of situations working with out of area licensees etc. • Ethical handling of conflicts of interest
Property Disclosures & Inspections	1	<ul style="list-style-type: none"> • Differences between the types of inspections that are available for different types and uses of properties and their purposes. (Tailor to the audience i.e. residential, commercial, property management). • Need and requirements of inspections of living structures versus personal property and how each is handled. • Requirements of when to get and how to explain the disclosure form to consumers. What happens if it is not provided to buyer prior to signing an agreement? As well as what to do when new property material facts are received. • Discussions on why a consumer should and how a consumer can investigate information given to them through disclosure forms.
Contract & Real Estate Licensing Law	2	<ul style="list-style-type: none"> • Understand how to have a successful real estate contract with/for a consumer including but not limited to making sure you know and verify who has the authority to sell or rent property. • How to confirm the complete legal description of a property and why it is important. • How to help the consumer confirm that the zoning for the property allows its intended use. • The importance of following provisions of a written contract making sure that the parties follow through on their obligations.

		<ul style="list-style-type: none"> • Importance of making it a habit to get any change, modification or deletion in writing and explaining why that is important to consumers. • The reasons why state required disclosures are necessary to protect the consumer. • The importance of complete disclosure of what is and what is not included in a sale/rentals well as what the condition of a property will be when it is turned over to the other party.
Prohibited Conduct	1	<ul style="list-style-type: none"> • Receiving / paying commissions • False advertising / misrepresentation • Falsifying licensee applications / credentials • Misrepresentation, fraud • Failing to disclose licensee relationships, conflicts of interest, compensation, property information, license status • Employment of unlicensed personnel • Violation of local, state and federal law
Advertising & Social Media	1	<ul style="list-style-type: none"> • Advertising requirements for property <ul style="list-style-type: none"> - Consumer Owned <ul style="list-style-type: none"> - Written authorization - Name of brokerage • Advertising of home offices <ul style="list-style-type: none"> - Risks of social media <ul style="list-style-type: none"> - Failure to comply with local, state and federal statute advertising regulations - Claims of defamation & libel - Copyright infringement - Trademark infringement - Breach of ethics (NAR COE article 12 & 15) - Discrimination - Misrepresentation • How to properly advertise on social media
Licensee Relationships	1	<ul style="list-style-type: none"> • Define the different types of Licensee Relationships • Explore which relationship is most appropriate for different situations • Review what happens when relationships change, best practices and proper disclosure • Discuss duration of the relationship and duties that survive the duration of the relationship • Understand when relationship disclosure must be utilized • Proper record keeping of Licensee Relationship Disclosure



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALASKA REAL ESTATE COMMISSION

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October 1, 2021

Course Sponsors:

Real Estate regulations require the Commission notify course sponsors of the topics that satisfy the 8 hours of designated continuing education (DCE) requirement for the next licensing period.

Each licensee is required to complete at least 20 hours of continuing education (CE) during each biennial licensing period, 8 designated hours (DCE) and 12 elective hours (ECE).

The Commission approved the topics below as the 8 hours of DCE for the licensing period **February 1, 2022 – January 31, 2024.**

Required (DCE) Topics	Hours
Situational Ethics	2
Property Disclosures & Inspections	1
Contract & Real Estate Licensing Law	2
Prohibited Conduct	1
Advertising & Social Media	1
Licensee Relationships	1