



**Real Estate Commission**

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: [RealEstateCommission@Alaska.Gov](mailto:RealEstateCommission@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/RealEstateCommission](http://ProfessionalLicense.Alaska.Gov/RealEstateCommission)

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## Temporary Instructor Approval Application Instructions

Temporary Approvals are issued in accordance with 12 AAC 64.450 Temporary Instructor Approval

- (a) A course sponsor may request the temporary approval of a person to teach a course if the sponsor
- (1) is unable to find an instructor approved by the commission to teach that course topic for credit; or
  - (2) chooses to use a qualified instructor from another state.
- (b) The commission, or its designee, will, in its discretion, issue a five-day temporary instruction approval to a person who
- (1) is currently certified by a nationally recognized organization that requires similar instructor standards; or
  - (2) has experience in the specific subject area to be covered by the course.

Attachments required:

- 1) Evidence of current certification

**OR**

- 2) Resume and supporting evidence of experience in the specific subject area to be covered in the course, and
- 3) Letter from sponsor if applicable per question II (a)
- 4) \$250.00 Fee



THE STATE  
of **ALASKA**

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing

**ZSU**

FOR DIVISION USE ONLY

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## Temporary Instructor Application

### PART I Payment of Fees

<b>Required Fees:</b>	<input type="checkbox"/> Certification Fee	<b>\$250.00</b>
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### PART II Applicant Information

<b>Full Legal Name:</b>		<b>Contact Phone:</b>	
<b>Mailing Address:</b>	P.O. Box or Street City	State	Zip
<b>EMAIL AGREEMENT:</b> By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.			
<b>Email Address:</b>		<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail	

### PART III Sponsor Information

<b>The course I plan to teach is sponsored by:</b>	
<b>Please answer ONE (1) of the following questions:</b>	
<b>1. The sponsor is unable to find an instructor approved by the Commission and therefore is requesting Commission approval for me to teach the course.</b> <i>If "Yes" to #1, you must attach a letter from the Sponsor.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. I am a qualified instructor in the State of _____ and have been asked by the sponsor to teach the above course.</b> <i>If "Yes" to #2, you must attach a copy of the Instructor Certification from the other jurisdiction/national organization.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART IV Duration

The 5 day period I would like the approval to cover is:

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

## PART V Professional Fitness Questions

The following professional fitness questions must be answered.

“Yes” answers may not automatically result in license denial. If you answer “Yes” to any of the questions, please explain dates and specific circumstances (locations, type of action, organizations or parties involved) on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (license action documents, complaint documents, etc.).

**Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.**

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a “yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

### When in doubt, disclose and explain.

1. Within the last 5 years preceding the date of this application, have you had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject to any restriction, censure, reprimand, consent agreement or any other disciplinary or license action? Yes  No
2. Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association? Yes  No

**PART VI Topic/Subject Area**

Please check each subject area and topic number that you are requesting approval to instruct. **Remember: You must be able to show that you have experience in each subject area.**

Topic Number	Subject Area
<input type="checkbox"/> 1	Licensee Relationships
<input type="checkbox"/> 2	Closing Transactions
<input type="checkbox"/> 3	Common Interest Ownership and Resale Certificates Required Under AS 34.08.590
<input type="checkbox"/> 4	Communications, Negotiations, and Real Estate Counseling Skills
<input type="checkbox"/> 5	Repealed 6/28/1997
<input type="checkbox"/> 6	Contracts
<input type="checkbox"/> 7	Energy Conservation
<input type="checkbox"/> 8	Health, Safety, Environmental Issues and ADA Compliance with 42 U.S.C. 12101 – 12213 (Americans with Disabilities Act of 1990)
<input type="checkbox"/> 9	Fair Housing, Equal Opportunity Laws
<input type="checkbox"/> 10	Financing Real Estate
<input type="checkbox"/> 11	Foreclosure, Judgments and Bankruptcy
<input type="checkbox"/> 12	International Real Estate Transactions
<input type="checkbox"/> 13	Land Use, Planning, Zoning and Building Codes
<input type="checkbox"/> 14	Legal Descriptions
<input type="checkbox"/> 15	Listing Responsibilities
<input type="checkbox"/> 16	Marketing Property
<input type="checkbox"/> 17	New Construction
<input type="checkbox"/> 18	Prohibited Conduct
<input type="checkbox"/> 19	Property Disclosure and Inspections
<input type="checkbox"/> 20	Residential Property Management
<input type="checkbox"/> 21	Property Valuation
<input type="checkbox"/> 22	Real Estate Brokerage Management
<input type="checkbox"/> 23	Real Estate Investment Analysis
<input type="checkbox"/> 24	Real Estate Property Law
<input type="checkbox"/> 25	Real Estate License Law
<input type="checkbox"/> 26	Securities
<input type="checkbox"/> 27	Title Insurance and Lien Law
<input type="checkbox"/> 28	Trust Account Management
<input type="checkbox"/> 29	Trusts, Estates and Probate
<input type="checkbox"/> 30	Ethical Decision Making in Real Estate Transactions
<input type="checkbox"/> 31	Community Association Management
<input type="checkbox"/> 32	Community Association Documents
<input type="checkbox"/> 33	Risk Management
<input type="checkbox"/> 34	Alaska Landlord Tenant Law
<input type="checkbox"/> 35	Customer Client Services
<input type="checkbox"/> 36	Commercial Property Management
<input type="checkbox"/> 37	Tax Law and Exchanges
<input type="checkbox"/> 38	Broker Disclosure Responsibilities
<input type="checkbox"/> 39	Broker Supervision
<input type="checkbox"/> 40	Broker Trust Account Responsibilities
<input type="checkbox"/> 41	Organizing and Managing a Real Estate Office



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**Signature Page**

<b>Applicant Name:</b>	
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**PART VII Agreement**

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

<b>Applicant's Signature:</b>		<b>Date:</b>	
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