



THE STATE
of **ALASKA**

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

ZSU

FOR DIVISION USE ONLY

Real Estate Commission

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

Phone: (907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: *ProfessionalLicense.Alaska.Gov/RealEstateCommission*

Instructor Certification Renewal

April 2, 2020 – April 1, 2025

All real estate education instructor certifications expire on April 1, 2020. **There is no grace period.** You cannot teach a Commission approved course for education credit if your instructor approval has expired.

Instructors must submit evidence of completion of:

1. Two (2) hours of continuing education in each topic area for which the instructor is applying for recertification;
 2. Teaching a course in the topic area(s) for which the instructor is applying for recertification;
- OR-
3. Practical experience in the topic area(s) for which the instructor is applying for recertification.

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Instructor Renewal Fee	\$100.00
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PART II Applicant Information

Full Legal Name:				
Mailing Address:	P.O. Box or Street	City	State	Zip
Contact Phone:		Alaska Instructor Number:		
EMAIL AGREEMENT: 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.				
Email Address:			<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail	
SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.				

PART III ListServ

Would you like to be placed on the AREC ListServ to receive Commission news via email?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the email you would like registered with the ListServ:		

PART IV 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.

Since the date your last Alaska instructor certification was issued or renewed:

- 1.** 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 V Topic/Subject Area

Please indicate which topic areas you wish to be recertified to teach. Please remember that you must attach proof of two (2) hours of continuing education, the course(s) taught or practical experience for each topic area in which you wish to renew.

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
<input type="checkbox"/> 9	Fair Housing, and Equal Opportunity Laws
<input type="checkbox"/> 10	Financing Real Estate
<input type="checkbox"/> 11	Foreclosure, Judgements 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 Responsibility
<input type="checkbox"/> 39	Broker Supervision
<input type="checkbox"/> 40	Broker Trust Account Responsibility
<input type="checkbox"/> 41	Organizing and Managing a Real Estate Offices



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Signature Page

Applicant Name:	
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PART VI Agreement			
<p>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.</p> <p>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.</p> <p>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.</p>			
Applicant's Signature:	<table border="1"> <tr> <td style="width: 50%;">Date:</td> <td></td> </tr> </table>	Date:	
Date:			

APPLICATION INFORMATION

REC Information

LICENSE TERM

If you choose not to renew your instructor approval, it will lapse. An instructor approval expires on April 1 of years ending in 0 and 5, regardless of the date of issuance. There is no grace period. You cannot teach a Commission approved course for education credit if your instructor approval has expired.

General Information

APPLICATION PROCESSING

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office, complete with all correct forms, supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. When the application is complete and correct, and all supporting documents have been received and all fees have been paid the license will be issued and sent to you. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

ADDRESS OR NAME CHANGE

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

STATUTES AND REGULATIONS

The complete set of statutes and regulations for this program are available by written request or online at the Commission's website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: RegulationsAndPublicComment@Alaska.Gov