

State of Alaska  
Real Estate Commission Meeting  
Via Zoom

March 12, 2026

Call to Order

# Roll Call

Roll Call

Traci Heaton

Elizabeth Schok

Devon Doran

Lonnie Logan

Jimi Cash

Chery Markwood

# Approval of Agenda

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

***Tentative Meeting Agenda***

**REAL ESTATE COMMISSION MEETING**  
**March 12, 2026**  
**VIA Zoom**

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Join Zoom Meeting: Register in advance for this meeting:

<https://us02web.zoom.us/join/0IBKGfWQTaG2NUiEczRMw>

After registering, you will receive a confirmation email containing information about joining the meeting.

**Thursday, March 12, 2026**

***Note: There will be a break for lunch from 12 until 1 if deemed necessary.***

9:00 a.m.	1. Call to Order a) Roll Call b) Approval of Agenda c) Statements of Conflicts of Interest	Markwood
9:05 a.m.	2. Public Comment	
9:10 a.m.	3. Review Meeting Minutes a) December 11, 2025 b) January 12, 2026, AO360 Work Meeting c) February 4, 2026, AO360 Meeting	Markwood
	4. New Business a) 2026 Legislative Guidance for CBP Commission Members	Markwood
	5. Old Business a) AO360 Regulation Reform Plan - final b) Strategic Plan – review /update	Markwood
	6. Executive Administrator Report a) Licensing/Education Report b) Recovery Fund Report c) Delegation of Authority	Givens Harris
10:15 a.m.	7. Division Update a) Revenue/Expenditure Report	Dumas
10:30 a.m.	8. Investigations a) Statistical Report b) Discussion of disciplinary sanctions c) Disciplinary Matrix – review/ d) Licensing Actions – *Executive Session* – CE- Consent Agreement Case No. 2024 - 000888 – CE – Consent Agreement Case No. 2024 - 000713	Evans Chambers/Prieksat Prieksat/Homestead/Evans
	9. Commission Member Comments and Questions Adjournment	* Next REC meeting June 11, 2026

# Public Comment

# Review Meeting Minutes

December 11, 2025

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

**REAL ESTATE COMMISSION  
MEETING MINUTES**

December 11, 2025

“These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Commission. By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Real Estate Commission was held December 11, 2025, Anchorage, Alaska via Zoom.

**Thursday, December 11, 2025**

**Agenda Item 1 - Call to Order**

Chairperson Cheryl Markwood called the meeting to order at 9:01 a.m., at which time a quorum was established.

Agenda Item 1(a) – Roll Call

Members Present via Zoom

Cheryl Markwood, Broker, Broker at Large, Chairperson  
Traci Heaton, Associate Broker, 1<sup>st</sup> Judicial District  
Elizabeth Schok, Associate Broker, 4<sup>th</sup> Judicial District  
Devon Doran, Broker, 3<sup>rd</sup> Judicial District  
Lonnie Logan, Broker, Broker at Large, Anchorage  
Jimi Cash, Public Member

Staff Present:

Nancy Harris, Executive Administrator, CBPL, REC, Anchorage  
Kerry Givens, Project Assistant, CBPL, REC, Anchorage  
Billy Homestead, Senior Investigator, CBPL, Anchorage  
Chace Evans, Investigator, CBPL, Anchorage  
Kimberly Lilly, Lead Paralegal, CBPL, Anchorage  
Melissa Dumas, Administrative Operations Manager, CBPL, Juneau

Guests Present in person:

Barbara Bachmeier, member of the public

Guests Present via Zoom:

Sara Garcia, Salesperson, EXP Realty, LLC, Anchorage  
Peggy Hudnutt, The CE Shop, Education Sponsor, CO  
Masha Wise, member of the public  
Lane Rau, Broker, Real Results Realty, Anchorage  
Kassandra Taggart, Broker, Real Property Management Last Frontier, Anchorage  
Alicia Busick, member of the public  
Teresa Block, Associate Broker, Real Estate Brokers of Alaska, Anchorage

Ms. Markwood stated that Mr. Cash is running late and will attend the meeting shortly.

Agenda Item 1(b) - Approval of Agenda

Commission members reviewed the agenda as presented.

**On a motion made by Doran, seconded by Schok, it was,**

**Resolved to approve the September 18, 2025, agenda as presented.**

**There was no opposition.**

Statements of Conflicts of Interest/Ethics Violations– 1(c)

There were no conflicts of interest at this time.

**Agenda Item 2 – Public Comments**

Barbara Bachmeier, a member of the public, addressed the Commission. She stated she appreciated the opportunity to speak to the Commission. She is interested in applying for the vacant public member seat and is in attendance to observe the meeting.

There were no other public comments.

**Agenda Item 3 – Review of Meeting Minutes**

Agenda Item 3(a) – September 18, 2025

**On a motion made by Schok, seconded by Doran, it was,**

**Resolved to approve the September 18, 2025, meeting minutes as presented.**

**There was no opposition.**

**Agenda Item 4 – Investigations**

License Actions –4(b) and (c)-

The Commission went into an executive session to discuss investigative matters.

**On a motion duly made by Doran, seconded by Schok, it was,**

**Resolved to go into executive session in accordance with the provisions of AK Statute 44.62.310(c), for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person**

**may request a public discussion.**

**Roll call vote:** Heaton-yes, Schok-yes, Doran-yes, Logan- yes, and Markwood- yes

*Commission went into executive session at 9:07 a.m.  
Out of executive sessi1n at 9:12 a.m.*

Case No. 2024-000989 Consent Agreement - CE

**On a motion made by Doran, seconded by Schok, it was,**

**Resolved to adopt the consent agreement for case No. 2024-000989.**

**Roll call vote:** Heaton-yes, Schok-yes, Doran-yes, Logan- yes, and Markwood- yes

Case No. 2024-000847 Consent Agreement - CE

**On a motion made by Doran, seconded by Logan, it was,**

**Resolved to adopt the consent agreement for Case No. 2024-000847.**

**Roll call vote:** Heaton-yes, Schok-yes, Doran-yes, Logan- yes, and Markwood- yes

Mr. Cash joined meeting at 9:25 a.m.

Statistical Report- 4(a)-

Mr. Evans, investigator, presented the investigative statistical report for the period of September 9, 2025, through December 1, 2025. He stated there were 46 open matters and 8 matters were closed during this period.

The Commission members discussed investigative forms for their report with the investigators. Senior investigator Billy Homestead recommended investigative training at the next REC meeting.

**Agenda Item 6 – New Business**

**Legislative Audit Recommendations 6(a)**

Commission discussed the REC Sunset Audit recommendations as outlined in the April 17, 2025, Real Estate Commission Legislative audit report.

#1 – DCBPL’s director should provide training and update written procedures to ensure minutes are prepared for all commission meetings as required by law.

#2 – The Commission chair should update commission regulations and forms to include independent contractors.

#3 – Department of Commerce, Community and Economic Development's (DCCED) commissioner should work with policy makers to improve the recruitment and retention of investigators, and DCBPL management should consider ways to assist the commission in clearing its investigative backlog.

#4 – The commission should consider seeking legislation to eliminate the Real Estate Recovery Fund.

Commission discussed the process to seek legislation support.

**On a motion made by Heaton, seconded by Logan, it was,**

**Resolved to appoint Ms. Doran as the legislative liaison for the Sunset Audit recommendation #4 to oversee the elimination of the REC Recovery Fund.**

**Roll call vote:** Heaton-yes, Schok-yes, Doran-yes, Logan- yes, Markwood – yes, Cash-yes

**Agenda Item 5 – Division Update 259**

**Revenue/Expenditure Report, FY26 1<sup>st</sup> Qtr – 5(a)**

Melissa Dumas, Administrative Operations Manager for the Division of Corporations, Business, and Professional Licensing, presented the Revenue and Expenditures report for the FY25 4th quarter, to the Commission not the FY26 1<sup>st</sup> Qtr. This report encompasses July 1, 2024, through June 30, 2025.

Ms. Dumas stated the total revenue was \$148,775 in licensing fees. The non-investigative expenditures were \$180,391, and investigative expenditure was \$145,636 for a total direct expenditure of \$326,027. Total indirect expenditures were \$186,991 (to include internal administration, department, and statewide costs), leaving the total indirect expenditures at \$513,018. There was a beginning cumulative surplus of \$1,021.502 with a deficit of \$364,243 for a total ending cumulative surplus of \$657,259

Ms. Markwood asked Ms. Dumas that as part of AO360, it was recommended fees be decreased. How would that be reflected in this report?

Ms. Dumas stated that fee setting is the division’s responsibility, and they can only reduce fees when revenues support it. Even under AO 360, some programs require fee increases, and they

are working on those now to ensure revenues and expenditures remain roughly equal, as required by statute. The fee-change process is lengthy—about a year—and involves multiple approvals. Still, the division would continue to adjust fees as needed to prevent deficits or large surpluses. The REC is in good financial shape, and she recommended not reducing fees.

Ms. Harris asked what the Commission would be required to do to eliminate the recovery fund.

Ms. Dumas explained that eliminating the recovery fund fee would require legislation or legislative support. She explained that the recovery fund currently covers 100% of one staff member's time and 10% of another's. If the fee were removed, these personnel costs would shift to the REC, resulting in an estimated \$50 revenue loss per licensee unless fees are adjusted. She noted that the REC may need to revise its fee structure so the \$50 currently directed to the recovery fund would instead support the REC program. Any such change would be reflected in the REC financial report. Ms. Dumas stated that the recovery fund balance is approximately \$350,000. The remaining amount may be returned to the Commission, which would provide sufficient time to evaluate whether fee adjustments are necessary and ensure the REC does not face an immediate shortfall.

#### **Agenda Item 6 – New Business, continued**

##### **Legislative Audit Recommendations 6(a)**

Commission members continued to discuss the REC Sunset Audit recommendations.

Recommendation #5 – The commission should require license renewal applicants to submit a certificate of errors and omissions insurance coverage or seek a statutory change.

Verification of E & O Insurance is required for the current license renewal.

Break at 10:08 am

Reconvened at 10:16 am

##### **Set 2026 Meeting Dates, 6(c)**

Commission members discussed and set meeting dates for 2026.

March 12

June 11

September 10

December 10

#### **Agenda Item 7 – Old New Business**

##### **Set 2026-2028 DCE Guidelines –7(a)**

Commission members reviewed and discussed the 2026-2028 DCE guidelines as presented.

**On a motion made by Logan, seconded by Schok it was,**

**Resolved to approve the 2026-2028 DCE guidelines as presented.**

**Roll call vote:** Heaton-yes, Schok-yes, Doran-yes, Logan- yes, Markwood - yes

**Agenda Item 7 – Old New Business- continued**

**Disciplinary Matrix Review- probation –7(b)**

Commission members reviewed and discussed the REC disciplinary matrix.

The Commission asked that at the next meeting, under new business, there be specific training on investigations and disciplinary matrix to include REC investigator Billy Homestead and Chace Evans.

**AO360 Regulation Reform– 6(b)**

Director Robb gave an overview of Administrative Order 360 (AO360) to the Commission. She stated AO 360 was issued by Governor Dunleavy on August 4, 2025. Director Robb outlined the goals and required actions for professional boards as part of statewide regulatory reform efforts.

AO360 directs all state agencies, divisions, boards, and state corporations to engage in regulatory reform with the goal of reducing unnecessary regulatory burdens, increasing transparency, clarifying obligations, and improving efficiency across government. The Division conducted community meetings statewide to gather public input on regulations and a written comment process was also provided.

AO360 establishes the following mandatory reduction goals for all entities:

- 15% reduction in discretionary regulatory requirements by December 31, 2026.
- 25% cumulative reduction by December 31, 2027.

The Commission has several options for developing its reduction plan:

- Continuing the review of assigned regulation sections by individual members.
- Scheduling additional meetings or work sessions to evaluate opportunities for simplification.
- Forming a work group focused specifically on AO360 compliance.
- The Commission must submit a board-approved Regulatory Reduction Plan by February 13.

The Commission reviewed and discussed the recommendations that were submitted by Commission members and when to have a meeting to work on their AO360 plan.

Commission members selected January 12, 2026, 10 am to noon for a work meeting.

**Strategic Plan- Update –7(c)**

Commission members reviewed and discussed the strategic plan. The topics added to the strategic plan: deposits, ACH wires, money transfers and wire fraud, earnest monies/trust funds held in an AK Bank- not in a bank outside of AK, and instructor's approval regulation 12 AAC 64.440(f).

Ms. Markwood asked items # 2 and # 4 of the legislative audit recommendations and resale certificates to be added to strategic plan. Ms. Markwood and Ms. Logan will work on the resale certificate issue.

Break at 11:58 am  
Reconvened at 12:09 p.m.

### **Agenda Item 8 –Executive Administrator’s Report**

#### **Licensing and Education Report –8(a)**

Mr. Givens presented the licensing report to the Commission. His report covered the period between September 6, 2025, through December 2, 2025.

Mr. Given stated there were 35 new licenses issued; 2,902 active licensees, 3,202 total number of licensees with an 1/31/2026 expiration date; 23 inactive licensees; 15 lapsed licenses due to non-compliance of Post Licensing Education (PLE); 48 transfers; 33 licensees completed their PLE requirements, 6 upgrades, 3 license by endorsement, 183 licensees in a license returned status, and 347 lapsed licenses with a 1/31/2024 expiration date.

License renewal is open and 26 licenses have been updated with 1/31/2028 expiration date.

Mr. Givens presented the education report for December 12, 2025. He reported that as of December 11, 2025, there were 18 pre-licensing courses; 5 broker upgrade courses; 417 elective (ECE) and 135 designated (DCE) courses and 66 Post Licensing courses with a total of 641 approved courses. There were 48 initial courses approved between 9/5/25 and 11/26/25.

There is a total of 75 permanent instructors with 5 new instructors from the last report, and no temporary instructors.

#### **Recovery Fund Report**

Ms. Harris presented the Recovery Fund Report for FY26, 1st quarter, ending September 30, 2025.

The Commission received \$8,170 in revenue for license fees processed for the end of 1<sup>st</sup> quarter of FY2026 with a total revenue, to include interest and investment, of \$10,768. Total expenditures of \$28,283. End of year fund balance of \$297,065. End balance is within the required limits for the recovery fund.

### **Agenda Item 9 – Commission Member Comments and Questions-**

Commission members expressed appreciation for the productive meeting, the clarification on AO360 regulation reform, the legislative audit, and everyone’s hard work, especially regarding investigations and regulation. Commission members also thanked the guests for taking the time to attend the meeting.

**Adjournment**

**On a motion made by Devon, seconded by Schok, it was,**

**Resolved to adjourn meeting.**

**There was no opposition. Motion passed.**

Meeting adjourned at 12:28 pm.

Next meeting: TBD

Prepared and submitted by:  
Real Estate Commission Staff

Approved:

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Cheryl Markwood  
REC Chairperson, Alaska Real Estate Commission

January 12, 2026  
AO360 Work Meeting

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

**REAL ESTATE COMMISSION  
AO360 Work Meeting**

**MEETING MINUTES**

**January 12, 2026**

“These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Commission. By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Real Estate Commission AO360 Work Meeting was held January 12, 2026, Anchorage, Alaska via Zoom.

**Monday, January 12, 2026**

**Agenda Item 1 - Call to Order**

Chairperson Cheryl Markwood called the meeting to order at 10:09 a.m., at which time a quorum was established.

Agenda Item 1(a) – Roll Call

Members Present via Zoom

Cheryl Markwood, Broker, Broker at Large, Chairperson  
Elizabeth Schok, Associate Broker, 4<sup>th</sup> Judicial District  
Devon Doran, Broker, 3<sup>rd</sup> Judicial District  
Lonnie Logan, Broker, Broker at Large, Anchorage

Staff Present:

Nancy Harris, Executive Administrator, CBPL, REC, Anchorage  
Kerry Givens, Project Assistant, CBPL, REC, Anchorage

Guests Present via Zoom:

Leo Caldwell, guest

**Agenda Item 2 – AO360 Work Session**

Ms. Harris reiterated the Board responsibilities with AO 360. Each board has a plan for how it will achieve the 25% reduction in regulatory requirements mandated by AO 360. These plans must include the regulation number, proposed change (but you don't have to have draft language), and the number of requirements being reduced.

The baseline number of requirements for REC is 203. 130 of these requirements are

from the regulations, and 73 requirements are from documents adopted by reference in the regulations. The 25% target is against the 203 number.

Staff stated that all recommendations received and those proposed regulations the Commission has been working on for the past year had been placed into the spreadsheet template for the Commission to review.

The Commission reviewed all the recommendations that were submitted by Commission members.

The Commission's recommendations for regulation reduction.

#### Review of Applications

12 AAC 64.59(b)(1) (a) – (e) remove checklist reference. Could be listed on application

12 AAC 64.59(d)(1) (a) – (e) remove checklist reference. Could be listed on application

12 AAC 64.59(c)(1) - (6). Remove checklist reference

12 AAC 64.59(f)(1) - (8). Remove checklist reference

12 AAC 64.59(g)(1) - (3). Remove checklist reference

#### Applications for Licensure

12 AAC 64.060(d) – delete and add to application

12 AAC 64.060(h) – delete and add to application

#### License by Endorsement

12 AAC 64.061 – keep. No changes.

#### \*Education Requirements after Initial Licensure

12 AAC 64.064(f) (2) & (3) – delete- could be deleted and include in the opening paragraph regarding education.

#### Temporary Military Courtesy

12 AAC 64.066 – delete. There is a similar regulation in centralized regulations and there is a new SCRA (Servicemembers Civil Relief Act).

#### Employment and Transfer

12 AAC 64.075(a) – delete (a) and incorporate into section (b) language and renumber.

12 AAC 64.075(b) and (e) - revise "electronic mail" to "online systems", and "United States mail" to "mail service".

#### Broker Authorization of License Applications

12 AAC 64.077(b) – revise "electronic mail" to "online systems", and "United States mail" to "mail service".

Suspended or Revoked Out of State License

12 AAC 64.085 – keep. No changes.

Surrender of Suspended or Revoked Licenses

12 AAC 64.090 – delete (a)- and revise lettering. Pocket card information is not needed.

Requirements for Establishing an Office

12 AAC 64.110(e) (1)-(10), delete the last line of (e) “The information provided by the broker must include” and 1-10, this information could be on the application; not necessary to list out what to complete on form.

12 AAC 64.110(a) and (b) – add the word “physical” before the word “principal office” and revise “in the state” to “Alaska”.

Supervision

12 AAC 64.125(3)(e)- revise. delete the word “modem” and revise last sentence by changing the word “in” to “with”, “maintained “with” the real estate office”

Employment of Unlicensed Personnel - ability to revoke/suspend/deny license

12 AAC 64.140(1)- move to 12 AAC 64.130 for efficiency of the document

12 AAC 64.140(a)(2)- remove/delete, covered in statute 08.88.401(d) and section (b) now becomes (a).

12 AAC 64.140(2)(b)(4)- keep. No changes.

12 AAC 64.140(b)(6) - (7)- keep. No changes.

False or Misleading Statements- ability to revoke/suspend/deny license

12 AAC 64.160- move to 12 AAC 64.130 for efficiency of the document

Recovery Fund Claims

12 AAC 64. 280 -325- remove entire section, recovery fund. REC working on requesting the recovery fund statutes AS 450 -495, be eliminated per Leg. Audit

Documents Submitted by Facsimile

12 AAC 64.980 – delete entire section

Minimum Classroom and Virtual Course Requirements - evaluation form

12 AAC 64.410(a)(8)- remove/delete

12 AAC 64.410(b) - remove/delete

12 AAC 64.410(c) - remove/delete entire section.

12 AAC 64.410(f) - remove/delete entire section.

12 AAC 64.410(g) – remove/delete entire section

Temporary Instructor Approval

12 AAC 64.450 - remove/delete entire section; just have instructors apply for permanent instructor license.

Continuing Education Requirements- contact hour minimums and courses taken out of Alaska

12 AAC 64.500(m)(2) and (3) - remove/delete

12 AAC 64.500(n)- Remove/delete entire section. Education sponsors submit courses for approval through the REC.

Ms. Harris stated she added the proposed regulations in the spreadsheet in bold that the Commission had been working on for the past year.

Ms. Harris stated that recommendation #2 from the legislative audit, that recommended regulations and forms be updated to include independent contractors, should be included in this project.

Staff provided suggestions to the Commission for changes to revise verbiage that would include independent contractors.

Break: 10:35 a.m.

Reconvened at: 10:47 a.m.

The Commission members reviewed and discussed staff suggestions for changes to include independent contractors.

The Commission agreed that revising the word “supervised” in the proper tense to replace employing throughout regulations as appropriate and the heading 12 AAC 64.075 to be revised to “License Transfer”.

Ms. Harris gave a quick synopsis of the Commission’s proposed regulations that were added to spreadsheet for review.

Commission members discussed the options to seek legislative support for legislative audit recommendations regarding eliminating the recovery fund.

The Commission selected February 4<sup>th</sup> at 1:30 p.m. for the next meeting to finalize AO360 spreadsheet.

Meeting adjourned at 12:15 pm.

Prepared and submitted by:  
Real Estate Commission Staff

Approved:

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Cheryl Markwood  
REC Chairperson  
Alaska Real Estate Commission

February 4, 2026  
AO360 Meeting

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

**REAL ESTATE COMMISSION  
MEETING MINUTES**

**February 4, 2026  
AO360 Meeting**

“These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Commission. By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Real Estate Commission AO360 Meeting was held February 4, 2026, Anchorage, Alaska via Zoom.

**Wednesday, February 4, 2026**

**Agenda Item 1 - Call to Order**

Vice Chairperson Devon Doran called the meeting to order at 1:33 p.m., at which time a quorum was established.

Agenda Item 1(a) – Roll Call

Members Present via Zoom

Elizabeth Schok, Associate Broker, 4<sup>th</sup> Judicial District  
Devon Doran, Broker, 3<sup>rd</sup> Judicial District  
Lonnie Logan, Broker, Broker at Large, Anchorage  
Traci Heaton, Associate Broker, 1<sup>st</sup> Judicial District

Members Absent:

Cheryl Markwood, Broker, Broker at Large, Chairperson  
Jimi Cash, Public member

Staff Present:

Nancy Harris, Executive Administrator, CBPL, REC, Anchorage  
Kerry Givens, Project Assistant, CBPL, REC, Anchorage

**Approval of Agenda**

**On a motion made by Logan, seconded by Heaton, it was,**

**Resolved to approve the February 4, 2026, meeting agenda as presented.**

**Roll call vote:** Heaton-yes, Schok-yes, Doran – yes, Logan- yes

Ms. Harris updated the Commission on the information in the meeting packet, revisions, and new columns added to the REC AO360 regulation reform plan spreadsheet.

The Commission agreed the project priority to be “1” for the regulations anticipated reduction is

2026 and “2” for the regulations anticipated for reduction in 2027 regarding Recovery Fund.

Ms. Harris asked the Commission for clarification on the explanation of intended changes for row 11, 12 AAC 64.060(h).

Ms. Logan stated this could be included as part of the application.

Mr. Givens asked the Commission if they wanted to remove the endorsement requirements or just the checklist for 12 AAC 64.059.

Ms. Logan stated that she did not want to remove the endorsement requirements but just the checklist items listed that could be placed on the application and said the requirements for 12 AAC 64.059 (c), (d), (f) and (g), verbiage can be consolidated into 12 AAC 64.061, License by Endorsement. Ensure endorsement requirements are covered in regulations.

**On a motion made by Logan, seconded by Heaton, it was,**

**Resolved to approve to the REC AO360 Regulation Reform plan for 2026 and 2027 as amended. The Commission reviewed all real estate regulations for possible reductions or revisions**

**Roll call vote:** Heaton-yes, Schok-yes, Doran – yes, Logan- yes

### **Adjournment**

**On a motion made by Logan, seconded by Schok, it was,**

**Resolved to adjourn meeting.**

**There was no opposition. Motion passed.**

Meeting adjourned at 2:03 a.m.

Next meeting: March 12, 2026.

Prepared and submitted by:  
Real Estate Commission Staff

Approved:

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Devon Doran  
REC Vice Chairperson,  
Alaska Real Estate Commission

New Business

2026 Legislative Guidance for CBP  
Board & Commission Members



## 2026 Legislative Guidance for CBPL Board & Commission Members

The primary guidance for board and commission members during legislative session is in the CBPL Guide to Excellence in Regulation – Section IX: Legislation and Legislative Audit (pages 63-70), available on the CBPL Board Resources webpage: [www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardMemberResources](http://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardMemberResources).

Section IX of the guide includes information on the following:

- Initiating legislation
- The Open Meetings Act (it always applies)
- Legislative session
- The need to be informed about legislation (and how to do that)
- Guidelines for board member testimony
- Legislative testimony call-in dos and don'ts
- Legislative audit

It's important to remember that division staff cannot represent a board or its positions in meetings with legislators or at legislative hearings, except by pointing to a letter of support or opposition if the board has submitted one for a specific bill. Otherwise, the division only speaks to the Administration's position on legislative matters. This means it's essential for board and commission members to carefully review Section IX of the CBPL Guide to Excellence in Regulation to be aware of how the process works and what their responsibilities include.

If a bill is introduced that actively impacts a board's statutes, the division will notify the board/board chair. However, the division will not always recognize any bills outside of the board's statutes that the board may be interested in, so board members are encouraged to watch bills being introduced themselves. If a board wants to track the progress of a bill, one or more of its members should utilize the Bill Tracking Management Facility (BTMF) on [AKLeg.gov](http://AKLeg.gov), which sends emails anytime a bill on the tracking list is scheduled for a meeting or has a status change. Alternatively (or additionally), a board member can sign up to receive text notifications when a bill is scheduled or its status changes by texting the bill number (*Example: HB1*) to 559-245-2529. Though we will do our best to notify the board if a bill we know they are interested in is scheduled for a hearing, things sometimes move fast in the legislative process, so it's important that the board is tracking those bills' progress, as well.

If a board or commission member has questions on how the legislative process works, please refer to the helpful information linked below. Boards and commissions are encouraged to schedule a walkthrough or training with the DCCED Boards and Regulations Advisor on the process as soon as they begin contemplating seeking legislation; and are always welcome to ask the Advisor or division management to attend a meeting where they are discussing potential statute change to seek sponsorship of. Division management and the department's Boards and Regulations Advisor are also happy to answer any specific questions from board and commission members, but please be aware that we tend to be very busy during legislative session so, at times, it may take a couple of days to receive a response or call back.

## HELPFUL INFORMATION

Additional resources on [BASIS](#) that will be helpful in understanding how to navigate BASIS, understand what you're seeing, and become more familiar with the legislative process:

Track bills in BTMF: [https://www.akleg.gov/basis/btmf\\_login.asp?session=34](https://www.akleg.gov/basis/btmf_login.asp?session=34)

Tips for Using Basis: <https://akleg.gov/docs/pdf/basis.pdf>

Frequently Asked Questions: <https://akleg.gov/faq.php>

Legislative Abbreviations & Acronyms: <https://akleg.gov/docs/pdf/abbracro.pdf>

Glossary of Legislative Terms: <https://akleg.gov/docs/pdf/glossary.pdf>

Current Senators: <https://akleg.gov/senate.php>

Current Representatives: <https://akleg.gov/house.php>

Current Committees: <https://www.akleg.gov/basis/Committee/List/34>

Steps in Passage of a Bill: <https://akleg.gov/docs/pdf/passbill.pdf>

Legislative Process: <https://akleg.gov/docs/pdf/legprocess.pdf>

How to Read a Bill History: <https://akleg.gov/docs/pdf/readbill.pdf>

Layman's Guide to the Budget Process: <https://akleg.gov/docs/pdf/budgproc.pdf>

### **How to Watch or Listen in on a Bill Hearing:**

If the bill is currently being heard in a committee:

- Identify what committee it's being heard in.
- Go to [akleg.gov](http://akleg.gov), select the "Live Now" tab, and select the appropriate committee; **OR**
- Go to Gavel Alaska ([ktoo.org/gavel](http://ktoo.org/gavel)) and select the appropriate committee.

If the bill was already heard and the hearing has since concluded:

- Go to [akleg.gov](http://akleg.gov) and search for the bill. Once on the bill's page, go to the "Meetings" tab and click on the link for the hearing you want; **OR**
- Go to Gavel Alaska and look for the hearing in the "Archives".

## DEPARTMENT CONTACTS:

DCCED Boards and Regulations Advisor – Sara Chambers: [sara.chambers@alaska.gov](mailto:sara.chambers@alaska.gov), W: (907) 465-2144

CBPL Director – Sylvan Robb: [sylvan.robb@alaska.gov](mailto:sylvan.robb@alaska.gov), W: (907) 465-2524, C: (907) 419-7678

CBPL Deputy Director – Glenn Saviers: [glenn.saviers@alaska.gov](mailto:glenn.saviers@alaska.gov), W: (907) 465-2691, C: (907) 321-1423

Division management is often in meetings or hearings throughout the day during legislative session, so email may sometimes be the quickest way to get a response. If you opt to call, make sure to leave a voicemail and consider following up with an email. Please do understand that while management will get back to you as quickly as possible, they may not always be able to get back to you the same day.

Additionally, even when you opt to reach out to one of the contacts above, please be sure to also loop in your board staff before or at the latest, immediately after, the conversation so they can remain in the loop.

Old Business

# Strategic Plan

# ALASKA REAL ESTATE COMMISSION STRATEGIC PLAN

The Commission recognizes we have a very small, yet extremely competent staff for the number of licensees we oversee, and to assist affected consumers. We have every confidence that the Executive Administrator, Licensing Examiner, and REC Investigator will all support us in reaching our goals.

Guiding Principle	Objective How will we meet this guiding principle?	Who will complete this task?	Status/Notes
1. Commission Business/Inform Licensees	To review and revise 12 AAC 64.064 (g). Education requirements after initial licensure regarding broker/associate broker completion of post licensing education. Review regulations in other areas in the regulations that may also need revision, due to changes, endorsement and offices.	Commissioner Doran and Committee	On hold. Admin Order 358. In progress, included with current proposed regulations. Included in AO360 Reform Plan
2. Commission Business/Inform Licensees	Payment of commissions/EM through title company's	Commissioners & Staff	
3. Protect the Consumer/Inform Licensee	<ul style="list-style-type: none"> <li>-Broker Supervision to strengthen the standards within the real estate industry regarding broker supervision and offices.</li> <li>-To define and review the regulations pertaining to broker supervision.</li> <li>-To define and review brokerage offices.to be completed in a committee.</li> </ul>	T Heaton- Committee Chair D Doran – Committee Co- chair	
4. Protect the Consumer/Inform Licensee	Possible new/revised regulations. Topics to consider: <ul style="list-style-type: none"> <li>-Office change process, including:</li> <li>-Change of broker and AB in an office</li> <li>-Change of office name</li> <li>-Change of ownership of an office</li> <li>-How to deal with an office change what there is a change of broker by owner when the owner is not a licensed broker or does not hold a license</li> <li>-Audit of E &amp; O Insurance (moved to #14)</li> <li>-Audit of offices – physical address/location (moved to #14)</li> <li>-Advertising – size of brokerage and team names.</li> <li>-Instructor approval- 12 AAC64.440(f) (moved to #19)</li> </ul>	50	On hold. Admin Order 358. In progress. Included in current proposed regulations. Included in AO360 Reform Plan
5.Protect the Consumer/inform Licensees	Create regulations that will protect the public with regards to the NAR Settlement requirements. - Buyer Agreement completed before licensee shows property.	Commission Member Elizabeth Schok/PeggyAnn McConnochie	On hold. Commission to continue to monitor with the industry. May need new or revised regulations and possible statutes.

# ALASKA REAL ESTATE COMMISSION STRATEGIC PLAN

Guiding Principle	Objective How will we meet this guiding principle?	Who will complete this task?	Status/Notes
6. Commission business/inform licensees	Disciplinary Matrix – Commission to review matrix and make changes as necessary.	Commission	Pending, March 12, 2026, REC Mtg, work on revisions of probation verbiage. Complete: September 18, 2025, REC Mtg made changes to CE and trust accounts verbiage.
7. Commission business/inform licensees	Reinstatement License application – Review the length of time between application of license.	Commission member Doran to head this task.	
8. Commission business/inform licensees	Determine the DCE topics for the 2026-2028 licensing period, notification to course sponsors by 10/1/2025, per 12 AAC 64.500(d).	Commission	Completed; September 18, 2025, mtg.
9. Commission business/inform licensees	Deposits, ACH wires, money transfers, and wire fraud	Commission member: L Logan	
10. Commission business/inform licensees	Earnest monies, trust funds held in AK bank and not an outside bank	Commission member: L Logan	
11. Commission business/inform licensees	Update regulations and forms to include independent contractors	Commission	Included in AO360 reform plan
12. Commission business/inform licensees	Seek legislation to eliminate the Real Estate Recovery Fund	D Doran	
13. Protect the consumer/inform licensee	Review and discuss resale certificates. (days to submit, when countdown begins when delivered, fee paid, etc., received and by whom).	C Markwood and L Logan	
14. Protect the consumer/inform licensees	-Audit of E & O Insurance -Audit of offices – physical address/location	Commission & Staff	
15. Protect the consumer/inform licensees	Instructor approval- 12 AAC64.440(f)	Commission	
16. Protect the consumer/inform licensee	Licensee able to upload CE certificates into their record	Commission & Staff	

# AO360 Regulation Reform Plan - final

Discretionary Requirements (including regulations and materials incorporated by reference)												
Division/Corporate Agency	Baseline Number Submitted	New Baseline (if new regs have become effective)	Requirements Reduced in 2026	Number After 2026 Reduction	Percentage After 2026 Reduction	Total 2026 Percentage Reduction	Requirements Reduced in 2027	Number After 2027 Reduction	Percentage After 2027 Reduction	Total 2027 Percentage Reduction	Total Cumulative Reduction	Total Cumulative Reduction Percentage
CBPL/Real Estate Commission	203	NA	28.50	174.50	14%	14%	7	167.50	4%	4%	35.50	18%
Guidance Documents (if using to achieve reduction)												
Division/Corporate Agency	Baseline Number Submitted	New Baseline (if new regs have become effective)	Requirements Reduced in 2026	Number After 2026 Reduction	Percentage After 2026 Reduction	Total 2026 Percentage Reduction	Requirements Reduced in 2027	Number After 2027 Reduction	Percentage After 2027 Reduction	Total 2027 Percentage Reduction	Total Cumulative Reduction	Total Cumulative Reduction Percentage
CBPL/Real Estate Commission	73	NA	2	71	3%	3%	2	69	3%	3%	4.00	6%

Division or Corporate Agency	Type of Stakeholder Solicitation	Date of OPNS Publication	Length of Notice Period	Type of Feedback Solicited	Relevant Regulation(s)	Date Received	Name and Organization of Commenter	Summary of Public Comment	Resulting in Changes? (Yes/No)	Agency Response	Additional Notes
<i>Name of division or corporate agency</i>	<i>Public at large, specific, etc.</i>	<i>Date of publication in OPNS and additional locations, if any</i>	<i>Time between notice and deadline</i>	<i>Oral hearing, teleconference, written, etc?</i>	<i>Cite the regulations that are relevant to the request, even if the commenter did not specifically state them.</i>	<i>Date comment received</i>	<i>Name and organization of the commenter, if known.</i>	<i>Include as many details about the comment as needed to capture the essence of the request and any specifics about the changes requested, pain points, rationales, etc.</i>	<i>"Yes" if adopting any changes, and "No" if not.</i>	<i>Summarize the changes the agency proposes to adopt as a result of the comment. Specific language is not required.</i>	
<i>Details regarding general stakeholder and public comment solicitation</i>											
<i>Name of division or corporate agency</i>	<i>Type of solicitation: Public, specific stakeholder, etc.</i>	<i>Date of publication</i>	<i>Time between notice and deadline</i>	<i>Oral hearing, teleconference, written, etc?</i>	<i>Relevant regulation(s)</i>	<i>Hearing date(s)</i>					
Corporations, Business and Professional Licensing	Public	9/30/2025	39 days	Oral and written	3 AAC 16, 12 AAC 12	10/10/25, 10/14/25, and 10/30/25					

	A	B	C	D	E	F	G	H	I	J	K	L
						Relevant Board/Program	Nature of the Regulation	Summary of the Intended Changes	Explanation of Intended Changes	Proposed Regulatory Reduction	Percentage or Regulatory Reduction	Date of Anticipated Reduction
1					Cite the regulation you intend to change. Can also be a section of related regulations.							
2												
3	Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12
4	CBPL	1	no	Fall 2026	12 AAC 64.059(b)(1)(a) - (e)	Real Estate Commission	Review of license applications-checklist	reduction, covered in 08.88.171	Remove checklist references and delete (b) (1) a-e could be listed on the application.	0.5	0.25%	2026
5	CBPL	1	no	Fall 2026	12 AAC 64.059(d)(1)(a) - (e)	Real Estate Commission	Review of license applications-checklist	reduction, covered in 08.88.171	remove/delete checklist reference and delete (d) (1) a-e could be listed on the application.	0.5	0.25%	2026
6												
7	CBPL	1	no	Fall 2026	12 AAC 64.060(d)	Real Estate Commission	Applications for licensure- non- sufficient funds	Remove	delete (d) and add to the application; covered in centralized regulations	0.5	0.25%	2026
8												
9	CBPL	1	no	Fall 2026	12 AAC 64.061(c)(1)(B) & (2)	Real Estate Commission	License By Endorsement	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
10		1			12 AAC 64.061(c)(1)(C)(i)	Real Estate Commission	License By Endorsement	amend	Amend "electronic mail" to "online systems", and "United States mail" to "mail service".	0.5	0.25%	2026
11	CBPL	1	no	Fall 2026	12 AAC 64.063(a)(2)	Real Estate Commission	Minimum Education Requirement for Licensure	amend	Amend: *Remove 18-24 month pre licensing requirement and replace with 18 months for 6 hour AK Law; *require all license by endorsement applicants to submit proof of completion of precursing course	0.5	0.25%	2026
12	CBPL	1	no	Fall 2026	12 AAC 64.063(b)(1)	Real Estate Commission	Minimum Education Requirement for Licensure	amend	Amend: topic hours from 4 to 2 hrs., to allow for 6 hrs. of AK Law in (b)(G)	0.5	0.25%	2026
13	CBPL	1	no	Fall 2026	12 AAC 64.063(b)(2)	Real Estate Commission	Minimum Education Requirement for Licensure	amend	Amend: topic hours from 3 to 1 hr., to allow for 6 hrs. of AK Law in (b)(G)	0.5	0.25%	2026
14												
15	CBPL	1	no	Fall 2026	12 AAC 64.064(f) 2-3	Real Estate Commission	Education requirements after initial license - credit hour values	Amend	delete 2 & 3. No longer Beneficial	0.5	0.25%	2026
16												
17	CBPL	1	no	Fall 2026	12 AAC 64.064(g)	Real Estate Commission	Education requirements after initial license -PLE not completed license lapses	amend	Broker or Associate Broker that did not complete PLE, stay in lapse status, downgrade to Salesperson or reinstate license	0.5	0.25%	2026
18												
19	CBPL	1	no	Fall 2026	12 AAC 64.066	Real Estate Commission	Temporary military courtesy license	repeal	covered in centralized regulations. 12 AAC 2.956 & 957. New SCRA application process now available.	0.5	0.25%	2026
20	CBPL	1	no	Fall 2026	12 AAC 64.071	Real Estate Commission	License Renewal	amend, clarification of regulations	Amend "electronic mail" to "online systems", and "United States mail" to "mail service".	0.5	0.25%	2026
21	CBPL	1	no	Fall 2026	12 AAC 64.075	Real Estate Commission	Employment and Transfer	amend, clarification of regulations	Heading to be revise to "License Transfer"	0.5	0.25%	2026
22	CBPL	1	no	Fall 2026	12 AAC 64.075 (a), (b), (c), and (d)	Real Estate Commission	Employment and Transfer	amend, clarification of regulations	Amend "electronic mail" to "online systems", and "United States mail" to "mail service".	1	0.49%	2026
23	CBPL	1	no	Fall 2026	12 AAC 64.075 (a), (b), (c), (d)(1)&(2)	Real Estate Commission	Employment and Transfer	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
24												
25	CBPL	1	no	Fall 2026	12 AAC 64.075(a)	Real Estate Commission	Employment and transfer	Revise - consolidate with (b)	delete (a) and revise (b) language, revised language in section(b) that was needed in section (a)	0.5	0.25%	2026
26	CBPL	1	no	Fall 2026	12 AAC 64.075(e)	Real Estate Commission	Employment and transfer- delivery of documents	amend, clarification of regulations	revise "electronic mail" to "online systems", and "United States mail" to "mail service".	0.5	0.25%	2026
27												
28	CBPL	1	no	Fall 2026	12 AAC 64.077 (a) & (b)	Real Estate Commission	Broker Authorization of License Applications	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
29												
30	CBPL	1	no	Fall 2026	12 AAC 64.077(b)	Real Estate Commission	Broker authorization of license applications	amend, clarification of regulations	revise "electronic mail" to "online systems", and "United States mail" to "mail service".	0.5	0.25%	2026
31	CBPL		no	Fall 2026	12 AAC 64.080 (b)	Real Estate Commission	Suspension and Revocation of Active Licenses	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	-0.5	-0.25%	2026
32												
33	CBPL	1	no	Fall 2026	12 AAC 64.078(b)(2)	Real Estate Commission	Temporary Absence of Broker of Record - clean up	amend, clarification of regulations	Amend: change wording "person's" to "substitute broker's currently registered office."	0.5	0.25%	2026
34	CBPL	1	no	Fall 2026	12 AAC 64.090 (a), (b), (c)	Real Estate Commission	Surrender of Suspended or Revoked Licenses	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
35												
36												
37	CBPL	1	no	Fall 2026	12 AAC 64.110(e)(6)	Real Estate Commission	Requirements for Establishing and Maintaining an Office	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
38												
39												
40	CBPL	1	no	Fall 2026	12 AAC 64.110(e) 1-10	Real Estate Commission	Requirements for establishing and maintaining an office- lists out what is completed on form	Amend	delete the last line of (e) and 1-10 could be on the form; not necessary to list out what to complete on form.	0.5	#VALUE!	2026
41												
42	CBPL	1	no	Fall 2026	12 AAC 64.125(3)(e)	Real Estate Commission	Supervision	amend, clarification of regulation	revise. Delete the word "modern" and revise the last sentence by changing the word "in" to "with" (with the real estate office).	0.5	0.25%	2026
43												
44	CBPL	1	no	Fall 2026	12 AAC 64.130 (17)	Real Estate Commission	Grounds for Revocation or Suspension	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
45												
46	CBPL	1	no	Fall 2026	12 AAC 64.140(a)(2)	Real Estate Commission	Employment of Unlicensed Personnel - accepting a commission	Remove	remove/delete, covered in statute 08.88.401(d)	-0.5	-0.25%	2026
47												
48	CBPL	1	no	Fall 2026	12 AAC 64.200	Real Estate Commission	Deposit to Trust Account	amend, change the word "employ/employing/employed" for "supervised" in the proper tense as applicable.	Legislative audit recommendation #2. to amend regulations and forms to include independent contractors as well as employment/contracted relationships.	0.5	0.25%	2026
49												
50	CBPL	2	no	Fall 2027	12 AAC 64. 280 -325	Real Estate Commission	Recovery Fund Claims	repeal	remove entire section; recovery fund. REC working on requesting the recovery fund statutes AS 450 -495, be eliminated per Leg. Audit	1	0.49%	2027



Name of Guidance Document	Nature of the Guidance	Web Link	Summary of the Intended Changes	Proposed Regulatory Reduction	Percentage of Regulatory Reduction	Date of Anticipated Reduction
<i>Provide the name of the document as stated in your inventory.</i>	<i>Provide the purpose of the guidance document; can be what you stated in your inventory.</i>	<i>If you provided a web link in the inventory, provide it again here for reference.</i>	<i>Briefly describe what you plan to change to achieve reduction, transparency, ease of government interaction, other reforms.</i>	<i>List the <b>number</b> of reductions from your baseline that you plan to achieve with this change. This could be a reduction of words on a webpage or PDF or pages of a PDF. (Sample reduction number below for the purposes of the formula in column F.)</i>	<i>State the <b>percentage</b> of anticipated reduction from your original baseline. This may be achieved using a simple Excel formula such as "=SUM(X-Y)*0.001" where X equals your baseline and Y equals the cell in column E, then express the column as a percentage. See sample below.</i>	<i>State whether you anticipate this reduction will be achieved in 2026 or 2027.</i>
				700	30%	
Alaska Real Estate Commission Recovery Fund Claim for Payment, 08-4565	Alaska Real Estate Commission Recovery Fund Claim for Payment, 08-4565	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees</a>	reduction, forms can be removed once recovery fund is eliminated. REC working on requesting the recovery fund statutes AS 450 -495, be eliminated per Leg. Audit finding.	1		2027
Affidavit of Due Diligence for Filing a Recovery Fund Claim, 08-4614	Affidavit of Due Diligence for Filing a Recovery Fund Claim, 08-4614	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees</a>	reduction, forms can be removed once recovery fund is eliminated. REC working on requesting the recovery fund statutes AS 450 -495, be eliminated per Leg. Audit finding.	1		2027
Temporary Instructor Application, 08-4108	Temporary Instructor Application, 08-4108	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees</a>	reduction; form can be removed once regulation repealed. Not beneficial. instructors apply for permanent instructor license only. On reduction plan to remove regulation,	1		2026
Licensee Request for CE Credit, 08-4533	Licensee Request for CE Credit, 08-4533	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees</a>	reduction. Education sponsors submit courses for approval through REC. on reduction plan to remove regulation.	1		2026
				4		

# Executive Administrator Report

# Licensing/Education Report

**REC Licensing Report  
March 2026**

Previous Qtr

<b>New Licensees: 12/1/2025 - 2/27/2026</b>				<b>48</b>	<b>53</b>	<b>Transfers Ending:</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>
<b>Total Number of <u>Active</u> Licensees with 1/31/2028 exp</b>				<b>1746</b>	<b>2,924</b>	<b>Total</b>	<b>87</b>	<b>48</b>	<b>32</b>
<b>Total Number of Licensees with 1/31/2026 exp*</b>				<b>1737</b>	<b>3,178</b>				
<b>Pending Renewals with 4/30/2026 Exp</b>				<b>1209</b>		<b>PLE Completed:</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>
<b>ACTIVE: 1/31/28 exp</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>	<b>HNR</b>			<b>32</b>	<b>33</b>	<b>18</b>
Broker	419	419	243	39					
Associate Broker	389	493	259	33		<b>Upgrades:</b>	<b>Endorsement:</b>		
Salesperson	2,119	2,093	1,244	246		1	3		
<b>Total Active:</b>	<b>2,927</b>	<b>3,005</b>	<b>1,746</b>	<b>318</b>					
						<b>In this reporting period</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>
<b>CURRENT ACTIVE OFFICES</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>	<b>Change</b>		<b>License Returned</b>	150	183	192
Main Offices	559	560	555	-5		<b>Probation License</b>	3	3	3
Branch Offices	50	50	51	1		<b>Suspended</b>	0	0	0
<b>Total Offices:</b>	<b>609</b>	<b>610</b>	<b>606</b>	<b>-4</b>		<b>Revoked</b>	0	0	0
						<b>Surrendered</b>	0	1	1
<b>LAPSED: NON-COMPLIANCE OF PLE w/exp date of 1/31/28</b>									
	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>	<b>Change</b>		<b>INACTIVE: 1/31/28 exp</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>
Broker	0	1	0	-1		Broker	1	1	3
Associate Broker	0	0	0	0		Associate Broker	4	4	5
Salesperson	16	14	16	2		Salesperson	25	18	19
<b>Total:</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>1</b>		<b>Total Inactive:</b>	<b>30</b>	<b>23</b>	<b>27</b>
<b>New Licenses Issued</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>	<b>Change</b>		<b>LAPSED: 1/31/28 exp</b>	<b>Sep-25</b>	<b>Dec-25</b>	<b>Mar-26</b>
Broker	0	0	1	1		Broker	23	22	3
Associate Broker	2	1	1	0		Associate Broker	21	21	0
Salesperson	61	34	46	12		Salesperson	303	300	95
<b>Total:</b>	<b>63</b>	<b>35</b>	<b>48</b>	<b>13</b>		<b>Total Lapsed:</b>	<b>347</b>	<b>343</b>	<b>98</b>

\*includes licensees that are active, inactive, lic rtnd, probation, suspension, surrender, and lapsed (PLE), all with 1/31/2026 expiration date

# REC EDUCATION REPORT

March 12th, 2026

(as of 2/27/2026)

<b>Course Type</b>	<b>Currently Approved</b>
Pre-licensing (SPL)	11
Broker Upgrade Pre-Licensing (BPL)	4
Elective Continuing Education (ECE)	205
Designated Continuing Education (DCE)	30
Post Licensing Education (PLE)	58
<b>Total</b>	<b>285</b>
Initial courses approved between 11/26/2025 and 2/27/2026	10
<b>Approved Instructors expiring 4/1/2030</b>	75
<u>New Instructors</u> Jennifer Nachtrieb Robert Mackey Maura Neill Bobbi Howe Marli Williams Paula Monthofer	<b>6</b>
Temporary Instructors	0

# Recovery Fund Report

Statement of Net Positions  
Real Estate Recovery Fund  
December 31, 2025

	Actuals											Projected	
	For the Fiscal Year Ending June 30, 2015	For the Fiscal Year Ending June 30, 2016	For the Fiscal Year Ending June 30, 2017	For the Fiscal Year Ending June 30, 2018	For the Fiscal Year Ending June 30, 2019	For the Fiscal Year Ending June 30, 2020	For the Fiscal Year Ending June 30, 2021	For the Fiscal Year Ending June 30, 2022	For the Fiscal Year Ending June 30, 2023	For the Fiscal Year Ending June 30, 2024	For the Fiscal Year Ending June 30, 2025	For the Fiscal Year Ending June 30, 2026	For the Fiscal Year Ending June 30, 2027
<b>ASSETS</b>													
Cash and Investments	\$ 454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 334,205	\$ 264,101	\$ 317,389	\$ 384,741	\$ 380,564	\$ 314,580	\$ 376,387	\$ 310,403
Total Assets	454,264	465,770	392,207	394,514	277,675	334,205	264,101	317,389	384,741	380,564	314,580	376,387	310,403
<b>LIABILITIES</b>													
Accounts Payable and Accrued Liabilities	7,211	(30)	1,517	(10,691)	11,230	4,857	18,129	19,380	17,614	17,778	18,667	10,308	18,667
Total Liabilities	7,211	(30)	1,517	(10,691)	11,230	4,857	18,129	19,380	17,614	17,778	18,667	10,308	18,667
<b>FUND BALANCES</b>													
Reserved for Education and Claims	447,053	465,800	390,691	405,205	266,445	329,348	245,972	298,008	367,126	362,785	295,914	366,079	291,737
Total Fund Balance	447,053	465,800	390,691	405,205	266,445	329,348	245,972	298,008	367,126	362,785	295,914	366,079	291,737
Total Liabilities and Fund Balances	\$ 454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 334,205	\$ 264,101	\$ 317,389	\$ 384,741	\$ 380,564	\$ 314,580	\$ 376,387	\$ 310,403
Average 2 year licensing cycle fund balance:		Average of 6/30/15 & 6/30/16	Average of 6/30/16 & 6/30/17	Average of 6/30/17 & 6/30/18	Average of 6/30/18 & 6/30/19	Average of 6/30/19 & 6/30/20	Average of 6/30/20 & 6/30/21	Average of 6/30/21 & 6/30/22	Average of 6/30/22 & 6/30/23	Average of 6/30/23 & 6/30/24	Average of 6/30/24 & 6/30/25	Average of 6/30/25 & 6/30/26	Average of 6/30/26 & 6/30/27
	\$ 460,017	\$ 428,988	\$ 393,361	\$ 336,095	\$ 305,940	\$ 299,153	\$ 290,745	\$ 351,065	\$ 382,652	\$ 347,572	\$ 378,475	\$ 343,395	

Note: Per the State Comprehensive Annual Financial Report the State "funds are reported using modified accrual accounting which measures cash and other financial assets that can be readily converted to cash".

Note: The total Liabilities is year to date  
For FY26 Liabilities projected using FY24

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Real Estate Recovery Fund  
Actual for Years Ended June 30, 2015 through December 31, 2025  
and  
Projected for Fiscal Years Ending June 30, 2026 and June 30, 2027

	Actuals															Projected	
	For the Fiscal Year Ended 6/30/15	For the Fiscal Year Ended 6/30/16	For the Fiscal Year Ended 6/30/17	For the Fiscal Year Ended 6/30/18	For the Fiscal Year Ended 6/30/19	For the Fiscal Year Ended 6/30/20	For the Fiscal Year Ended 6/30/21	For the Fiscal Year Ended 6/30/22	For the Fiscal Year Ended 6/30/23	For the Fiscal Year Ended 6/30/24	For the Fiscal Year Ended 6/30/25	For the Quarter Ended 9/30/25	For the Quarter Ended 12/31/25	For the Quarter Ended 3/31/26	For the Quarter Ended 6/30/26	For the Fiscal Year Ended 6/30/26	For the Fiscal Year Ended 6/30/27
<b>REVENUES</b>																	
Licenses and Permits	38,425	\$ 126,910	38,370	133,550	29,465	193,865	55,065	101,260	46,705	90,520	39,020	8,170	50,240	-	-	(1) 90,520	(1) 39,020
Interest and Investment Income	2,164	2,533	3,178	4,230	9,964	6,918	309	(4,580)	12,475	21,727	18,843	2,598	3,332	-	(2)	(2) 21,727	(2) 18,843
Prior Year Adjustments								(150)		0	0	-	-	-	-	0	0
General Fund Contributions								-	82,225	0	0				3	0	0
<b>TOTAL REVENUES</b>	<b>40,589</b>	<b>129,443</b>	<b>41,548</b>	<b>137,780</b>	<b>39,429</b>	<b>200,783</b>	<b>55,374</b>	<b>96,530</b>	<b>141,404</b>	<b>112,247</b>	<b>57,863</b>	<b>10,768</b>	<b>53,572</b>	<b>-</b>	<b>-</b>	<b>112,247</b>	<b>57,863</b>
<b>EXPENDITURES</b>																	
Personal Services	113,145	112,763	115,097	134,846	126,366	118,457	125,468	43,240	74,020	116,395	123,820	28,283	36,578	-	(3)	(3) 116,395	(3) 123,820
Travel	0	-	-	-	-	-	0	0	0	0	0					0	0
Commodities	0	89	-	617	-	-	0	0	0	0	0					0	0
Services - Non-claims	732	5,085	13	10	5,000	497	9	2	32	29	26	-	1	-		29	26
Services - Claims & Associated Legal costs	0	-	-	-	24,902	25,300	0	0	0	0	0					0	0
<b>TOTAL EXPENDITURES</b>	<b>113,877</b>	<b>117,937</b>	<b>115,110</b>	<b>135,473</b>	<b>156,268</b>	<b>144,253</b>	<b>125,477</b>	<b>43,243</b>	<b>74,052</b>	<b>116,424</b>	<b>123,846</b>	<b>28,283</b>	<b>36,579</b>	<b>-</b>	<b>-</b>	<b>116,424</b>	<b>123,846</b>
Excess (Deficiency) Revenues Over Expenditures	(73,288)	11,505	(73,562)	2,307	(116,839)	56,530	(70,104)	53,287	67,352	(4,177)	(65,983)	(17,515)	16,992	-	-	(4,177)	(65,983)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	0	0	-				-	-
Net Change in Fund Balances	(73,288)	11,505	(73,562)	2,307	(116,839)	56,530	(70,104)	53,287	67,352	(4,177)	(65,983)	(17,515)	16,992	-	-	(4,177)	(65,983)
Fund Balances - Beginning of Year	527,552	454,264	465,770	392,207	394,514	277,675	334,205	264,101	317,389	384,741	380,564	314,580	297,065	314,058	314,058	384,741	380,564
Fund Balances - End of Year	<u>454,264</u>	<u>\$ 465,770</u>	<u>\$ 392,207</u>	<u>\$ 394,514</u>	<u>\$ 277,675</u>	<u>\$ 334,205</u>	<u>\$ 264,101</u>	<u>\$ 317,389</u>	<u>\$ 384,741</u>	<u>\$ 380,564</u>	<u>\$ 314,580</u>	<u>297,065</u>	<u>314,058</u>	<u>314,058</u>	<u>314,058</u>	<u>\$ 380,564</u>	<u>\$ 314,580</u>

(1) For FY26, licenses and permits revenue projected to be the same as FY24.

(2) Projecting through FY26 based on FY24 rate of earnings.

For FY24, the annual personal services costs are projected for the Executive Administrator to spend 10% and the Project Assistant to spend 100% of their time on Real Estate Recovery Fund related tasks. GF allocation \$82K, reduction to PS. Received General Fund allocation

(3) transferred personal services cost from fund 1040 to match GF revenue to expenses. See CHR 230016657 and CHR 240006403. Reference bill number HB281 SLA2022SEC1PG5LN24-28.

Statement of Cash Flows  
Real Estate Recovery Fund  
December 31, 2025

	Actuals										Projected		
	For the Fiscal Year Ended 6/30/15	For the Fiscal Year Ended 6/30/16	For the Fiscal Year Ended 6/30/17	For the Fiscal Year Ended 6/30/18	For the Fiscal Year Ended 6/30/19	For the Fiscal Year Ended 6/30/20	For the Fiscal Year Ended 6/30/21	For the Fiscal Year Ended 6/30/22	For the Fiscal Year Ended 6/30/23	For the Fiscal Year Ended 6/30/24	For the Fiscal Year Ended 6/30/25	For the Fiscal Year Ended 6/30/26	For the Fiscal Year Ended 6/30/27
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>													
Receipts for Licenses & Permits	\$ 38,425	\$ 126,910	\$ 38,370 (1)	\$ 133,550 (1)	\$ 29,465 (1)	\$ 193,865 (1)	\$ 55,065 (1)	\$ 101,260 (1)	\$ 46,705 (1)	\$ 90,520 (1)	\$ 39,020 (1)	\$ 90,520	\$ 39,020
GF Contributions									\$ 82,225			\$ -	\$ -
Payments to Employees	(113,145)	(112,763)	(115,097) (2)	(134,846) (2)	(126,366) (2)	(118,457) (2)	(125,468) (2)	(43,240) (2)	(74,020) (2)	(116,395) (2)	(123,820) (2)	(116,395)	(123,820)
Payments for Services/Claims	-	-	-	- (3)	(24,902) (3)	(25,300) (3)	- (3)	- (3)	- (3)	- (3)	- (3)	-	-
Other Payments	(732)	(5,174)	(13)	(627)	(5,000)	(497)	(9)	(2)	(32)	(29)	(26)	(29)	(26)
Net Cash Provided (Used) by Operating Activities	(75,452)	8,973	(76,740)	(1,923)	(126,803)	49,612	(70,412)	58,017	54,877	(25,904)	(84,826)	(25,904)	(84,826)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>													
Interest and Dividends on Investments	2,164	2,533	3,178 (3)	4,230 (3)	9,964 (3)	6,918 (3)	309 (3)	(4,730) (3)	12,475 (3)	21,727 (3)	18,843 (3)	21,727	18,843
Net Cash Provided (Used) by Investing Activities	2,164	2,533	3,178	4,230	9,964	6,918	309	(4,730)	12,475	21,727	18,843	21,727	18,843
Net Increase (Decrease) in Cash	(73,288)	11,505	(73,562)	2,307	(116,839)	56,530	(70,104)	53,287	67,352	(4,177)	(65,983)	(4,177)	(65,983)
Cash and Cash Equivalents - Beginning of Year	527,552	454,264	465,770	392,207	394,514	277,675	334,205	264,101	317,389	384,741	380,564	380,564	376,387
Cash and Cash Equivalents - End of Year	\$ 454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 334,205	\$ 264,101	\$ 317,389	\$ 384,741	\$ 380,564	\$ 314,580	\$ 376,387	\$ 310,403

(1) For FY26, licenses and permits revenue projected to be the same as FY24.

(2) Projecting through FY26 based on FY24 rate of earnings.

(3) For FY24, the annual personal services costs are projected for the Executive Administrator to spend 10% and the Project Assistant to spend 100% of their time on Real Estate Recovery Fund related tasks. GF allocation \$82K reduction to PS. Received General Fund allocation transferred personal services cost from fund 1040 to match GF revenue to expenses. See CH8 230016657 and CH8 240006403. Reference bill number HB281 SLA2022SEC1PGSLN24-28.

# Delegation of Authority

# Division Update

# Revenue/Expenditure Report

Revenue/Expenditure Report  
FY26 1<sup>st</sup> & 2<sup>nd</sup> Qtr

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

Summary of All Professional Licensing  
Schedule of Revenues and Expenditures

Real Estate Commission	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium	FY 24	FY 25	Biennium	FY 26 1st & 2nd QTR
	<b>Revenue</b>									
Revenue from License Fees	\$ 618,451	\$ 325,590	\$ 944,041	\$ 820,700	\$ 228,875	\$ 1,049,575	\$ 639,645	\$ 148,775	\$ 788,420	\$ 101,590
General Fund Received		\$ -	-	\$ 17,842	\$ 4,654	22,496	\$ 4,859	\$ -	4,859	\$ -
Allowable Third Party Reimbursements	\$ -	\$ -	-	\$ -	\$ 2,500	2,500	\$ -	\$ -	-	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 618,451</b>	<b>\$ 325,590</b>	<b>\$ 944,041</b>	<b>\$ 838,542</b>	<b>\$ 236,029</b>	<b>\$ 1,074,571</b>	<b>\$ 644,504</b>	<b>\$ 148,775</b>	<b>\$ 793,279</b>	<b>\$ 101,590</b>
<b>Expenditures</b>										
Non Investigation Expenditures										
1000 - Personal Services	65,350	113,092	178,442	129,521	171,009	300,530	175,061	175,002	350,063	93,137
2000 - Travel	3,046	-	3,046	-	1,569	1,569	7,416	2,860	10,276	-
3000 - Services	19,306	4,687	23,993	12,219	5,254	17,473	13,612	2,529	16,141	1,861
4000 - Commodities	-	-	-	16	-	16	-	-	-	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	87,702	117,779	205,481	141,756	177,832	319,588	196,089	180,391	376,480	94,998
Investigation Expenditures										
1000-Personal Services	93,884	97,209	191,093	98,726	110,246	208,972	93,972	115,767	209,739	59,572
2000 - Travel	2,078	-	2,078	-	9,100	9,100	2,538	-	2,538	-
3023 - Expert Witness	-	450	450	-	-	-	2,975	3,438	6,413	-
3088 - Inter-Agency Legal	1,692	43,125	44,817	23,415	70,918	94,333	60,164	17,197	77,361	5,766
3094 - Inter-Agency Hearing/Mediation	-	2,799	2,799	6,467	23,142	29,609	34,889	8,927	43,816	-
3000 - Services other	1,010	390	1,400	517	1,967	2,484	717	289	1,006	-
4000 - Commodities	-	-	-	106	58	164	48	18	66	-
Total Investigation Expenditures	98,664	143,973	242,637	129,231	215,431	344,662	195,303	145,636	340,939	65,338
<b>Total Direct Expenditures</b>	<b>186,366</b>	<b>261,752</b>	<b>448,118</b>	<b>270,987</b>	<b>393,263</b>	<b>664,250</b>	<b>391,392</b>	<b>326,027</b>	<b>717,419</b>	<b>160,336</b>
Indirect Expenditures										
Internal Administrative Costs	108,667	101,425	210,092	112,583	124,346	236,929	115,793	107,831	223,624	53,916
Departmental Costs	37,533	39,972	77,505	46,517	48,168	94,685	49,850	54,350	104,200	27,175
Statewide Costs	20,978	28,864	49,842	28,689	30,587	59,276	26,037	24,810	50,847	12,405
<b>Total Indirect Expenditures</b>	<b>167,178</b>	<b>170,261</b>	<b>337,439</b>	<b>187,789</b>	<b>203,101</b>	<b>390,890</b>	<b>191,680</b>	<b>186,991</b>	<b>378,671</b>	<b>93,496</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 353,544</b>	<b>\$ 432,013</b>	<b>\$ 785,557</b>	<b>\$ 458,776</b>	<b>\$ 596,364</b>	<b>\$ 1,055,140</b>	<b>\$ 583,072</b>	<b>\$ 513,018</b>	<b>\$ 1,096,090</b>	<b>\$ 253,832</b>
<b>Cumulative Surplus (Deficit)</b>										
Beginning Cumulative Surplus (Deficit)	\$ 782,155	\$ 1,047,062		\$ 940,639	\$ 1,320,405		\$ 960,070	\$ 1,021,502		\$ 657,259
Annual Increase/(Decrease)	264,907	(106,423)		379,766	(360,335)		61,432	(364,243)		(152,242)
Ending Cumulative Surplus (Deficit)	\$ 1,047,062	\$ 940,639		\$ 1,320,405	\$ 960,070		\$ 1,021,502	\$ 657,259		\$ 505,017
<b>Statistical Information</b>										
Number of Licenses for Indirect calculation	3,771	3,680		4,062	4,317		4,165	3,650		
<b>Additional information:</b>	<ul style="list-style-type: none"> <li>General fund dollars were received in FY21-FY24 to offset increases in personal services and help prevent programs from going int</li> <li>Most recent fee change: Fee reduction FY23</li> <li>Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one prog</li> </ul>									

Appropriation Name (Ex)	(Multiple Items)
Sub Unit	(Multiple Items)
PL Task Code	REC1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		Grand Total
	1000 - Personal Services	3000 - Services	
1011 - Regular Compensation	83,730.02		83,730.02
1021 - Allowances to Employees	168.24		168.24
1023 - Leave Taken	11,359.42		11,359.42
1028 - Alaska Supplemental Benefit	5,833.64		5,833.64
1029 - Public Employee's Retirement System Defined Benefits	14,962.71		14,962.71
1030 - Public Employee's Retirement System Defined Contribution	2,103.60		2,103.60
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,301.44		1,301.44
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	343.69		343.69
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	7,619.55		7,619.55
1039 - Unemployment Insurance	470.22		470.22
1040 - Group Health Insurance	19,302.26		19,302.26
1041 - Basic Life and Travel	24.76		24.76
1042 - Worker's Compensation Insurance	1,026.44		1,026.44
1047 - Leave Cash In Employer Charge	2,147.68		2,147.68
1048 - Terminal Leave Employer Charge	929.83		929.83
1053 - Medicare Tax	1,332.88		1,332.88
1077 - ASEA Legal Trust	33.31		33.31
1079 - ASEA Injury Leave Usage	6.15		6.15
1080 - SU Legal Trst	13.21		13.21
3002 - Memberships		897.00	897.00
3035 - Long Distance		7.20	7.20
3036 - Local/Equipment Charges		1.01	1.01
3045 - Postage		1.48	1.48
3057 - Structure, Infrastructure and Land - Rentals/Leases		98.20	98.20
3088 - Inter-Agency Legal		6,622.35	6,622.35
<b>Grand Total</b>	<b>152,709.05</b>	<b>7,627.24</b>	<b>160,336.29</b>

# Investigations

# Statistical Report



**MEMORANDUM**

DATE: February 25, 2026  
 TO: Real Estate Commission  
 THRU: Erika Prieksat, Chief Investigator *BH*  
 FROM: Chace Evans, Investigator *CE*  
 RE: Investigative Report for the March 12, 2026 Meeting

The following information was compiled as an investigative report to the Board for the period of December 02, 2025 thru February 25, 2026; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

**OPEN - 36**

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
<b>BROKER-DEALER</b>			
2024-001074	Violation of Profession Statute or Regulation	Complaint	02/04/2025
<b>REAL ESTATE ASSOCIATE BROKER</b>			
2023-001006	Violation of licensing regulation	Complaint	10/10/2023
2024-001118	Violation of License Regulation	Complaint	05/02/2025
2022-001045	Violation of licensing regulation	Investigation	03/21/2024
2024-000199	Unlicensed practice or activity	Investigation	12/15/2025
<b>REAL ESTATE BROKER</b>			
2026-000019	Unprofessional conduct	Intake	01/09/2026

2023-000278	Violation of licensing regulation	Complaint	04/11/2023
2024-000691	Violation of License Regulation	Complaint	12/12/2024
2024-001075	Violation of Profession Statute or Regulation	Complaint	03/12/2025
2025-000261	Violating professional ethics	Complaint	04/27/2025
2025-000979	Unprofessional conduct	Complaint	11/19/2025
2025-001136	License Application Review/Referral	Complaint	01/12/2026
2023-001146	Violation of licensing regulation	Investigation	08/13/2025

#### **REAL ESTATE SALESPERSON**

2025-000846	Violation of Profession Statute or Regulation	Intake	09/05/2025
2025-000958	Unprofessional conduct	Intake	10/06/2025
2025-001077	Unlicensed practice or activity	Intake	11/13/2025
2026-000130	Unprofessional conduct	Intake	02/11/2026
2024-000198	Unlicensed practice or activity	Complaint	02/28/2024
2024-000224	License Application Review/Referral	Complaint	03/12/2024
2024-000798	Continuing education	Complaint	09/09/2024
2024-000893	Violation of agreement	Complaint	11/05/2025
2024-000988	Continuing education	Complaint	11/18/2024
2024-001065	Violation of agreement	Complaint	03/13/2025
2025-000540	Unprofessional conduct	Complaint	12/15/2025
2025-000720	Unprofessional conduct	Complaint	09/03/2025
2025-001056	Unprofessional conduct	Complaint	02/19/2026
2025-001082	Violating professional ethics	Complaint	01/09/2026
2023-000309	Contested license denial	Monitor	01/04/2024
2023-001058	Violation of licensing regulation	Investigation	04/29/2025
2023-001059	Violation of licensing regulation	Investigation	03/24/2025
2023-001066	Violation of licensing regulation	Investigation	04/29/2025
2024-000195	Unlicensed practice or activity	Investigation	09/02/2025
2024-000713	Continuing education	Investigation	07/18/2025
2024-000762	Continuing education	Investigation	07/18/2025
2024-000888	Continuing education	Investigation	07/18/2025

2024-000981	Continuing education	Investigation	10/22/2025
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**Closed - 19**

<b><u>Case #</u></b>	<b><u>Violation Type</u></b>	<b><u>Case Status</u></b>	<b><u>Closed</u></b>	<b><u>Closure</u></b>
<b>REAL ESTATE ASSOCIATE BROKER</b>				
2025-001119	Unprofessional conduct	Closed-Intake	01/07/2026	Incomplete Complaint
2025-001171	Unprofessional conduct	Closed-Intake	01/15/2026	Incomplete Complaint
2024-001161	Violating professional ethics	Closed-Complaint	12/04/2025	No Action - No Violation
<b>REAL ESTATE BROKER</b>				
2025-001044	Violation of agreement	Closed-Intake	12/08/2025	Incomplete Complaint
2025-001117	Unprofessional conduct	Closed-Intake	01/07/2026	Incomplete Complaint
2025-001123	Violation of Profession Statute or Regulation	Closed-Intake	01/07/2026	Incomplete Complaint
2024-000250	Violation of licensing regulation	Closed-Complaint	01/28/2026	No Action - No Violation
<b>REAL ESTATE SALESPERSON</b>				
2025-000957	Unprofessional conduct	Closed-Intake	12/02/2025	No Action - Lack of Jurisdiction
2025-001029	Unprofessional conduct	Closed-Intake	12/02/2025	Incomplete Complaint
2025-001035	Unethical conduct	Closed-Intake	12/02/2025	Incomplete Complaint
2025-001078	Unlicensed practice or activity	Closed-Intake	12/15/2025	Incomplete Complaint
2025-001081	Violation of Profession Statute or Regulation	Closed-Intake	12/15/2025	Incomplete Complaint
2025-001115	Unprofessional conduct	Closed-Intake	01/07/2026	Incomplete Complaint
2025-001147	Unprofessional conduct	Closed-Intake	01/15/2026	Incomplete Complaint
2025-001191	Unprofessional conduct	Closed-Intake	01/21/2026	Incomplete Complaint
2026-000006	Unprofessional conduct	Closed-Intake	02/09/2026	Incomplete Complaint
2023-000274	Violation of licensing regulation	Closed-Investigation	12/15/2025	Advisement Letter
2024-000847	Continuing education	Closed-Investigation	12/16/2025	License Action
2024-000989	Continuing education	Closed-Investigation	12/16/2025	License Action

***END OF REPORT***

# Discussion of Disciplinary Sanctions

# Disciplinary Matrix

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License	Description of Violation	Authority	Disciplinary Sanctions
<b>Advertising</b>	Broker Associate Broker Salesperson	<p>Making, authorizing, directing, or aiding in publication, distribution, or circulation of a false statement or misrepresentation concerning the licensee's business or real estate offered for sale, rent, or lease or concerning an association being managed.</p> <p>Failure to maintain a sign at the offices registered with the Commission</p> <p>Failure to include brokerage name in any form of advertisement</p> <p>Advertising a home office or a business/office name that is not registered with the Commission</p>	<p>AS 08.88.071(a)(3)(D) AS 08.88.291(a) AS 08.88.301 AS 08.88.311(b) AS 08.88.381 AS 08.88.401(c) 12 AAC 64.110 12 AAC 64.112 12 AAC 64.120 12 AAC 64.127 12 AAC 64.128(c) 12 AAC 64.130(1), (8) &amp; (11)</p>	<p><b>1st or MINOR Offense:</b> Letter of Advisement or up to \$500 Imposition of Civil Fine.</p> <p><b>2nd + or SERIOUS Offense:</b> Consent Agreement: Up to \$5,000 Fine Up to 1 Year Probation Suspension* Up to 9 Hours Education Reprimand Revocation*</p> <p><i>* Should be used sparingly &amp; reserved for serious/repeat offender type situations</i></p>
<b>Breach of Fiduciary Duty</b>	Broker Associate Broker Salesperson	<p>Failure to disclose conflicts of interest</p> <p>Failure to act within the provisions of the licensee relationships &amp; duties identified in AS 08.88, Article 5 and 12 AAC 64.</p>	<p>AS 08.88.071(a)(3) AS 08.88.071(d) AS 08.88173 AS 08.88.175 AS 08.88.341 AS 08.88.391 AS 08.88.396 AS 08.88.600 - 695 12 AAC 64.118 12 AAC 64.119 12 AAC 64.130(1), (3), (6), (9 - 15) &amp; (19) 12 AAC 64.550 - 580</p>	<p><b>1st or MINOR Offense:</b> Letter of Advisement or up to \$2,500 Imposition of Civil Fine</p> <p><b>2nd+ or SERIOUS Offense:</b> Consent Agreement: Up to \$5,000 Fine Up to 2 Years of Probation Suspension* Up to 9 Hours Education Reprimand Revocation*</p> <p><i>* Should be used sparingly &amp; reserved for serious/repeat offender type situations.</i></p>

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<b>Continuing Education</b>	Broker Associate Broker Salesperson	Failure to complete the required 20 hours of continuing education during the applicable renewal cycle and certifying on the renewal application that the education was completed.	AS 08.88.091(d) & (g) 12 AAC 02.960 12 AAC 02.965 12 AAC 64.063(f) 12 AAC 64.071(b)(4) 12 AAC 64.S00(b), (d) & (j)	Consent Agreement: \$2,500 fine for false/inaccurate response (all or part of this amount may be suspended based on the gravity of the offense); plus \$50 unsuspended for each deficient hour(s).  Provide documentation of <ul style="list-style-type: none"> <li>○ completed remedial CEs</li> </ul> Mandatory Audit for 2 Renewal Cycles Reprimand
<b>Criminal Action – No Conviction</b>	Broker Associate Broker Salesperson	Being charged with crime(s) that are a matter of public safety- engaging in conduct of which the Commission did not have knowledge at the time the license was issued & demonstrates unfitness to engage in the business for which they are licensed	AS 08.88.071 (a)(3)(C) 12 AAC 64.130(1), (11) & (15)	Should Only Be Utilized if Public Safety is Concerned: Suspension Revocation Other Disciplinary Sanctions via Consent Agreement - not typical

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<b>Criminal Action - Conviction</b>	Broker Associate Broker Salesperson	Being found guilty of a felony or other crime committed that affects the ability to practice real estate OR being found guilty of forgery, theft, larceny, embezzlement, obtaining money under false pretenses, extortion, fraud, conspiracy to defraud, or other similar offenses.	AS 08.88.071(a)(II) 12 AAC 64.130(1), (5) & (15)	<p>Seriousness of Crime Should Be Considered:</p> <ul style="list-style-type: none"> <li>Consent Agreement:</li> <li>Fine</li> <li>Probation</li> <li>Suspension*</li> <li>Limitations on Practice</li> <li>Education</li> <li>Reprimand</li> <li>- Revocation*</li> </ul>
<b>Falsified Application</b>	Broker Associate Broker Salesperson	<p>Procuring a license by deceiving the Commission or aiding another to do so.</p> <p>Making a false/fraudulent representation or material misstatement on an application for a license, renewal, exam, or any other material requested under 12 AAC 64.060(b)</p>	AS 08.88.071(a)(3)(B) 12 AAC 64.130(1), (11) & (15) 12 AAC 64.160(a)	<p><b>Initial Application:</b></p> <ul style="list-style-type: none"> <li>Letter of Advisement</li> <li>Up to \$1,000 Imposition of Civil Fine</li> <li>Consent Agreement:</li> <li>Up to 2 Years Probation</li> <li>Up to 2 Hrs. Education</li> <li>Reprimand</li> <li>License Denial</li> </ul> <ul style="list-style-type: none"> <li>Letter of Advisement</li> <li>Up to \$1,000 Imposition of Civil Fine</li> <li>Consent Agreement:</li> <li>Up to 2 Years Probation</li> <li>Suspension*</li> <li>Up to 2 Hours Education</li> <li>Reprimand</li> <li>Revocation*</li> </ul>

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<b>Financial Scam</b>	Broker Associate Broker Salesperson	<p>With respect to a real estate transaction, making a substantial misrepresentation; making a false promise; pursuing a flagrant course of misrepresentation or making a false promise through another licensee; or engaging in conduct that is fraudulent or dishonest</p> <p>Making, authorizing, directing, or aiding in the publication, distribution, or circulation of a false statement or misrepresentation concerning a licensee's business or real state offered for sale, rent, or lease or concerning an association being managed.</p>	<p>AS 08.88.071 (a)(3)(A)(i) - (iv) AS 08.88.071(a)(3)(D) AS 08.88.071(a)(3)(F); AS 08.88.401(c) 12 AAC 64.130(1) &amp; (11)</p>	<p><b>1st or MINOR Offense:</b> Letter of Advisement or up to \$500 Imposition of Civil Fine</p> <p><b>2nd + or SERIOUS Offense:</b> Consent Agreement: Up to \$10,000 Fine Up to 5 Years Probation Suspension* Up to 20 Hours Education Reprimand Revocation*</p>

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<p><b>Fraud or Misrepresentation</b></p>	<p>Broker Associate Broker Salesperson</p>	<p>With respect to a real estate transaction, making a substantial misrepresentation. making a false promise; pursuing a flagrant course of misrepresentation or making a false promise through another licensee; or engaging in conduct that is fraudulent or dishonest.</p> <p>Making, authorizing, directing, or aiding in the publication, distribution, or circulation of a false statement or misrepresentation concerning a licensee's business or real estate offered for sale, rent, or lease or concerning a association being managed.</p> <p>An associate broker or salesperson claiming to be a broker.</p> <p>Falsely representing to have been awarded a degree/designation; be a member or affiliate of a professional organization; or be a member of a franchise/other business association.</p> <p>Making a false/misleading statement to the Commission regarding an alleged violation, regulations set forth, or qualifications of a licensee</p> <p>Failure to comply with 12 AAC 64.180 - 12 AAC 64.271 or failure to turn over required records to the Commission</p>	<p>AS 08.88.071(a)(3)(A)(i) - (iv) AS 08.88.071 (a)(3)(D) AS 08.88.071 (a)(3)(F) AS 08.88.401(a) AS 08.88.401(c) AS 08.88.401(f) 12 AAC 64.130(1) &amp; {11) 12 AAC 64.160 12 AAC 64.260</p>	<p><b>1st or MINOR Offense:</b></p> <p style="padding-left: 40px;">Letter of Advisement or up to \$2,500 Imposition of Civil Fine</p> <p><b>2nd + or SERIOUS Offense:</b></p> <p style="padding-left: 40px;">Consent Agreement: Up to \$10,000 Fine Up to 5 Years Probation Suspension* Up to 20 Hrs Education Reprimand Revocation*</p>

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<p><b>Substance Abuse</b></p>	<p>Broker Associate Broker Salesperson</p>	<p>Engaging in conduct the Commission did not have knowledge of at the time the licensee was licensed, demonstrating the licensee's unfitness to engage in the business for which the licensee is licensed.</p>	<p>AS 08.88.071(a)(3)(C) 12 AAC 64.130(1) &amp; (11)</p>	<p><b>1st or MINOR Offense:</b> Letter of Advisement or up to \$2,500 Imposition of Civil Fine</p> <p><b>2nd + or SERIOUS Offense:</b> Consent Agreement: Up to \$5,000 Fine Up to 18 Months Probation Suspension* Limitations on Practice Quarterly Reports from Therapist, Broker &amp; Licensee Completion of a Treatment Program Consume No Controlled Substances/Alcohol AA/NA Meetings Reprimand - Revocation*</p>

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<b>Supervision</b>	Broker Associate Broker	Failure to provide adequate supervision of the activities of licensees for whom they are responsible	AS 08.88.071 AS 08.88.311(a) 12 AAC 64.078 12 AAC 64.125 12 AAC 64.128 12 AAC 64.130	<p><b>1st or MINOR Offense:</b> Letter of Advisement or up to \$2,500 Imposition of Civil Fine</p> <p><b>2nd + or SERIOUS Offense:</b> Consent Agreement Up to \$5,000 Fine Up to 18 Months Probation Suspension* Up to 10 Hours Education Reprimand Revocation*</p>

# REAL ESTATE COMMISSION DISCIPLINARY SANCTIONS MATRIX

Category	Type of License Affected	Description of Violation	Authority	Disciplinary Sanctions
<b>Trust Account</b>	Broker	Failure to keep proper trust account Ledgers.  Failure to provide all monies from a real estate transaction into the trust account within 5 days.  Paying fees/ commissions/other compensation to individuals prohibited from receiving compensation.  Engaging in any other prohibited trust account activity.	AS 08.88.351 AS 08.88.401(d) 12 AAC 64.130(3), (7) & (12) 12 AAC 64.180 - 271 12 AAC 64.SS0(c) 12 AAC 64.570(2)(D) 12 AAC 64.580(4)	Consent Agreement: Up to \$50,000 Fine Up to 2 Years Probation Suspension* Limitations on Practice Up to 12 Hours Education Reprimand Revocation*
	Associate Broker Salesperson	Failure to provide all monies from a real estate transaction to the brokerage immediately.  Paying fees/commissions/other compensation to individuals prohibited from receiving compensation.  Engaging in any other prohibited trust account activity.	AS 08.88.071(a)(3)(H) AS 08.88.331 12 AAC 64.130(3), (7) & (12) 12 AAC 64.140(2) 12 AAC 64.SS0(c) 12 AAC 64.570(2)(D) 12 AAC 64.580(4)	
<b>Unlicensed Practice</b>	No License Revoked License	Performing/Engaging in activities or offering to perform/engage in activities that requires a real estate license.	AS 08.88.161 AS 08.88.165 AS 08.88.167 AS 08.88.401(f)(5); 12 AAC 64.090(e) 12 AAC 64.095(a) 12 AAC 64.905	Temporary Cease & Desist Order (TCDO) Up to \$5,000 Fine  <i>**reference AS 08.88.167 when considering a fine - not an easy sanction to issue/enforce**</i>

Licensing Actions  
\*Executive Session\*

# Commission Members Comments & Questions