

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**

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