

ALASKA REAL ESTATE COMMISSION NEW LICENSEE INFORMATION

Web site:

www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission.aspx

POST LICENSING EDUCATION (AS 08.88.095)

All new licensees (Salesperson, Associate Broker and Broker) are required to complete 30 hours of post licensing education (PLE) approved by the Commission. This additional education must be completed within 1 year after the date of initial licensure. After the required 30 hours of PLE is completed an Affidavit of Post Licensing Education form (08-4326) **MUST** be submitted to the Real Estate Commission. Copies of all certificates of the completed education and the appropriate fees must accompany the PLE affidavit within 30 days after the one year period of initial licensure or the license will lapse. New licensees applying for licensure by endorsement who hold an active real estate license in another state and have been licensed by that state for one year or more are **NOT** required to complete PLE [AS 08.88.263(3)]. Additional information about post-licensing requirements is available on the Commission web site at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/Education.aspx>

LICENSE RENEWAL (12 AAC 64.071)

Real Estate licenses are renewed every two years in even-numbered years **REGARDLESS** of when a license was issued. Real Estate licenses **EXPIRE** on January 31 of even-numbered years. Renewal notices are mailed at least 60 days prior to the expiration date. New licenses issued within 90 days of the renewal expiration will be effective through the next biennial period.

An applicant for renewal who, at the time the license is due to lapse, has been licensed 90 days or less is not required to complete 20 contact hours of continuing education requirements, 12 AAC 64.500(j)(2).

CONTINUED COMPETENCY FOR RENEWAL (AS 08.88.091)

There are continued competency requirements for each renewal period. It is the licensee's responsibility to familiarize themselves with these requirements. The following applies:

- All licensees must complete 20 hours of continuing education approved by the Commission before the person's license may be renewed. (8 hours DCE, 12 hours ECE)

Eight of those hours are designated "core curricula" from the following areas: real estate sales, property management, community association management, and commercial sales. **A licensee shall complete at least one of the four core curricula during each biennial licensing period as part of the licensee's continuing education.**

A current list identifying the topics which all licensees will be required to obtain eight contact hours of designated continuing education (DCE) will be made available 120 days before the beginning of each licensing period on the Commission's web site.

Information about where and how you can obtain continuing education is available on the Real Estate Commission web site at:

www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission.aspx

RANDOM AUDITS (12 AAC 02.960)

After each renewal period, a percentage of licensees will be randomly audited to ensure compliance with the Real Estate Commission's requirements for continued competency. If you are chosen for the random audit, you will be notified and required to submit documentation of continued competency. **It is the licensee's responsibility to retain proof of completed continuing education. Acceptance of said documentation is at the discretion of the Real Estate Commission.**

(over)

ADDRESS CHANGES

It is the licensee's responsibility to notify the **Division of Corporations, Business and Professional Licensing, Real Estate Commission, IN WRITING**, of any change of address. **Failure to receive a renewal notice does not relieve a licensee of the responsibility to renew his/her license prior to the expiration date.**

Please forward changes of name/address to: Alaska Real Estate Commission, 550 W. 7th Avenue, Suite 1500, Anchorage, AK 99501

BUSINESS LICENSING REQUIREMENTS [AS 43.70.020, 12 AAC 12.020(b)]

All licensees who are conducting business or offering services in Alaska and who are not considered an employee must obtain a business license. If you are unsure if you are an independent contractor or an employee, please discuss this matter with the person for whom you are working or an attorney. Please contact the **Division of Corporations, Business and Professional Licensing, at (907) 465-2550** or visit the Business Licensing web site at: <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

FEES AND OTHER SERVICES

Name Change: If a licensee has a change of name, the licensee shall submit to the division within 30 days of the change of name: notification of the change of the licensee's name on the "Name Change" form, a copy of the legal document verifying the change and a \$75.00 fee. Forms available on the Real Estate Commission web site at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission/ApplicantsLicensees/Forms.aspx>

Duplicate License: \$50.00 fee. (must be accompanied with a written request)

Verification of Alaska License: \$20.00 fee. License History forms are available on the Real Estate Commission web site (please include other state's verification form if available)

Transfer Fee: \$225.00 (fee must be included with Change of Status form)

REAL ESTATE COMMISSION WEB SITE

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission.aspx>

Please visit the Alaska Real Estate Commission web site for information pertaining to real estate licensing requirements in Alaska. Some examples of information that you can obtain are:

- Current Statutes and Regulations
- Name and Address Change Forms
- AREC Newsletter
- Board Meeting Dates, Agendas and Minutes
- Contact Information for Board Staff
- Notices of Proposed Regulations
- AREC Applications and Forms