



STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

Division of Corporations, Business and Professional Licensing

*Sean Parnell, Governor*  
*Susan K. Bell, Commissioner*  
*Don Habeger, Director*

October 1, 2013

Course Sponsors:

Real Estate regulations require the Commission notify course sponsors of the topics that satisfy the 8 hours of designated continuing education (DCE) requirement for the next licensing period.

Each licensee is required to complete at least 20 hours of continuing education (CE) during each biennial licensing period, 8 designated hours (DCE) and 12 elective hours (ECE).

The Commission approved the topics below as the 8 hours of DCE for the **February 1, 2014 – January 31, 2016 licensing period.**

Required (DCE) Topics	Hours Required
<b>Landlord Tenant Act – Basics for all licensees</b> (topics 1, 2, 6, 15, 20)	2
<b>Current Alaska Real Estate Legal and Ethical Issues</b> (topics 4, 9, 18, 25, 30, 33, 35)	2
<b>Contracts &amp; Real Estate License Law</b> (topics 2, 6, 15, 25, 33)	2
<b>Consumer Protection</b> (topics 2, 4, 6, 9, 18, 24, 25, 30, 41)	2

Please see the attached “**DCE Course Approval Requirements/Guidelines**” as approved by the Commission. Instructors and course sponsors must select a **minimum of 2** of the subjects under “Materials to Cover” from each of the designated topic areas for development of their DCE courses.

Alaska Real Estate Commission

## 2014 – 2016 DCE Course Approval Requirements/Guidelines

Topics	Hrs	Materials to Cover
<b>Landlord Tenant Act</b> -Basics for all licensees (topics 1, 2, 6,15, 20)	2	<ul style="list-style-type: none"> <li>- Basics of LLTA</li> <li>-Tenant / Landlord responsibilities during a sale (notice to tenants, transferring leases, etc.)</li> <li>-Licensee responsibilities during a sale</li> <li>-Writing purchase contracts when a tenant is involved</li> <li>-Proper disclosure of Licensing Relationships in property management</li> <li>-Conversion of trust funds</li> <li>-Duties of earnest money</li> <li>-Deposits and trust activity                         <ul style="list-style-type: none"> <li>How are deposits handled.</li> <li>How trust accounts are managed, etc.</li> </ul> </li> </ul>
<b>Current Alaska Real Estate Legal and Ethical Issues</b> (topics 4, 9, 18, 25, 30, 33, 35)	2	<ul style="list-style-type: none"> <li>-Current cases</li> <li>-Ethical issues                         <ul style="list-style-type: none"> <li>Current cases</li> </ul> </li> <li>-Risk Management</li> <li>-Real Estate License Law - especially licensed and unlicensed activities</li> <li>-Advertising                         <ul style="list-style-type: none"> <li>Traditional</li> <li>Social Media</li> </ul> </li> <li>-Supervision                         <ul style="list-style-type: none"> <li>Licensees</li> <li>Teams</li> </ul> </li> <li>-Deposits and trust activity                         <ul style="list-style-type: none"> <li>How are deposits handled.</li> <li>How trust accounts are managed, etc.</li> </ul> </li> </ul>
<b>Contracts &amp; Real Estate License Law</b> (topics 2, 6, 15, 25, 33)	2	<ul style="list-style-type: none"> <li>-Contract Modifications</li> <li>-Emphasis on the risks (and merits) of licensees adding verbiage to contracts and the consequences to all parties should the licensee miss a step per the contract</li> <li>-commonly used phrases, constructing contract clauses</li> <li>-Early occupancy, hold harmless agreements, etc.</li> <li>-Land Issues                         <ul style="list-style-type: none"> <li>Well/septic, easements, etc.</li> </ul> </li> <li>-Fair Housing &amp; Equal Opportunity Laws</li> <li>-RESPA Compliance</li> <li>-Procuring Cause</li> </ul>
<b>Consumer Protection</b> (topics 2, 4, 6, 9, 18, 24, 25, 30, 41)	2	<ul style="list-style-type: none"> <li>-Fair Housing &amp; Equal Opportunity Laws</li> <li>-RESPA Compliance</li> <li>-Anti-trust regulations and</li> <li>-State of Alaska E&amp;O Insurance requirements</li> <li>-Consumer Pamphlet/licensing relationships</li> <li>-Advertising                         <ul style="list-style-type: none"> <li>Traditional</li> <li>Social Media</li> </ul> </li> <li>-Supervision                         <ul style="list-style-type: none"> <li>Licensees</li> <li>Teams</li> </ul> </li> </ul>