



Real Estate Commission

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

Phone: (907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Initial Course Application Instructions

To be certified by the commission, a course must meet the following minimum requirements:

- The course must add to the practical knowledge required to perform the duties of a real estate practitioner in areas identified in 12 AAC 64.063 and 12 AAC 64.500;
- The course content must be applicable to all areas of the state, but may also include consideration of unique local circumstances;
- The course must be taught by an instructor approved by the commission to teach that course topic;
- A guest instructor who is not approved may be used to present a specialized portion of a course if an approved instructor for the course topic is also present;
- Students must be required to adhere to a strict attendance policy in order to receive credit for the course;
- Students must complete a course and instructor evaluation form (required by the commission); a copy of the evaluation form is available on the commission website for all course sponsors;
- A certificate of completion shall be given to each student who attends and participates in the course (see 12 AAC 64.410 for details of the required content for the certificate of completion).

Courses developed by national organizations that issue professional designations in specific areas of licensed real estate practice, and that are required to earn or maintain a nationally recognized professional designation and courses in subject areas identified in 12 AAC 64.500 offered by an accredited college or university, will not be charged a course approval fee and credit will be recognized equal to the number of hours of actual class time, excluding examinations, up to a maximum of 12 hours per course.

The following must be received by the commission before your initial course application can be reviewed by the board:

1. APPLICATION

A signed, completed application (#08-4146, pages 1-7).

2. FEES

Fees made payable to "State of Alaska."

Course Approval Fee: \$50.00 per credit hour

3. COURSE MATERIALS

Submit course materials including handouts, text materials, overheads, pamphlets and brochures.

4. CERTIFICATE OF COMPLETION.

Submit a sample of the certificate of completion including student name, course title, course number, dates course delivered, location of course, type of course [DCE, ECE, PLE, etc.], expiration date of course, name of instructor/sponsor, signature of instructor, and instructor certification number.

5. ATTENDANCE POLICY

Submit an explanation of the attendance policy and provision for class make-up. A sample attendance record form will need to be submitted as well.

6. EVALUATION

Submit a course/instructor evaluation form.

If applicable, you may need to submit a provision for correspondence and/or the final exam and answer key.

REC Information

CHANGE OF ADDRESS

To ensure proper notification of changes to regulations concerning real estate education, updated applications and forms and information about renewing course and instructor certification, notify the commission of any address change.

COURSE CERTIFICATION

New courses must be submitted no later than 45 days prior to the course offering date. A course cannot be advertised as being approved by the commission, nor can credit be offered to real estate licensees, until written approval has been issued by the commission.

An Initial Course Application must be submitted for each course. All requested documents and fees must be submitted with the application before it will be reviewed by the commission. The commission will notify the course sponsor if additional information or clarification of their application is needed to complete the review process.

A course certified by the commission may be offered for credit from the date the commission certifies the course until January 31 of the next even-numbered year.

COURSE RENEWAL

All continuing education courses expire on January 31 of even-numbered years. Renewal paperwork will be provided to course sponsors no later than October 15 of odd-numbered years. All courses must be renewed with the commission 45 days prior to the offering of the course for credit.

CONTINUING EDUCATION REQUIREMENTS FOR LICENSEES

All licenses expire on January 31 of even-numbered years. Currently, licensees are required to complete 20 contact hours of continuing education. Of those hours, 8 hours must be designated continuing education (DCE) and 12 hours elective continuing education (ECE).

Beginning February 1, 2008 all new licensees will be required to complete 30 hours of post-licensing education within one year of being licensed.

CHANGES IN COURSE CONTENT

Any change in the content or materials used in a certified course may be implemented immediately if it is based on a United States Supreme Court or Alaska Supreme Court decision or a change in the policy of a financial institution or agency and that has a specific effective date. This change must be reported to the commission within 15 days after receipt of the public memorandum or press release.

Any other substantive change must be submitted as an amendment to an approved course outline 45 days before the first offering date of the course.

CORRESPONDENCE COURSES

Correspondence courses include all courses taught outside the classroom setting.

In addition to meeting the requirements set forth in 12 AAC 64.420 the sponsor must:

- submit a copy of the complete course materials including published texts and audio/visual tapes.
- submit written instructions for completing each lesson.
- provide copy of the final exam or project activity.

CONTINUING EDUCATION CATALOG

A searchable catalog of all approved continuing education courses is available on the commission web site at ProfessionalLicense.Alaska.Gov/RealEstateCommission.



THE STATE
of **ALASKA**

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

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Initial Course Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Course Approval Fee (Per Credit Hour)	\$50.00
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PART II Personal Information

Course Owner/Sponsor:				
Mailing Address:	P.O. Box or Street	City	State	Zip
Contact:			Phone Number:	
EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.				
Email Address:			Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<i>Note: If both boxes are selected above, you will receive correspondence electronically.</i>				
<input type="checkbox"/> I understand, in order to receive optional communications from the Real Estate Commission, I must subscribe to the ListServ at https://list.state.ak.us/mailman/listinfo/commerce-rec .				

PART III Course Information

Course Title:			Credit Hours Requested:*	
Core Content Area:	<input type="checkbox"/> Real Estate Sales	<input type="checkbox"/> Property Management	<input type="checkbox"/> Commercial Sales	<input type="checkbox"/> Community Association Management
How will this course improve the licensee's ability to provide greater service and protection to the public?				
How does this course add to the practical knowledge required to perform the duties of a real estate appraiser?				

*Regardless of the number of courses taken in a single day, a student may not receive credit for more than ten hours of instruction per day.

PART III Course Information (continued)

Credit Type:	<input type="checkbox"/> Salesperson Pre-Licensing	<input type="checkbox"/> Broker Pre-Licensing	<input type="checkbox"/> Post Licensing Education
	<input type="checkbox"/> Elective Continuing Education	<input type="checkbox"/> Designated Continuing Education	
Course Delivery Method:	<input type="checkbox"/> Classroom	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Video
	<input type="checkbox"/> Internet/Online	<input type="checkbox"/> Teleconferencing	

PART IV Course Subject Information

Indicate the appropriate subject area that will be covered in this course and the amount of time spent on each.

Topic Number	Subject Area	Time
<input type="checkbox"/> 1	Licensee Relationships	
<input type="checkbox"/> 2	Closing Transactions	
<input type="checkbox"/> 3	Common Interest Ownership and Resale Certificates Required Under AS 34.08.590	
<input type="checkbox"/> 4	Communications, Negotiations, and Real Estate Counseling Skills	
<input type="checkbox"/> 5	Repealed 6/28/1997	
<input type="checkbox"/> 6	Contracts	
<input type="checkbox"/> 7	Energy Conservation	
<input type="checkbox"/> 8	Health, Safety, Environmental Issues and ADA Compliance	
<input type="checkbox"/> 9	Fair Housing, and Equal Opportunity Laws	
<input type="checkbox"/> 10	Financing Real Estate	
<input type="checkbox"/> 11	Foreclosure, Judgements and Bankruptcy	
<input type="checkbox"/> 12	International Real Estate Transactions	
<input type="checkbox"/> 13	Land Use, Planning, Zoning and Building Codes	
<input type="checkbox"/> 14	Legal Descriptions	
<input type="checkbox"/> 15	Listing Responsibilities	
<input type="checkbox"/> 16	Marketing Property	
<input type="checkbox"/> 17	New Construction	
<input type="checkbox"/> 18	Prohibited Conduct	
<input type="checkbox"/> 19	Property Disclosure and Inspections	
<input type="checkbox"/> 20	Residential Property Management	

PART IV Course Subject Information *(continued)*

Topic Number	Subject Area	Time
<input type="checkbox"/> 21	Property Valuation	
<input type="checkbox"/> 22	Real Estate Brokerage Management	
<input type="checkbox"/> 23	Real Estate Investment Analysis	
<input type="checkbox"/> 24	Real Estate Property Law	
<input type="checkbox"/> 25	Real Estate License Law	
<input type="checkbox"/> 26	Securities	
<input type="checkbox"/> 27	Title Insurance and Lien Law	
<input type="checkbox"/> 28	Trust Account Management	
<input type="checkbox"/> 29	Trusts, Estates and Probate	
<input type="checkbox"/> 30	Ethical Decision Making in Real Estate Transactions	
<input type="checkbox"/> 31	Community Association Management	
<input type="checkbox"/> 32	Community Association Documents	
<input type="checkbox"/> 33	Risk Management	
<input type="checkbox"/> 34	Alaska Landlord Tenant Law	
<input type="checkbox"/> 35	Customer Client Services	
<input type="checkbox"/> 36	Commercial Property Management	
<input type="checkbox"/> 37	Tax Law and Exchanges	
<input type="checkbox"/> 38	Broker Disclosure Responsibility	
<input type="checkbox"/> 39	Broker Supervision	
<input type="checkbox"/> 40	Broker Trust Account Responsibility	
<input type="checkbox"/> 41	Organizing and Managing a Real Estate Offices	

Is this course required to earn or maintain a nationally recognized professional designation?

Yes No

If yes, check all that apply. Attach proof that the course is being taught by an instructor certified by a national organization to deliver the course and a list of designations offered, and the courses required for each designation.

NAR IRWA CAI IREM Other: _____

Is this course approved by ARELLO/IDECC?

If yes, attach proof of course approval.

Yes No

PART IV Course Subject Information *(continued)*

Is this course being offered by an accredited college or university?

If yes, attach proof of course approval.

Yes

No

Courses developed by national organizations that issue professional designations in specific areas of licensed real estate practice and that are required to earn or maintain a nationally recognized professional designation and courses in subject areas identified in 12 AAC 64.500 offered by an accredited college or university will not be charged a course approval fee and credit will be recognized equal to the number of hours of actual class time, excluding examinations, up to a maximum of 12 hours per course.

PART V Course Outline, Learning Objectives, Teaching Technique

Detail the sequence of topics, time spent on each topic, learning objectives* for each topic and method of instruction. If you choose to submit your own outline, it must include all of the pertinent information listed below. (See example)

Time Segment	Segment Discussion	Learning Objective What will the attendee be able to do after completing the course?	Teaching Technique
9:00-10:00		Evaluate...	Lecture/Video
10:00-10:30		Identify...	Lecture/Group Exercise
Time Segment	Segment Discussion	Learning Objective What will the attendee be able to do after completing the course?	Teaching Technique

PART VI Course Schedule

Provide information about course offering dates.

Course offered by request only.

Date	Location	Time	Instructor*

**If the instructor is not already certified by the Alaska Real Estate Commission, they must apply before teaching any approved course.*

PART VII Required Documents

Unless otherwise indicated, all documents must be submitted with the course application. Courses will not be reviewed and approved until the course application packets are complete. All applications must be submitted 45 days prior to the first course offering. The course may not be advertised for credit until approval by the commission is received.

Attachments	Office Use Only
<input type="checkbox"/> Completed application, submitted at least 45 days prior to course offering.	
<input type="checkbox"/> COURSE APPROVAL FEE: \$50.00 per credit hour requested	
<input type="checkbox"/> Course materials (including handouts, text materials, overheads, pamphlets and brochures)	
<input type="checkbox"/> Sample of Certificate of Completion. Must include student name, course title, course number, dates course delivered, location of course, type of course [DCE, ECE, PLE, etc.], expiration date of course, name of instructor/sponsor, signature of instructor, and instructor certification number.	
<input type="checkbox"/> Explanation of Attendance Policy and Provision for Class Make-Up.	
<input type="checkbox"/> Sample Attendance Record form.	
<input type="checkbox"/> Course/Instructor Evaluation form.	
<input type="checkbox"/> Provision for Correspondence (if applicable).	
<input type="checkbox"/> Final exam and answer key (if applicable).	



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Signature Page

Applicant Name:	
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PART VIII Agreement

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:	Date Signed:	
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State of Alaska
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
			TOTAL:

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		<p>All 3 fields MUST be completed.</p> <p>This section will be destroyed after the payment is processed.</p>
2. Expiration Date:		
3. Security Code:		