



State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
REAL ESTATE COMMISSION
550 West 7th Avenue, Suite 1500
Anchorage, AK 99501
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E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ/

REAL ESTATE ASSOCIATE BROKER APPLICATION BY ENDORSEMENT

Please read instructions before completing this application. Any portion of application that is not submitted may delay the issuance of your license.

APPLICATION PROCEDURES

The following items must be on file before you will be considered for a Broker License by Endorsement:

1. A **complete** and notarized application. (12 AAC 64.059(f)(l))
2. Payment of the required fees (12 AAC 64.059(f)(6)(7) and 12 AAC 02.360(2)(9)).

Nonrefundable application fee:	\$200.00
License fee:	\$200.00
Recovery Fund fee:	\$ 30.00
Total:	\$430.00
3. Provide a License History/certification, including License Status, from each jurisdiction where you hold or have ever held a Real Estate License. At least one jurisdiction must reflect licensure at the Associate Broker or Broker level, and that the license must be current and active on the date your Alaska application is considered "complete". The License History information must be sent directly from another licensing authority to the Alaska Real Estate Commission. **LICENSE HISTORIES/CERTIFICATIONS CANNOT BE ACCEPTED DIRECTLY FROM APPLICANTS. (12 AAC 64.059(f)(4), 12 AAC 64.061(b)(c) and 12 AAC 64.060(h)).** License histories must be received before a license can be issued.
4. Proof that you worked as a licensee for at least 36 months within the immediate 60 months prior to obtaining your initial Associate Broker or Broker license in another jurisdiction. An Affidavit of licensee experience signed by your supervising broker(s) confirming licensee experience must be submitted. However, if documented evidence reflecting licensee experience is confirmed on the license history documentation (required in number 3 above) the affidavit is not required. (08.88.171(b)).
5. Submission of an **original** exam score sheet verifying proof of passing the "Alaska" portion" of the Alaska Real Estate Broker examination. Exam scores are valid ONLY for six months from date of exam. You must have a complete application filed with the Alaska Real Estate Commission prior to expiration of the exam scores. For information and the application for examination, contact Pearson VUE at 1-800-274-5992 or www.pearsonvue.com. (08.88.171(b), 08.88.263(1), 12 AAC 64.059(f)(2) and (3)).
6. Submission of proof of Broker education equivalent to the 30 hours required in 12 AAC 64.063(b) or 30 hours of an Alaska approved broker education course. Copies of your education certificates or a transcript is required. In accordance with 12 AAC 64.063(a)(2), these hours must have been completed within 24 months immediately preceding the date of application. Education topics listed in 12 AAC 64.063(b).

All real estate education courses used to qualify for initial licensure must been completed within the 18 months immediately preceding the date of application. 12 AAC 64.063(2)
7. Completion of a written statement verifying you have worked as a Real Estate licensee, as your principle occupation, within the immediate six months proceeding the date of application. The statement is included as section C of the application form. To be eligible for endorsement, you must have:
 - A) owned a Real Estate Business;
 - B) been employed as a Broker by a Corporation or Partnership; or
 - C) been an actively licensed Broker or Associate Broker under another Broker AC 64.061(c)).
8. Supporting documentation for any "yes" answers. Supporting documents include the charging document and judgment for each criminal conviction. For any other "yes" answer, provide copies of court records, copies of license actions, and any other applicable documents. Additionally, provide your explanation on a separate sheet of paper labeled with your name, and signed by you; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances.
9. Submit proof/verification of E & O Insurance Coverage.

GENERAL INFORMATION

In accordance with 12 AAC 02.900, a person licensed by the Real Estate Commission is required to maintain a current, valid mailing address on file with the division at all times.

- Please notify the division, in writing, should you have a change of address.
- In accordance with AS 08.88.321, the license certificate of a Broker must be displayed in the Broker's principle office.

POST LICENSING EDUCATION

All new licensees are required to complete 30 hours of post-licensing education (PLE). This education must be completed within one year after the date of initial salesperson or broker licensure. This is in addition to the 20 hours of continuing education that you must complete to renew your license. After the required 30 hours of PLE is completed an Affidavit of Post Licensing Affidavit form (08-4326) **MUST** be submitted to the Real Estate Commission. Copies of all certificates of the completed education and appropriate fees must accompany the PLE Affidavit within 30 days after the 1 year period of initial licensure or the license will lapse (AS 08.88.095). New licensees applying for licensure by endorsement who hold a active and valid real estate license in another state and have been licensed by that state for 1 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 in the Professional Licensing Section at www.commerce.alaska.gov/occ/.

RENEWAL INFORMATION

All licenses expire on January 31 of even-numbered years. Exception: Licenses issued within 90 days of the expiration date will be issued through the next biennium.

Continuing education is required at the time of renewal; refer to 12 AAC 64.500 for continuing education requirements.

SOCIAL SECURITY NUMBERS

Under AS 08.01.100(e) a license may not be renewed if the licensee's United States Social Security Number is not on file. If you do not have a social security number, you must complete the form Request for Exception from Social Security Number Requirement located on the division's web site at: www.commerce.alaska.gov/occ/ or contact the division office for the form.

PUBLIC INFORMATION

All information contained in and supplied with this application will be available to the public unless required to be kept confidential by law. Current licensee information is available on the Division of Corporations, Business and Professional Licensing web site at: www.commerce.alaska.gov/occ/ under License Search.

STATUTES AND REGULATIONS

Copies of the statutes and regulations referenced in this application may be obtained at: www.commerce.alaska.gov/occ/ or may be obtained from the Commission office.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

"YES" RESPONSES

A "Yes" response in the application does not necessarily mean your application will be denied. If you have responded "Yes" to any question in the application, additional time will be required for the gathering and assessment of pertinent information. You can expedite this process by providing, with your application, complete explanation and documentation for any "Yes" responses. (See application procedures #8)

ERRORS & OMISSIONS INSURANCE

All licensees are required to obtain and submit proof of E & O Insurance, either through the Master Policy offered by RISC, or through equivalent coverage. All licensees are required to submit verification that they have met the E & O requirements.

PROOF OF ERRORS AND OMISSIONS INSURANCE

All licensees are required to obtain and submit proof of E & O insurance, either through the master policy offered by RISC or through equivalent coverage. Those licensees who choose to obtain E & O insurance through equivalent coverage will be required to submit a form completed by their insurance provider that certifies the licensee has met the E & O requirements per 12 AAC 02.510.

Check the box that applies:

- I have obtained coverage through the master policy offered by RISC.

- I have an E & O insurance policy with a deductible of NOT MORE THAN \$5,000; and
- I have attached or submitted a certificate of insurance from my insurance provider.

- I have an E & O insurance policy with a deductible of MORE THAN \$5,000 or self-insured retention; and
- I have attached or submitted a notarized affidavit certifying that I have financial resources in set-aside funds to pay the higher deductible amount or self-insured retention; and
- I have attached or submitted a certificate of insurance from my insurance provider.

Per 12 AAC 02.530(2), a broker of other real estate licensees may comply with the requirements of 12 AAC 02.510(a)(1) and (2) by obtaining insurance with coverage of a minimum of \$300,000 per wrongful act and \$1,000,000 aggregate, if all licensees associated with the broker are covered.

- I have E & O insurance coverage through my real estate brokerage.
- I have attached or submitted verification of E & O Insurance.

12 AAC 02.530. STANDARDS FOR EQUIVALENT COVERAGE. An insurer issuing equivalent coverage under AS 08.88.172(c)(2) shall hold a certificate of authority issued under AS 21.09. All activities contemplated under AS 08.88.172 must be covered. The insurance must meet the minimum coverage standards of 12 AAC 02.510, except that

- (1) a policy with a higher deductible amount or self-insured retention will qualify as equivalent coverage for purposes of AS 08.88.172(c)(2) if, when applying to obtain or renew the license, the insured licensee provides the Real Estate Commission with
 - (A) an affidavit certifying that the insured licensee has the financial resources in set-aside funds to pay the higher deductible amount or self-insured retention; and
 - (B) a certificate of insurance from the insured licensee's insurer; and

a broker employing other real estate licensees may comply with the requirements of 12 AAC 02.510(a)(1) and (2), by obtaining insurance with coverage of a minimum of \$300,000 per wrongful act and \$1,000,000 aggregate, if all licensees associated with the broker are covered.

C. LICENSE/CERTIFICATE HISTORY

List all states or jurisdictions in which you are currently, or have ever held a license/certification in the Real Estate profession. **License histories/certifications must be sent to the Alaska Real Estate Commission from another licensing authority.** (See Application Procedures # 3). License history(ies) must be received before a license can be issued.

Have you **ever** held a real estate license in any other state or jurisdiction? **YES** **NO**

A. If yes, list all states or jurisdictions in which you are currently, or ever have been, licensed/certified in the Real Estate profession. (Use additional sheets as necessary)

<u>License/Certificate Number</u>	<u>License Category</u>	<u>State</u>	<u>Active/Inactive</u>	<u>Expiration Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If additional room is needed, please continue on an attached page.

D. PRINCIPAL OCCUPATION STATEMENT

In accordance with 12 AAC 64.061 (c)(1), I verify that I have practiced Real Estate actively as my principal occupation within the immediate six months preceding this application.

Dates of Practice: _____ Brokerage Name: _____

Additionally, I confirm that I (check at least one):

- (A) Owned a Real Estate business within the past six months;
- (B) have been employed as a Broker by a corporation or a partnership;
- OR-**
- (C) have been an actively licensed Broker or Associate Broker under another Broker within the past six months.

E. ALASKA EMPLOYING BROKER INFORMATION

Notice to Employing Broker: Please review and initial the first page of this application before signing.

Alaska Employing Broker's Name (print): _____ Broker #: _____

Business Name: _____ Office #: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Broker's Signature: _____ Date: _____

Associate Broker's Name (print): _____ Associate Broker #: _____
(if working in branch office)

Associate Broker's signature: _____ Date: _____
(both signatures needed if in branch office)

F. CERTIFICATION OF INFORMATION

I HEREBY CERTIFY that the information contained in this application is true and correct to the best of my knowledge. I am not omitting any information which might be of value to this commission in determining my qualifications; and I agree that any falsification, omission, or withholding of information of facts concerning my qualifications as an applicant shall serve as sufficient grounds for the suspension, cancellation, or revocation of my broker certificate, even though it is not discovered until after issuance.

WARNING: Per 12 AAC 64.160, making false or fraudulent representation or material misstatement on an application for a license, renewal, or examination is grounds for revocation, suspension or denial of a license. The person may also be subject to criminal charges for perjury or unsworn falsification (AS 11.56.210 and AS 11.56.230).

SIGN HERE 

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public in and for the State of _____ this _____ day of _____, 20_____.

SEAL

Signature of Notary Public

My Commission Expires: _____



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VERIFICATION OF REAL ESTATE LICENSEE EXPERIENCE

APPLICANT: Complete only the top portion of this form. Mail to your past Supervising Broker where you worked as a real estate licensee prior to becoming a Broker.

PLEASE PRINT:

I, _____
Last Name First Middle Former Name (if applicable)

am applying for a _____ license in Alaska, and I hereby authorize you to release information as required on this form to the Alaska Real Estate Commission.

License # _____ State of Licensure: _____

I worked as a real estate licensee during the following period:

Employment Dates: From: _____ To: _____

Signature: _____

Address: _____ Birth Date: _____

EMPLOYER: Please complete this form and return to the Alaska Real Estate Commission at the address listed above.

1. Dates of Employment as a real estate licensee: From: _____ To: _____

2. Total months worked as a real estate licensee: _____

Signature of Supervising Broker or Authorized Representative

Title

Printed Name

Date

Company Name or Agency: _____

Mailing Address: _____
Street or P.O. Box Number

City State Zip Code Telephone No.

➔ PLEASE RETURN COMPLETE FORM DIRECTLY TO THE ALASKA REAL ESTATE COMMISSION