



THE 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
(907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Real Estate Associate Broker Application by Endorsement Instructions

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

1. APPLICATION

A completed, signed application.

2. FEES

Payment of the required fees [12 AAC 64.059(f)(7) and (8), and 12 AAC 02.360(a)(1) and (5)]:

Nonrefundable application fee:	\$200.00
License fee:	\$140.00
Recovery Fund fee:	<u>\$ 50.00</u>
Total Due:	\$390.00

3. LICENSE HISTORY

Provide a License History, 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 cannot be accepted directly from applicants** [12 AAC 64.059(f)(4) and 12 AAC 64.061(b) and (c) and 12 AAC 64.060(h)].

4. AFFIDAVIT OF EXPERIENCE

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 (form #08-4168a). However, if documented evidence reflecting licensee experience is confirmed on the license history documentation (required in number 3 above) the affidavit is not required [AS 08.88.171(b)].

5. EXAM

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 [AS 08.88.171(b), AS 08.88.263(1) and 12 AAC 64.059(f)(2) and (3)].

6. EDUCATION

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 are listed in 12 AAC 64.063(b).

CONTINUED ON FOLLOWING PAGE

7. PRINCIPAL OCCUPATION STATEMENT

Completion of a written statement verifying you have worked as a Real Estate licensee, as your principle occupation, within the immediate six months preceding the date of application [12 AAC 64.061(c)(1)]. The statement is included as Part VI of the application form. To be eligible for endorsement, you must have:

- owned a Real Estate Business;
- been employed as a Broker by a Corporation or Partnership; or
- been an actively licensed Broker or Associate Broker under another Broker AC 64.061(c)).

8. ERRORS AND OMISSIONS INSURANCE

Proof/verification of E & O Insurance coverage. Proof/verification of E & O Insurance coverage is required under AS 08.88.172.

9. ALASKA REAL ESTATE LAW

Provide evidence of completing a 6-hour course on Alaska's Real Estate Law [12 AAC 64.059(f)(2) and 12 AAC 64.063(b)(5)(G)]. In accordance with 12 AAC 64.063(a)(2), all real estate education courses used to qualify for initial licensure must have been completed within the 24 months immediately preceding the date of the application. For a list of approved schools go to: www.commerce.alaska.gov/occ/prec.htm. Education certificates are valid ONLY for 24 months from date course was completed.

10. BROKER INFORMATION

Employing Broker Information (Form #08-4168b). Employing Broker Information is required under AS 08.88.291.

APPLICATION INFORMATION

REC Information

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. All licensees are required to submit verification that they have met the E & O requirement.

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 [AS 08.88.095] or the license will lapse. New licensees applying for licensure by endorsement who hold an 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/.

General Information

APPLICATION PROCESSING

The average time to process a paper application varies by program, but can take several weeks from the date it is received in this office, complete with all correct forms, supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. When the application is complete and correct, and all supporting documents have been received and all fees have been paid the license will be issued and sent to you. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM

If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on January 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 60 days before license expiration to the last known address of record.

“YES” RESPONSES

A “Yes” response in the application does not mean your application will be denied. If you have responded “Yes” to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and both charging and closing court documentation.

RANDOM AUDIT

If your program requires continuing education, the division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

CONTINUED ON FOLLOWING PAGE

ADDRESS OR NAME CHANGE

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

SOCIAL SECURITY NUMBERS

In accordance with AS 08.01.060, the department is not authorized to issue a license to a natural person, unless the applicant's Social Security Number has been provided to the department. If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions or obtain the Exception from SSN Requirement (Form #08-4372), from the division web site at www.commerce.alaska.gov/occ/.

PUBLIC INFORMATION

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at ProfessionalLicense.Alaska.gov under License Search.

ABANDONED APPLICATIONS

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

BUSINESS LICENSES

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information contact: (907) 465-2550 or BusinessLicense.Alaska.gov.

STATUTES AND REGULATIONS

The complete set of statutes and regulations for this program are available by written request or online at the division's website: ProfessionalLicense.Alaska.Gov

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to the address below.

Regulations Specialist

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

EMAIL: RegulationsAndPublicComment@Alaska.Gov



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REC/ZSU

FOR DIVISION USE ONLY
REC: \$340.00
ZSU: \$50.00

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Real Estate Associate Broker Application by Endorsement

PART I Payment of Fees

Required Fees:

<input type="checkbox"/> Nonrefundable Application Fee	\$200.00	} \$390.00
<input type="checkbox"/> License Fee	\$140.00	
<input type="checkbox"/> Recovery Fund Fee	\$50.00	

PART II Personal Information

Full Legal Name:

First

Middle

Last

Provide all other names used (maiden, nicknames, aliases).

☐ Not Applicable

☐ Other Names Used: _____

If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).

Full Mailing Address:

Address

City

State

ZIP Code

Birthdate:

Contact Phone:

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:

☐ Send my Correspondence by Email

☐ Send my Correspondence by US Mail

SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

PART III Professional License History

List all states or jurisdictions in which you are currently, or ever have been, licensed/certified in the Real Estate profession. **License verifications must be sent directly to the Alaska Real Estate Commission from another licensing authority.** If you run out of space below, please attach a separate paper with the additional license information.

☐ Check here if none.

State or Jurisdiction	License/Certification #	License Category	Active/Inactive	Expiration Date
			<input type="checkbox"/> Active <input type="checkbox"/> Inactive	
			<input type="checkbox"/> Active <input type="checkbox"/> Inactive	
			<input type="checkbox"/> Active <input type="checkbox"/> Inactive	

PART IV Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial. If you answer "Yes" to any of the questions, please explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, etc.).

Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

1.	Have you ever been convicted of a crime or are you currently charged with committing a crime? For the purpose of this question, "crime" includes a misdemeanor, felony, or a military offense. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere, or no contest, or having been given probation, a suspended imposition of sentence (SIS), or a fine.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject of any restriction, censure, reprimand, consent agreement or any other disciplinary or license action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever had any other professional or occupational license revoked, denied, suspended, surrendered, placed on probation, or under any restriction, censure, reprimand, or any other disciplinary or license action in the state or any other jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever had a fidelity bond denied or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you ever had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you attached required documentation for any "Yes" answers for questions 1 - 7? (Check "No" if you have not answered yes to any question.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V Proof of 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. 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 a certificate of insurance from the insurance provider.

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.

PART VI 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.

Brokerage Name:		
Dates of Practice:	From:	To:

I CONFIRM THAT:

- ☐ I have owned a Real Estate business within the past six months;
- ☐ I have been employed as a Broker by a corporation or a partnership; **OR**
- ☐ I have been an actively licensed Broker or Associate Broker under another Broker within the past six months.



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Signature Page

Applicant Name:	
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PART VII Agreement

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

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

Signature:		Date:	
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Verification of Real Estate Licensee Experience

Applicant:



Complete ONLY the top part of this form.

The past supervising broker where you worked as a real estate licensee prior to becoming an associate broker must submit this form.

Applicant Name:			
Applicant Address:			
License Number:		State of Licensure:	
Dates of Employment:	FROM: _____ TO: _____		
Applicant Signature:		Date:	

Employer:



Complete this form & return to the Real Estate Commission at the address above.

Employer Name:		Title:	
Company Name:			
Company Address:			
Phone Number:			
<i>Information about the above-named applicant's employment:</i>			
Dates of Employment:	FROM: _____ TO: _____		
Total months worked:			
Employer Signature:		Date:	

Please return complete form directly to the Alaska Real Estate Commission at the address above.



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Employing Broker Information

Applicant Name:	
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Business Information	<i>Required</i>				
Business Name (print):					
Real Estate Office License #:					
Business Mailing Address:	<table border="1"><tr><td>Street or PO Box</td><td>City</td><td>State</td><td>Zip Code</td></tr></table>	Street or PO Box	City	State	Zip Code
Street or PO Box	City	State	Zip Code		

Broker Information	<i>Required</i>			
Employing Broker's Name (print):				
Broker Telephone #:	<table border="1"><tr><td></td><td>Broker License #:</td><td></td></tr></table>		Broker License #:	
	Broker License #:			
Broker Signature:	<table border="1"><tr><td></td><td>Date:</td><td></td></tr></table>		Date:	
	Date:			

Associate Broker Information	<i>Required <u>only if working in a branch office.</u></i>			
Associate Broker Name (print):				
Associate Broker License #:				
Associate Broker Signature:	<table border="1"><tr><td></td><td>Date:</td><td></td></tr></table>		Date:	
	Date:			



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FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
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: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply): **AMOUNT**

☐ Application Fee: _____

☐ License or Renewal Fee: _____

☐ Other (name change, wall certificate, fine, duplicate license, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

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

1. Credit Card Number: _____

2. Expiration Date: _____

3. Security Code: _____

All 3 fields **MUST**
be completed!

This section will be
destroyed after the
payment is processed.