



THE STATE of ALASKA

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

ZSU

FOR DIVISION USE ONLY

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501
Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Instructor Certification Renewal

April 2, 2025 – April 1, 2030

All real estate education instructor certifications expire on April 1, 2025. There is no grace period. You cannot teach a commission approved course for education credit if your instructor approval has expired.

Instructors must submit evidence of completion of:

- 1. Two (2) hours of continuing education in each topic area for which the instructor is applying for recertification;
2. Teaching a course in the topic area(s) for which the instructor is applying for recertification;
- OR -
3. Practical experience in the topic area(s) for which the instructor is applying for recertification.

PART I Payment of Fees

Required Fees: [] Instructor Renewal Fee \$100.00

PART II Personal Information

Full Legal Name: [] Name change: [] Alaska Instructor Number: []
If you have had a legal name change since your last certification was issued, you must complete a Change of Name form.
Mailing Address: [] P.O. Box or Street City State Zip
Address change: []
Contact Phone: [] Date of Birth: []
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.
Email Address: [] Select One: [] Send my Correspondence Electronically [] Send my Correspondence by Mail
Note: If both boxes are selected above, you will receive correspondence electronically.
[] 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 ACPE Certification Compliance

[] As a course sponsor, I certify I am in compliance with the Alaska Commission on Post Secondary Education (ACPE) requirements under Alaska Statute 14.48 (https://acpe.alaska.gov/ia).
Current ACPE Authorization or Exemption Expiration Date: []

PART IV Topic/Subject Area

Indicate which topic areas you wish to be recertified to teach. You must attach proof of two (2) hours of continuing education, the course(s) taught or practical experience for each topic area in which you wish to renew.

Topic Number	Subject Area
<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
<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

PART IV Topic/Subject Area *(continued)*

Topic Number	Subject Area
<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

PART V Alaska Law

I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.88 and 12 AAC 64).

PART VI Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an explanation and documentation. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

When in doubt, disclose and explain.

Since the date your last Alaska certificate was issued or renewed:

1. Have you had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject to any restriction, censure, reprimand, consent agreement or any other disciplinary or license action? Yes
 No
2. Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association? Yes
 No

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).



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Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Signature Page

Applicant Name:		
Alaska Instructor Number (if known):		<input type="checkbox"/> <i>Application in Process</i>

PART VII 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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General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the certificate may be issued. 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.

CERTIFICATION TERM:

Certificates are issued for a five-year period and expire on April 1 of years ending in 0 and 5, regardless of the date of issuance, except certificates issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before certification expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve an instructor from the responsibility of renewing a certificate on time.

PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the instructor’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 certificate must be your current legal name.

SOCIAL SECURITY NUMBERS:

AS 08.01.100 requires a U.S. Social Security Number be on file with the division before a professional license is renewed. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov*.

PUBLIC INFORMATION:

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

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.

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

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*. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*.



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

Professional Licensing

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: License@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov

Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident: When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

Did you attach all applicable documents associated with this incident?

- Court Orders
 Consent Agreements
 Disciplinary Actions
 Charging Documents
 Court Records
 Fitness to Practice
 All Other Documentation Related to This Incident
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		Program:	
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:		