



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

Biennial Course Recertification

February 1, 2024 – January 31, 2026

- This form is to request recertification of a previously approved course. **Use one form for each course title.**
- Certification for real estate course approval in the State of Alaska expires on January 31, 2024.
- A course cannot be offered for education credit to licensees if the course has expired.
- The biennial renewal fee is \$30.00 per credit hour of instruction.

PART I Payment of Fees

Credit Type:	<input type="checkbox"/> Salesperson Pre-Licensing (SPL)	<input type="checkbox"/> Broker Pre-Licensing (BPL)
	<input type="checkbox"/> Post-Licensing Education (PLE)	<input type="checkbox"/> Elective Continuing Education (ECE)
	<input type="checkbox"/> Designated Continuing Education (DCE)	
Required Fee:	Credit Hours Requested:	X \$30.00 = Total \$:

PART II Personal Information

Course Title:		Course Number:	
Course Owner/Sponsor:			
Course Contact Person:		Contact Phone:	
Mailing Address: Address change: <input type="checkbox"/>	P.O. Box or Street	City	State Zip
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 ACPE Certification Compliance

<input type="checkbox"/> 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).
My current ACPE authorization, or exemption expires on:

PART IV Course Changes

- My course content has NOT changed since my last renewal
- My course content HAS changed since my last renewal. I have attached documentation to justify the change.
 - I have included an updated course outline and samples of any handouts and text materials.
 - I have included an updated certificate of completion and attendance policy, attendance form, or evaluation form.

PART V Course Information

Courses will be re-certified for the subject areas from the prior approval unless otherwise indicated.

If adding new core content areas, or course delivery methods, indicate below; if changes to subject areas are added under course topics in Part VI; submit documentation to justify changes.

Core Content Area(s):	<input type="checkbox"/> Real Estate Sales	<input type="checkbox"/> Property Management	<input type="checkbox"/> Commercial Sales
	<input type="checkbox"/> Community Association Management		
Course Delivery Method(s):	<input type="checkbox"/> Classroom	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Video
	<input type="checkbox"/> Internet/Online	<input type="checkbox"/> Teleconferencing	

PART VI Course Topics

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

PART VI Course Topics (continued)

Topic Number	Subject Area
<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
<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 Office



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Signature Page

Applicant Name:		
Alaska License 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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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:		